



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	13 July 2020

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.
- 4.3 The policies listed have been reviewed in light of the Pandemic. Where a significant change has been needed, a copy of this policy has been included for consideration. Policies reviewed but not attached have been updated with a generic paragraph making reference to the pandemic – see 5.2.

5. Key Issues and Proposals

- | | | |
|-----|-------------------------------------|-----------------------|
| 5.1 | Disclosure & Barring Service Policy | Reviewed not attached |
| | Employee Code of Conduct | Reviewed not attached |

Pay & TOIL Policy	Reviewed not attached
Recruitment & Selection Policy	Reviewed not attached
Time off for Trade Union Duties	Reviewed not attached
Training and Development Policy	Reviewed not attached
Disciplinary Policy and Procedure	Reviewed attached
Grievance Policy and Procedure	Reviewed attached
Chief Officers Disciplinary Policy	Reviewed not attached
Protected Officers Disciplinary Policy	Reviewed not attached
Dignity at Work Policy	Reviewed not attached
Capability Policy and Procedure	Reviewed not attached
Driving Policy	Reviewed attached
Grading and Appeals Policy and Procedure	Reviewed attached
Leave and Worklife Balance Policy	Reviewed attached
Promoting Attendance Policy	Reviewed attached
Agile Working Policy	Reviewed attached
Veteran Guaranteed Interview Scheme	New policy attached
Reservist Policy	New policy attached

5.2 The policies listed below have all be updated with the following included at the very beginning of the policy:

- Disclosure & Barring Service Policy
- Employee Code of Conduct
- Pay & TOIL Policy
- Recruitment & Selection Policy
- Time off for Trade Union Duties
- Training and Development Policy

In response to the Covid-19 pandemic all Council employees are expected to follow the social distancing and public health guidelines published by the Government and by the Council in order that the highest level of Health and Safety working practices are met.

Wherever possible, meetings should be held virtually either by video call or by telephone to avoid face to face contact. It is recognised that this is not possible or practical for every situation and therefore meetings should be held with only essential members present and social distancing and personal hygiene measures such as regular hand washing, use of hand sanitiser and surface cleaning at the front of mind.

Covid-19 Risk Assessments must be followed at all times and any issues raised immediately with an appropriate line manager.

5.3 The Disciplinary and Grievance Procedures have both been updated to take in to account the guidance to employers from ACAS

Disciplinary Policy & Procedure

- Section 6 – follows ACAS advice re Disciplinary hearings in Covid-19

- All additions below allow extra time for hearings/appeal hearings due to Covid-19
- Addition to section 11.2.4
- Addition to section 11.3.3
- Addition to section 12.1
- Addition to section 12.3
- Addition to section 14.1

Grievance Procedure

- Section 6 follows the same as changes to the Disciplinary procedure
- All additions below allow extra time for hearings/appeal hearings due to Covid-19
- Addition to section 11.7.1
- Addition to section 11.8.1
- Addition to section 11.9.2

- 5.4** The following policies have been amended with the wording set out in 5.2 with the added wording as set out below:

Chief Officers Disciplinary Policy & Procedure and Protected Officer Disciplinary Policy and & Procedure

Amended with the following 'With regards to format of formal meetings, see adjustments set out in the main Disciplinary Policy in relation to Covid-19'.

Dignity at Work Policy

Amended with the following 'With regards to format of formal meetings, see adjustments set out in the main Grievance Policy in relation to Covid-19'.

Capability Procedure

Amended with the following 'With regards to format of formal meetings, see adjustments set out in the main Disciplinary Policy in relation to Covid-19'.

- 5.5** The following policies have additional amendments to that set out in 5.2.

Driving Policy

- Section 5.13 – New addition to follow all safety advice and removal of shared transport for business travel wherever possible
- Section 6.4 – Advice to travel for essential business reasons by car during covid-19
- Section 7.1 – Advice on shared transport
- Section 8.6 – minor update
- Other minor updates as instructed by Gary Scott (change of name to vehicle tracking system)

Grading & Appeals Procedure

- Section 4.4 – whilst this is not COVID related in carrying out the review we are questioning the wording of the highlighted section and would welcome a discussion about this with CMT.

- Section 5.1 – allowing for extension during Covid-19
- Section 5.4 – allowing for extension during Covid-19

Leave & Worklife Balance Policy

- New addition section 3.4 following Government allowing employees to carry over 4 weeks of annual leave for the next 2 leave years.
- New addition section 10 following self-isolation on entering the UK

Promoting Attendance & Controlling Absence

- New addition section 5 regarding sickness due to Covid-19 following advice off North West Employers.
- Section 10.1 and section 10.8 minor change re social distancing and OH appointments
- Section 11.2 reference to section 5
- Section 11.5 new addition regarding long term absence due to Covid-19
- Section 12.3 – new addition regarding virtual meetings
- Section 12.2 reference to section 5
- Section 17.7 reference to virtual meetings
- Section 22.5 new addition regarding carry over of leave due to Covid-19

Agile Working Policy

- Section 1.4 – Mileage for home to office
- Section 2.3 – Hot desking discouraged

5.6 Veteran Guaranteed Interview Scheme

New policy to go with our application for Silver Award – Veteran Employer Recognition Scheme.

5.7 Reservist Policy

New policy to go with our application for Silver Award – Veteran Employer Recognition Scheme. Nothing new is included, this policy brings together bits from various other policies to sit under one policy and clarifies information from the .gov website about reservist expenses we would be entitled to claim back.

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	Disciplinary Policy and Procedure
Appendix 2	Grievance Policy and Procedure
Appendix 3	Driving Policy
Appendix 4	Grading and Appeals Policy and Procedure
Appendix 5	Leave and Worklife Balance Policy
Appendix 6	Promoting Attendance Policy
Appendix 7	Agile Working Policy
Appendix 8	Veteran Guaranteed Interview Scheme
Appendix 9	Reservist Policy

