



Report of:	Meeting	Date	Item No.
Human Resources	Employment and Appeals Committee	2 July 2018	

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. Recommendations

- 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 | Capability Policy and Procedure | Appendix 1 | Reviewed |
| | Disclosure and Barring Service Policy | Appendix 2 | Reviewed |
| | Secure Handling and Storage Policy | Appendix 3 | Reviewed |
| | Managing Stress in the Workplace | Appendix 4 | Reviewed |
| | Shared Parental Leave Policy and Notification Procedures | Appendix 5 | Reviewed |
| | Agency Worker Policy and Guidance | Appendix 6 | Reviewed |

Drugs and Alcohol in the Workplace Policy	Appendix 7	Reviewed
Employer Discretions Policy	Appendix 8	Reviewed
Long Service Award	Appendix 9	Reviewed

- 5.2** The Capability Policy and Procedure has been updated with very minor amendments to reflect the current management structure and improve readability.
- 5.3** The Council have started using an umbrella service to carry out their DBS disclosures. The Disclosure and Barring Service Policy and the Secure Handling and Storage Policy have been updated to reflect the slightly amended processes.
- 5.4** Managing Stress in the Workplace has been reviewed with minimal changes.
- 5.5** The Shared Parental Leave Policy and Notification Procedures have been reviewed to try to make the policy more user friendly. The procedures follow those set out by the government, they are complicated and whilst it is not possible to amend these the wording and the layout is an attempt to make it easier to follow.
- 5.6** The Agency Worker Policy and Guidance has been updated to include a section on IR35 which is tax legislation that is designed to combat tax avoidance by workers supplying their services to clients via an intermediary, such as a limited company, but who would be an employee if the intermediary was not used..
- 5.7** The Drugs and Alcohol in the Workplace Policy has been updated to include the option of Just Cause testing which is to be carried out by an external company as required.
- 5.8** The Employer Discretions Policy has been updated to include a discretion on Shared Cost AVCs and the provision of these through salary sacrifice.
- 5.9** The Long Service Award has been amended slightly to clarify the tax and NI treatment of the award.

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.

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.

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

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

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1	Capability Policy and Procedure
Appendix 2	Disclosure and Barring Service Policy
Appendix 3	Secure Handling and Storage Policy
Appendix 4	Managing Stress in the Workplace
Appendix 5	Shared Parental Leave Policy and Notification Procedures
Appendix 6	Agency Worker Policy and Guidance
Appendix 7	Drugs and Alcohol in the Workplace Policy
Appendix 8	Employer Discretions Policy
Appendix 9	Long Service Award