



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	5 February 2020

Policy Review

1. Purpose of Report

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

2. Outcomes

- 2.1 The amendment to existing policies and procedures.

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

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|-----|------------------------------------|----------|
| 5.1 | Safeguarding Policy | New |
| | Recruitment of Ex-Offenders Policy | Reviewed |
| | Work Experience Placements Policy | Reviewed |
| | Smoking Policy | Reviewed |
| | Zero Tolerance Policy | Reviewed |
| | Leave and Work Life Balance Policy | Reviewed |
| | Equal Opportunities Policy | Reviewed |
| | Employee Code of Conduct | Reviewed |

- 5.2** The Safeguarding policy replaces the two separate policies – Safeguarding Adults Policy and Safeguarding Children Policy. It has been drafted in conjunction with Officers and Managers working in this field and has also had input from the external specialists.
- 5.3** The Recruitment of Ex-offenders, Work Experience, Smoking and Zero Tolerance policies have all been reviewed and updated with only minor changes.
- 5.4** The Leave and Work Life Balance policy has not been reviewed in its entirety but purely to include reference to a new legal requirement regarding compassionate leave for parents or legal carer following the death of their child.
- 5.5** The Equal Opportunities Policy has been updated to include a section relating to the IHRA definition of antisemitism with an appendix showing the definition and examples of antisemitism.
- 5.6** The Employee Code of conduct has been updated to include a section on Equality and referring to the Equal Opportunities Policy – neither of the latter two policies have been reviewed in their entirety.

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	Safeguarding Policy
Appendix 2	Recruitment of Ex-Offenders Policy
Appendix 3	Work Experience Placements Policy
Appendix 4	Smoking Policy
Appendix 5	Zero Tolerance Policy
Appendix 6	Leave and Work Life Balance Policy
Appendix 7	Equal Opportunities Policy
Appendix 8	Employee Code of Conduct