

Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	20 February 2023

Policy Review

1. Purpose of report

- 1.1 To present to the Panel additions and amendments to Human Resource Policies.

2. Outcomes

- 2.1 The amendment to existing policies and procedures.

3. Recommendation

- 3.1 That the Panel approve the policies and arrangements set out in Section 5.

4. Background

- 4.1 From time to time the Council needs to develop new policies and working arrangements to ensure we comply with statutory requirements and effectively manage our human resources.
- 4.2 The development of new policies and the review of existing policies will also be informed by employment best practice and the organisational needs of the Council.

5. Key issues and proposals

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|-----|--------------------------------------|----------|
| 5.1 | Safeguarding Policy | Reviewed |
| | Smoking Policy | Reviewed |
| | Work Experience and Placement Policy | Reviewed |
| | Flexible Retirement Policy | Reviewed |
| | Recruitment of Ex-offenders Policy | Reviewed |
| | Zero Tolerance Policy | Reviewed |

5.2 Safeguarding Policy

The Safeguarding Policy has been reviewed in liaison with the Council's Designated Officers with minor amendments only to reflect current practice.

5.3 Smoking Policy

Section 5.1 – clarity around employees smoking during the day - they should be on arranged breaks and 'clocked out' of work.

Section 6.2 – updated to include homeworkers.

5.4 Work Experience and Placement Policy

Section 4.4 – additional information on internships.

Other minor amendments throughout

5.5 Flexible Retirement Policy

The Flexible Retirement Policy was brought to Employment Appeals last year and is being brought this time purely in respect of the addition of section 5. This makes clear that staff wishing to work beyond the end of their agreed period or return to work following full retirement can only do so following a break in continuous service and through the normal recruitment process.

5.6 Recruitment of Ex-offenders Policy

Minor amendments made throughout.

5.7 Zero Tolerance Policy

Section 1.4 & 2.3 – amendments made to readability

Section 4.3 – In consultation with Health and Safety, the risk assessment does not cover these areas so therefore have been removed.

Section 5.3 – This list of training is not offered and has therefore been removed.

Other minor amendments made throughout.

Financial and legal implications	
Finance	There are no specific Finance issues associated to this report.

Legal	There are no specific Legal issues associated to this report. However failure to comply with appropriate legislation may expose the Council to litigation.
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Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	X
equality and diversity	X
sustainability	X
health and safety	x

risks/implications	✓ / x
asset management	X
climate change	X
ICT	X
data protection	X

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection

List of appendices

- Appendix 1 Safeguarding Policy
- Appendix 2 Smoking Policy
- Appendix 3 Work Experience and Placement Policy

Appendix 4	Flexible Retirement Policy
Appendix 5	Recruitment of Ex-offenders Policy
Appendix 6	Zero Tolerance Policy