

<b>Name of Committee:</b>	HR Committee		
<b>Committee Date:</b>	4 October 2023		
<b>Report Title:</b>	Updates of HR Policies		
<b>Responsible Officer:</b>	Matt Goodwin, Executive Head of Internal Services		
<b>Cabinet Lead:</b>	Councillor Neil Bowdell		
<b>Status:</b>	Non-Exempt		
<b>Urgent Decision:</b>	No	<b>Key Decision:</b>	No
<b>Appendices:</b>	Update policies with tracked changes: <ol style="list-style-type: none"> <li>1. Adoption Leave Policy</li> <li>2. Adverse Weather - Exceptional Circumstances Procedure</li> <li>3. Alcohol Substance Abuse and Addiction Policy</li> <li>4. Capability Policy</li> <li>5. Disciplinary Policy</li> <li>6. Flexible Retirement Procedure</li> <li>7. Flexible Working Policy</li> <li>8. Grievance Policy</li> <li>9. Managing Change Appointments Procedure</li> <li>10. Managing Sickness Absence Policy</li> <li>11. Maternity Policy</li> <li>12. Other Leave Policy</li> <li>13. Parental Leave Policy</li> <li>14. Paternity Policy</li> <li>15. Probation Policy</li> <li>16. Remuneration Policy</li> <li>17. Sabbatical Leave Policy</li> <li>18. Shared Parental Leave Policy</li> </ol>		
<b>Background Papers:</b>	N/A		
<b>Officer Contact:</b>	Name: David Fairall, Chief HR Officer Email: david.fairall@havant.gov.uk		
<b>Report Number:</b>	HBC/		

### Corporate Priorities:

Policy Development  
Corporate Strategy - People First

### Executive Summary:

- There are currently 18 HR policies that are beyond their published review dates.
- These have been updated by the HR team and agreed by Unison.
- All recommended changes are tracked on the attached documents.
- No material changes have been made to any existing policy or procedure.

**Recommendations:**

That the HR Committee approves the proposed amendments to each of the following:

1. Adoption Leave Policy
2. Adverse Weather - Exceptional Circumstances Procedure
3. Alcohol Substance Abuse and Addiction Policy
4. Capability Policy
5. Disciplinary Policy
6. Flexible Retirement Procedure
7. Flexible Working Policy
8. Grievance Policy
9. Managing Change Appointments Procedure
10. Managing Sickness Absence Policy
11. Maternity Policy
12. Other Leave Policy
13. Parental Leave Policy
14. Paternity Policy
15. Probation Policy
16. Remuneration Policy
17. Sabbatical Leave Policy
18. Shared Parental Leave Policy

## 1.0 Introduction

- 1.1 This report provides the HR Committee with updated drafts of 18 policies agreed by the HR team and Unison. If also agreed by the HR Committee, this would mean all previously out-of-date HR policies have been reviewed, amended and published.

## 2.0 Background

- 2.1 Owing to the impending separation of the councils, there was a period in which HR policies were not being systematically reviewed followed by a time in which the HR team needed to be rebuilt with new recruits. The new team inherited this batch of policies beyond their review dates.
- 2.2 At the previous HR Committee, held on 12 July 2023, the Chief HR Officer presented a workplan detailing how updating these policies would be approached in two phases. The first focusing purely on ensuring all existing policies were up-to-date and legally compliant and the second to review the whole look and feel of the suite of HR policies.
- 2.3 The attached updates constitute the end of Phase 1. All tracked changes are shown on each respective document, showing that no material changes have been made to existing policy or procedure.
- 2.4 By no material change, this means all but a handful of sentences and paragraphs have been amended and mostly only by a word or two (e.g. changing the title Head of Service to Executive Head, updating version numbers, contents page etc).
- 2.5 The two paragraph changes to note are:
  - 2.5.1 Grievance Policy: The wording on page 4 has been amended to reflect that it is a fundamental right to be able to raise a grievance, rather than setting examples.
  - 2.5.2 Disciplinary Policy: The wording on page 5 has been simplified in ascertaining if there is a need to suspend someone.

### **3.0 Options**

- 3.1 The HR Committee could choose to approve the amendment or seek further changes to any or all of the policies.

### **4.0 Relationship to the Corporate Strategy**

- 4.1 People First and One Team: Ensuring the council has a set of policies to underpin good, safe and legal practices and procedures.

### **5.0 Conclusion**

- 5.1 The suggested changes to the 18 HR policies make no material changes to any existing policy or procedure, but, if approved, would mean all live HR policies are once again within their published review dates. Therefore, the HR Committee is asked to review and approve the amended policies, so they can be communicated and published, as required.

### **6.0 Implications and Comments**

- 6.1 S151 Comments: The updates to the policies listed have no immediate financial impacts. Ensuring HBC has up-to-date policies will help protect against future financial risks.
- 6.2 Financial Implications: See S151 comments - no immediate financial impacts.
- 6.3 Monitoring Officer Comments: The adoption of new policy aims in respect of the Council's HR function is within the remit of the Human Resources Committee. The Human Resources Committee may approve the minor amendments to proposed to the multiple policy documents.
- 6.4 Legal Implications: There are no Legal implications associated with these updates.
- 6.5 Equality and Diversity: No material change to any existing policy. The Equality Policy has also been updated and will be submitted through a separate paper.

- 6.6 Human Resources: No material change to any existing policy. If approved, this would mean all published policies are within their review date.
- 6.7 Information Governance: No Information Governance impact associated with these updates.
- 6.8 Climate and Environment: No Climate and Environment impact associated with these updates.

## 7.0 Risks

- 7.1 There are no risks associated with the proposed amendments, as they are not materially different from existing policies and procedures. However, the councils carry an ongoing risk if policies remain out of date if audited or if any employment legislation has changed since previous reviews. Approving these minor amendments removes this risk.

## 8.0 Consultation

- 8.1 All proposed changes, as shown on the tracked documents, have been agreed in writing with Unison in line with our collective agreement.

## 9.0 Communications

- 9.1 If approved, all policies will be updated on The Fountain (where all HR policies can be found) and on the Havant Borough Council website, where applicable.

<b>Agreed and signed off by:</b>		<b>Date:</b>
<b>Cabinet Lead:</b>	Councillor Neil Bowdell	22/09/2023
<b>Executive Head:</b>	Matt Goodwin	22/09/2023
<b>Monitoring Officer:</b>	Jo McIntosh	25/09/2023
<b>Section151 Officer:</b>	Steven Pink	25/09/2023