



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	19 February 2024

Policy Review

1. Purpose of report

1.1 Consultation meeting to discuss additions and amendments to Human Resource Policies.

2. Council 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	Agency Workers Policy	Amended
	Probationary Policy & Procedure	Amended
	Purchase of Additional Annual Leave	Amended
	Recruitment & Selection Policy	Amended
	Pay and TOIL	Amended

- 5.2** The Agency Workers Policy has been amended at section 5.4 removing reference to Matrix as the council's preferred supplier of agency workers.

Line managers required to carry out due diligence checks to ensure the council are receiving best value and retain evidence these checks have been carried out.

Other amendments through are minor.

- 5.3** The Probationary Policy and Procedure has been updated with only minor changes.
- 5.4** The Purchase of Additional Annual Leave Policy has had minor amendments made in terms of readability at sections 1.2, 3.2 and 4.3.
- 5.5** The Recruitment and Selection Policy has been updated with only minor amendments.
- 5.6** The Pay and TOIL Policy has been updated at section 4.14.5 in relation to expenses and with only other minor changes throughout.

Financial, Legal and Climate Change 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.
Climate Change	There are no specific Climate Change issues associated to this report.

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 Agency Workers Policy
- Appendix 2 Probationary Policy & Procedure
- Appendix 3 Purchase of Additional Annual Leave
- Appendix 4 Recruitment & Selection Policy
- Appendix 5 Pay and TOIL