

# Corporate Policy and Strategy Committee

10.00am, Tuesday, 7 August 2018

## Policies – Assurance Statement: Human Resources

Item number	7.6
Report number	
Executive/routine	
Wards	
Council Commitments	

### Executive summary

---

Council policies are key governance tools. They help realise the Council's vision, values, pledges and outcomes and they are critical to the Council's operations, ensuring that statutory and regulatory obligations are met in an efficient and accountable manner.

Human Resources policies are reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

## Policies - Assurance Statement: Human Resources

### 1. Recommendations

---

- 1.1 To note that the Human Resources policies detailed in this report have been reviewed and are considered as being current, relevant, and fit for purpose.

### 2. Background

---

- 2.1 Council policies are key governance tools. They help realise the Council's vision, values, pledges, and outcomes, and are critical to the Council's operations, ensuring that statutory and regulatory obligations are met in an efficient and accountable manner.
- 2.2 Human Resources policies are reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.
- 2.3 The Corporate Policy and Strategy Committee agreed the approach detailed above, for Human Resources policies, on 5 December 2017.

### 3. Main report

---

- 3.1 A critical element of the policy framework is to ensure that Human Resource policies are fit for purpose.
- 3.2 This report confirms the policies, which have been reviewed, consulted on, and approved by relevant committee in the last 12 months.
- 3.3 Some policies require minor adjustments to ensure on-going currency and accuracy (for example, change in legislation). Any changes are noted and detailed, where appropriate.
- 3.4 In the next 12 months, Human Resources plan to review the following policies and these will be brought to the relevant Committee: Safe Driving; Stress Management; Retirement; Managing Workforce Change (i.e. Redeployment; Redundancy and Organisational Review); Disciplinary; and Grievance.
- 3.5 All Council policies are available through an interactive directory on the Council's website.

## **4. Measures of success**

---

- 4.1 Access to up-to-date and relevant Human Resources policies for employees.

## **5. Financial impact**

---

- 5.1 There are no direct financial impacts as a result of this report.

## **6. Risk, policy, compliance and governance impact**

---

- 6.1 Increased accountability, transparency and efficiencies concerning Council actions and operations.

## **7. Equalities impact**

---

- 7.1 There are no adverse equalities issues.

## **8. Sustainability impact**

---

- 8.1 None.

## **9. Consultation and engagement**

---

- 9.1 Consultation was undertaken, where appropriate, with recognised trades unions as part of the Council's Working Together Protocol and local collective consultation arrangements concerning Human Resource policies.

## **10. Background reading/external references**

---

- 10.1 [Corporate Policy and Strategy Committee Report 3 September 2013 – Review of Council Policy](#)
- 10.2 [Governance, Risk and Best Value Committee Report 22 May 2014 – Review of Council Policy: up-date](#)
- 10.3 Corporate Policy and Strategy Committee Report 8 August 2017 – [Policies- Assurance Statement](#)
- 10.4 Corporate Policy and Strategy Committee Report 5 December 2017 – [Assurance of Council Human Resources Policies](#)

### **Stephen S. Moir**

Executive Director of Resources

Contact: Katy Miller, Head of Human Resources

E-mail: [katy.miller@edinburgh.gov.uk](mailto:katy.miller@edinburgh.gov.uk) | Tel: 0131 469 5522

Corporate Policy and Strategy Committee – 7 August 2018

# Appendices

---

## Appendix 1 - Assured Policies

## Appendix 1 – Assured Policies

---

<b>Title:</b>	<a href="#">Sickness Absence</a>
<b>Approval Date:</b>	27 March 2018
<b>Approval Body:</b>	Finance and Resources Committee
<b>Review Date:</b>	The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation. In addition, a formal evaluation of the operation of this new policy will be submitted to the Finance and Resources Committee within 12 months of its implementation.
<b>Changes:</b>	The policy focuses on greater promotion of employee wellbeing and the process has been simplified to make it easier to follow. Sickness absence triggers have been adjusted in relation to instances of sickness absence. Expectations of how sickness will be managed clearly set out; adjusted the impact on pay and set out explicit exceptions; thereby making the absence process fairer through more consistent practice.

<b>Title:</b>	<a href="#">Equality and Diversity Policy</a>
<b>Approval Date:</b>	8 August 2017
<b>Approval Body:</b>	Corporate Policy and Strategy Committee
<b>Review Date:</b>	April 2020 and every 3 years thereafter (or earlier if legislative changes require).
<b>Changes:</b>	The Policy has been completely reworked and sets out how the Council will seek to positively support equality, diversity and inclusion as an employer, and it also sets out the expectations on how we will address equality issues arising from service users, in line with ACAS guidance.

<b>Title:</b>	<a href="#">Reserve Forces' training and mobilisation policy</a>
<b>Approval Date:</b>	15 May 2018
<b>Approval Body:</b>	Corporate Policy and Strategy Committee
<b>Review Date:</b>	The policy will be reviewed as and when a change to the existing policy is deemed necessary, primarily because of changes to: legislation; statute; or Government policy.
<b>Changes:</b>	This is a new policy, developed following a Council motion to report on the number of reservists working for the Council and to set out our obligations towards employees who are members of the Reserve Forces and in recognition of the Council's active support for Reservists and Veterans in partnership with neighbouring authorities.

<b>Title:</b>	<a href="#">Performance Management Framework</a>
<b>Approval Date:</b>	6 December 2016
<b>Approval Body:</b>	The original approval for this framework was granted by the Corporate Policy and Strategy Committee in the previous Council. Due to the revised governance arrangements implemented following the 2017 Council elections, this is now reported to the Finance and Resources Committee, which has executive oversight of Human Resources policies.
<b>Review Date:</b>	<a href="#">June 2018</a>
<b>Changes:</b>	The Policy that underpins the framework was reviewed to ensure it continues to support the cultural direction of travel.