

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 24 APRIL 2008

REPORT BY SHONA GRAY ACTING HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT

7. SCHEDULE FOR REVIEW/ DEVELOPMENT OF HR POLICIES

WARD(S) AFFECTED:       None

'D' RECOMMENDATION – that the Committee notes the proposed timetable

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1.0 Purpose/Summary of Report

1.1 To update the Human Resources Committee on the workplan for reviewing Human Resources Policies.

2.0 Contribution to the Council's Corporate Priorities/Objectives

**Fit for purpose, services fit for you**

*Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.*

*By complying with employment legislation would ensure the council is fit for purpose .*

3.0 Background

3.1 Human Resources Committee requested a quarterly update on the Human Resources Policy Review.

3.2 The Human Resources service has developed a number of policies over the past 12 months. There are still a number to be completed and it is therefore important to prioritise the policy development work to be undertaken in 2008.

3.3 The introduction of new employment legislation is a key driver for HR policy development and recent and upcoming legislation has been considered in the development of this timetable.

#### 4.0 Report

4.1 See Appendix 'A' (Page 7.3) for proposed schedule of HR policies to be developed or reviewed in 2008.

#### 5.0 Consultation

5.1 Unison's requests for policies to be reviewed this has been incorporated into the timetable.

#### 6.0 Legal Implications

6.1 Policy development and review is necessary to ensure the Council's complies with legislative change.

#### 7.0 Financial Implications

7.1 Individual polices may have financial implications. These will be assessed as policies are developed / reviewed.

#### 8.0 Human Resource Implications

8.1 Effective HR policies are integral to the Council's ongoing commitment to being an employer of choice.

#### 9.0 Risk Management Implications

9.1 Failure to ensure policies keep pace with legislative change could lead to a risk of claims at the Employment Tribunal.

#### Background Papers

None

Contact Member: Councillor Duncan Peek – Chairman of Human Resources Committee

Contact Officer: Shona Gray – Acting Head of People and Organisational Development – ext 1635

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**SCHEDULE FOR REVIEW/DEVELOPMENT OF HR POLICIES – March 09**

<b>Policy</b>	<b>In Hand Book?</b>	<b>Need Updating?</b>	<b>Comments</b>	<b>Time Scale</b>
<b>Travel related:</b>				
Car Allowances And Business Mileage	Yes	Yes	Benchmark with other Districts	September 08
Car Leasing Scheme	No	Yes	Review in line with Green Travel	September 2008
Travel & Subsistence Allowance	Yes	Yes	Benchmark with Other Districts	September 2008
Disturbance Allowance	No	Yes		Completed
<b>Performance Management:</b>				
PDRS Scheme	Yes	Yes	Scheme being Piloted	June 2008
Job Evaluation Policy	N/A	Yes	Policy required	April 2008
<b>Health &amp; Safety:</b>				
Bomb Procedure	Yes	Yes	To be integrated into Fire Safety Operation	March 2008
Departmental Safety Co-ordinators	Yes	Yes	Review of Responsibility following SM Training	Completed
Fire Procedures	Yes	Yes	Currently under review	Completed
Management of Stress at work	No	Yes	SMG	Completed
Workplace Inspections	No	Yes	Time table to be agreed Inspections tbd	April 2008
DSE Assessment	Yes	Yes	Training Completed	March 2008
<b>Resourcing:</b>				
Recruitment Policy	Yes	Yes	Policy required	September 2008
Probation	Yes	Yes	Policy Required	September 2008
Work Placements	No	Yes	Policy Required	September 2008
Workforce Plan	No	Yes	Policy Required	September 2008
<b>Training:</b>				
Training & Development Policy	Yes	Yes	Policy Required	June 2008
Supervision	No	No	Training Required	July 2008
Pension	No	No	Awareness Training Required	July 2008
<b>Health:</b>				
Access to Medical Records	Yes	No	OH Provider to formulate forms and procedures	April 2008
<b>Equal Opportunities:</b>				
Equal Opportunities Policy	Yes	Yes	Policy and Statement of intent needs updating.	August 2008
Code of Conduct	Yes	Yes	Produced – Training required	April 2008