



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	8 July 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 Consultation with members to consider 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 | Managing Restructures and Changes to Terms and Conditions | Amended |
| | Working Carers Policy | Amended |
| | Volunteer Policy | Amended |
| | Leave and Worklife Balance Policy | Amended |
| | Flexible Working Policy | Amended |
| | Redundancy Policy | Amended |
| | Purchase of Additional Annual Leave | Amended (3.6 only) |

- 5.2** The Managing Restructures and Change of Terms and Conditions policy has been updated at section 5.5 to reflect changes in legislation from 6 April 2024.

Other changes to the policy are minor.

- 5.3** The Working Carers Policy has been amended at section 8 to reflect changes in legislation from 6 April 2024 and referenced throughout the policy.

Carer's leave is now available from 6 April 2024. It is an entirely new right permitting employees from day one of employment to take up to one week per year as unpaid leave to provide care or assist someone who is dependant on them who has a long-term care need.

- 5.4** The Volunteer Policy has been updated with only minor changes.

- 5.5** The Leave and Worklife Balance Policy has been updated at sections 4 and section 5 to reflect changes to Maternity, Paternity and Adoption leave.

The number of days Compassionate Leave staff will be given has been clarified at section 7.2.

Christmas TOIL given by CMT to be used for the purpose it is given added at section 8.15.

Other changes are minor throughout.

- 5.6** The Flexible Working Policy has been updated throughout in respect of changes in legislation from 6 April 2024.

This allows employees the right to submit a flexible working request from their first day of employment and a response to be given, including any appeal within 2 months from their request.

- 5.7** The Redundancy Policy has been updated to make reference to the new protections for certain employees detailed further in the Managing Restructures and Changes to Terms and Conditions Policy.

An explanation regarding release of pension benefits has been added at section 10.

An additional paragraph has been added at section 11.2 to set out that anyone made redundant would not be considered for re-employment within a 12-month period. This is not a legislative requirement but more good practice in respect of spending of public money. CMT may also want to consider whether we also include criteria following the 12-month

period such as – re-employment would only be considered at the discretion of Corporate Director/Chief Executive.

- 5.8** The Purchase of Additional Annual Leave Policy was reviewed at the last Employment Appeals in February this year. It has been brought back purely for the addition seen at 3.6 to make staff aware of how the scheme will impact on their pension contributions and pension benefit.

Staff need to be aware that the reduction in basic salary through the salary sacrifice scheme will also reduce pension contributions and as such will affect the amount of CARE Pension benefit accumulated during the period of the salary sacrifice arrangement.

- 5.9** The Maternity Paternity and Adoption Leave Policy has been updated to reflect changes as also included in the Leave and Worklife Balance Policy. Other minor amendments also included throughout.

Section 4.6 - If an employee suffers a miscarriage after 24 weeks of pregnancy, this is classed as a stillbirth and they will be entitled to maternity leave under the same protection as any other employee taking maternity leave. Birth fathers are entitled to take up to two weeks paternity leave following a miscarriage after 24 weeks of pregnancy.

Section 8.2.1 - Employees taking statutory paternity leave can split their two weeks' entitlement into two separate one-week blocks, rather than having to take them both together. They can also take their two weeks at any time within the first year after their child's birth.

6. Alternative options considered and rejected

- 6.1** No alternative options were considered.

Financial, Legal/MO and Climate Change implications	
Finance	There are no specific Finance issues associated to this report.
Legal/MO	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	Managing Restructures and Changes to Terms and Conditions
Appendix 2	Working Carers Policy
Appendix 3	Volunteer Policy
Appendix 4	Leave and Worklife Balance Policy
Appendix 5	Flexible Working Policy
Appendix 6	Redundancy Policy
Appendix 7	Purchase of Additional Annual Leave
Appendix 8	Maternity, Paternity & Adoption Policy