

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 16 JULY 2008

REPORT BY HEAD OF PEOPLE AND ORGANISATIONAL
DEVELOPMENT

7. SCHEDULE FOR REVIEW/ DEVELOPMENT OF HR POLICIES

WARD(S) AFFECTED: None

'D' RECOMMENDATION – that (A) the Human Resources Committee notes the proposed timetable; and

(B) further updates are reported in the Human Resources Quarterly Performance report and not reported separately.

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 It was requested at the Human Resources Committee that there is a quarterly update on the Human Resources Policy Review.

3.2 The Council has 45 policies and procedures, 21 are scheduled for review / development 2008/09 and 6 have been approved and adopted in the first quarter of this year.

- 3.3 The Human Resources service has developed a number of policies over the past 12 months. There are still a number of policies to be completed and it is therefore important to prioritise the policy development work to be undertaken in 2008.
- 3.4 The introduction of new employment legislation is a key driver for Human Resources policy development and recent and upcoming legislation has been considered in the development of this timetable.
- 4.0 Report
- 4.1 Appendix 'A7' (Page 7.4) shows a proposed schedule of Human Resources policies to be developed or reviewed in current service plan 2008/2009.
- 4.2 It is proposed that the Schedule for policy review becomes part of the Human Resources Service plan and therefore is not reported upon separately. Policies currently being reviewed or developed will be reported under the Human Resources Quarterly Performance report.
- 5.0 Consultation
- 5.1 Unison's requests for policies to be reviewed has been incorporated into the timetable
- 6.0 Legal Implications
- 6.1 Policy development and review is necessary to ensure the Council complies with best practice and legislative changes.
- 7.0 Financial Implications
- 7.1 Individual policies may have financial implications. These will be assessed as policies are developed/ reviewed
- 8.0 Human Resource Implications
- 8.1 Effective Human Resources 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 D A Peek, Chairman of Human Resources Committee

Contact Officer: Emma Freeman, Head of People and Organisational Development - Ext 1645

Report Author: Shona Gray, Human Resources Officer

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SCHEDULE FOR REVIEW/DEVELOPMENT OF HR POLICIES 2008/2009 as at June 08

Policy	Intranet	Need Updating?	Comments	Time Scale
Travel related:				
Car Allowances And Business Mileage	Yes	Yes	Benchmark with other Districts	September 08
Car Leasing Scheme	Yes	Yes	Review in line with Green Travel	September 08
Travel & Subsistence Allowance	Yes	Yes	Benchmark with Other Districts	September 08
Disturbance Allowance	Yes	No		Completed
Performance Management:				
PDRS Scheme	Yes	Yes	New PDRS process and documents in consultation with HOS	Dec/Jan 08/09
Job Evaluation Policy	Yes	No		Completed
Health & Safety:				
Bomb Procedure	Yes	No		Completed
Stress Management Policy	No	Yes	Currently amended by CMT	September 08
Departmental Safety Co-ordinators	Yes	No		Completed
Fire Procedures	Yes	No		Completed
DSE Assessment	Yes	No		Completed
Resourcing:				
Recruitment Policy	Yes	Yes	To be reviewed	September 08
Work Placements	No	Yes	Policy Required	December 08
Training:				
Training & Development Policy	Yes	Yes	Policy Required	September 08
Pension	Yes	No		Completed
Equal Opportunities:				
Equal Opportunities Policy	Yes	Yes	Policy and Statement of intent needs updating.	1 st draft Equality, Diversity Scheme, Policy and action plan completed
Code of Conduct	Yes	No	Produced – Training required	Currently with Community & Customer Service
Other:				
Acceptable Use of Emails Policy	No	Yes	HRC for approval	July 08
Grievance Policy	Yes	Yes	Reviewed	September 08
Disciplinary Policy	Yes	Yes	Reviewed	September 08
Absence Management Policy	Yes	Yes	Reviewed	September 08