



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	15 July 2019

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/s

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 Retirement Policy and Procedure	Appendix 1	Reviewed
Flexible Retirement Policy	Appendix 2	Reviewed
Social Media Policy	Appendix 3	Reviewed
Employee Code of Conduct	Appendix 4	Reviewed
Disciplinary Policy and Procedure "Protected Officers"	Appendix 5	Reviewed

- 5.2 The Retirement Policy and the Flexible Retirement Policy have both been reviewed with minor changes.
- 5.3 The Social Media Policy has been updated as part of the three yearly review and to ensure that the content in respect of Investigatory use is in line with the Council's RIPA Policy Statement.
- 5.4 The Employee Code of Conduct has been update for readability and useability purposes. In addition with CCTV cameras being installed at council sites it is important that staff are aware of the purposes of recording images and how these could legitimately be used.
- 5.5 The Disciplinary Policy and Procedure "Protected Officer" has been amended in line with the JNC Handbooks for Chief Executives (updated October 2016). The policy and procedure sets out the formal stages and the committees required within the JNC Handbook.

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.

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.

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List of background papers:		
name of document	date	where available for inspection

List of appendices

Appendix 1	Retirement Policy and Procedure
Appendix 2	Flexible Retirement Policy
Appendix 3	Social Media Policy
Appendix 4	Employee Code of Conduct
Appendix 5	Disciplinary Policy and Procedure "Protected Officers"