



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	30 October 2023

Policy Review

1. Purpose of report

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

2. Corporate priorities

2.1 Ensure Policies and Procedures are under regular review in line with legislation, good practice and current practice.

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

5.1 Appeals against Dismissal Policy	Reviewed
Disciplinary Policy & Procedure	Amended
Chief Officer Disciplinary Policy and Procedure	Amended
Protected Officer Disciplinary Policy and Procedure	Amended
Grading Review and Appeals Policy and Procedure	Reviewed

Time Off for Trade Union Duties

Reviewed

5.2 The Appeals against Dismissal Policy and Procedure has been updated with only minor amendments.

5.3 The Disciplinary, Chief Officer Disciplinary and Protected Officer Disciplinary Policies and Procedures have not undergone a full review as they have been through the full review process in the last two years. Consideration of these policies by the panel is sought purely in respect of the sections within each regarding suspension.

All three have had amendments made to the suspension section to include clarification that if someone on suspension who is certified as unfit owing to ill-health payments will be made in accordance with our sick pay provisions.

In addition the Chief Officer and Protected Officer policies set out that suspension would not normally be for more than 60 days, this has been added to the staff Disciplinary Policy to bring it in line with the others.

5.4 The Grading Review and Appeals Policy and Procedure has been amended at 4.3 to include that appeals of joint positions must have a 100% agreement of all post holders in order to move forward with an appeal.

Section 4.3 also allows for the employee, line manager or Head of Service to be called into the review meeting to clarify points to the appeal hearing.

Other amendments throughout are minor.

5.5 Time Off for Trade Union Duties amendment at section 2.3 from Head of Service to Director to ensure a consistent approach in granting time off for training.

Other amendments throughout are minor

Financial, Legal and Climate Change implications	
Finance	<i>There are no specific Finance issues associated to this report.</i>
Legal	<i>There are no specific Legal issues associated to this report. However failure to comply with appropriate legislation may expose the Council to litigation.</i>
Climate Change	<i>There are no specific Climate Change issues associated to this report.</i>

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
health and safety	X

risks/implications	✓ / x
asset management	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.

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

List of appendices

Appendix 1	Appeals against Dismissal Policy
Appendix 2	Disciplinary Policy & Procedure
Appendix 3	Chief Officer Disciplinary Policy and Procedure
Appendix 4	Protected Officer Disciplinary Policy and Procedure
Appendix 5	Grading Review and Appeals Policy and Procedure
Appendix 6	Time Off for Trade Union Duties