

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE: 8 JULY 2015

REPORT BY HEAD OF HUMAN RESOURCES AND  
ORGANISATIONAL DEVELOPMENT

EMPLOYEE HANDBOOK

WARD(S) AFFECTED: NONE

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**Purpose/Summary of Report**

To approve the revised and newly designed Employee Handbook

**RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE:**

**That:**

(A)	the revised and newly designed Employee Handbook be approved
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1.0 Background

1.1 The council's Employee Handbook was last reviewed in 2011. The council's programme of policy review is after three years or sooner in line with legislation and best practice.

2.0 Report

2.1 **Key Changes**

2.2 The Employee Handbook has been updated to reflect current policies and practices within the council. It has been redesigned to give it a more professional look and make it more inviting to read.

2.3 The Employee handbook has been circulated to Senior Management Group (SMG) and Unison for information and consultation. Suggestions for changes to the Employee handbook have been incorporated into the Employee Handbook.

2.4 The revised Employee Handbook can be found at **Essential Reference Paper 'B'**

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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