

Policy and Sustainability Committee

10:00am, Tuesday 1 October 2019

Human Resources (HR) Policies Assurance Statement

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| Item number | |
| Executive/routine | Routine |
| Wards | All |
| Council Commitments | |

1. Recommendations

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

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Executive Director of Resources

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Report

HR Policies Assurance Statement

2. Executive Summary

- 2.1 This report confirms that its employment or HR policies, which have been reviewed, consulted on, and approved by relevant committee in the last 12 months.
- 2.2 In addition, this report outlines employee policies that are planned for review in the next 12 months.

3. Background

- 3.1 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.
- 3.2 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.
- 3.3 The Corporate Policy and Strategy Committee agreed the approach detailed above, for Human Resources policies, on 5 December 2017.

4. Main report

- 4.1 A critical element of the policy framework is to ensure that our Human Resource policies are fit for purpose, that they support our culture, reflect best practice and meet our legal obligations.
- 4.2 Appendix one confirms the policies together with the detail of the changes, which have been reviewed, consulted on, and approved by relevant committee in the last 12 months, namely; managing organisational change; managing absence; driving for the Council; managing retirement; stress management policy; special leave policy.

- 4.3 In the next 12 months, Human Resources plan to review the following employee policies, and these will be brought to the relevant Committee:
- Sickness Absence;
 - Domestic Abuse;
 - Disciplinary;
 - Grievance;
 - Avoidance of Bullying and Harassment;
 - Maternity, Paternity, Adoption and Shared Parental Leave

- 4.4 All Council policies are available through an interactive directory on the Council's website.

5. Next Steps

- 5.1 Policies will be reviewed over the next 12 months as outlined.

6. Financial impact

- 6.1 There is no direct financial impact arising from this report.

7. Stakeholder/Community Impact

- 7.1 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.

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 Appendix 1 – Assured Policies

Appendix 1 – Assured Policies

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| Title: | Managing Retirement Policy |
| Approval Date: | 23 May 2019 |
| Approval Body: | Finance and Resources Committee |
| Review Date: | 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. |
| Changes: | The policy was updated to reflect legislative changes, i.e. employees in the pension fund no longer need to seek organisational approval to retire at age 55. It also phases out wind down days which will no longer be available from April 1 st , 2020. |

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| Title: | Managing Change Policy |
| Approval Date: | 23 May 2019 |
| Approval Body: | Finance and Resources Committee |
| Review Date: | 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. |
| Changes: | The Policy replaced Organisational Review Procedure, Redundancy Procedure and Redeployment Procedure. The policy aims to shift the focus on how we engage employees in organisational change and sets out simple and clear principles to manage change, which may or may not results in roles becoming redundant. |

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| Title: | Stress Management Policy |
| Approval Date: | 23 May 2019 |
| Approval Body: | Finance and Resources Committee |
| Review Date: | 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. |
| Changes: | The Policy has been revised to support colleagues in the prevention and management of stress, whilst continuing to be compliant within the HSE guidelines. The policy refresh also included best practice from organisations such as the NHS and ACAS. |

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| Title: | Driving for the Council Policy |
| Approval Date: | 4 December 2018 |
| Approval Body: | Finance and Resources Committee |
| Review Date: | 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. |
| Changes: | The guidance that existed in relation to the management of driving on behalf of the Council has been updated and formalised, with key responsibilities identified to clarify both individual and organisational responsibilities for matters relating to driving. The update enables the Council to remain compliant with statutory requirements and protect colleagues from risk associated with work related driving. |

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| Title: | Special Leave Policy |
| Approval Date: | 4 December 2018 |
| Approval Body: | Finance and Resources Committee |
| Review Date: | 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. |
| Changes: | The Special Leave policy was updated to provide greater clarity on the provision of paid and unpaid time off not covered by other policies, e.g. sickness absence. An opportunity was also taken to increase the paid leave available to foster carers from 3 to 5 days and an additional clause was inserted to outline the Council position on leave for religious occurrences. A further change has been made to the application of leave relating to the breakdown of care for dependants making it clearer to understand, i.e. from 5 days for certain circumstances and 1 day for similar circumstances, this is now just 6 days for all circumstances listed within this section of the policy. |