EAST HERTS COUNCIL

LOCAL JOINT PANEL – 29 NOVEMBER 2006

REPORT BY EXECUTIVE MEMBER FOR HUMAN RESOURCES

5(B)   TIMETABLE OF REVISIONS TO HUMAN RESOURCES HANDBOOK

WARD(S) AFFECTED: NONE

RECOMMENDATION   That the timetable for revisions of this key document appended to this report be agreed by Local Joint Panel without further amendment.

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1.0   Purpose/Summary of Report

1.1   To provide a timetable for the re-production and updating of the HR Handbook to ensure that the Council complies with its statutory duties in all areas of people management and to provide managers and staff with a clear and easy to use reference.

2.0   Contribution to the Council's Corporate Objectives

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

2.2   Deliver responsible community leadership that engages with our partners and the public

3.0   Background

3.1   Members of the panel are aware that the current HR Handbook requires extensive updating. Much of the urgent work has already been carried out and several new policies agreed and implemented. However, there remains a need to review the rest of the handbook. This initial review has now taken place and as members of the panel will see from the timetable approximately 90% of the handbook requires updating. Therefore, this is a large project which will take an extended period to achieve. The challenge for the HR department is to keep the momentum moving forward by having a structured review process.

4.0   <u>Report</u>

The Human Resources department is responsible for the people issues that arise in an organisation. This means everything from hiring, firing and paying people to implementing workplace policies on diversity, discrimination, and employee monitoring, as well as advising on disciplinary cases.

The mantra of HR professionals? "People are an organisation's best asset." This is particularly relevant in organisations providing public services, where the difference between a good employee and a bad employee can mean good or bad service and loss of positive public image. It is important that we have clear, focused procedures and policies which enable staff and managers to understand what is required of them

HR policies are a written description of rights and responsibilities. They provide guidance for managers and others when deciding what to do in a particular circumstance. Strategies give directional choices; policies and procedures provide practical advice.

Organisations introduce HR policies for very different reasons. These can include:

- the need to comply with existing or new legislation, including European directives and case law;

- a desire to develop a more formal and consistent approach to meet their needs as they grow and develop, e.g. with regard to flexible working;

- to support their general management strategy;

- to follow the latest developments in effective people management, e.g. wellness;

- dealing with internal change complying with head office/parent-company rules, e.g. regarding the use of mobile phones; and

- to keep up with competitors, e.g. policies may be reviewed in order to attract or retain employees, particularly in a tight labour market.

At East Herts policies are needed to fit for purpose and to match the Council's new culture and structure.

There are some new areas where the Council needs to look at developing HR policy, this does not indicate that the organisation previously has had no provisions in place. It reflects a desire to formalise arrangements in certain areas of people management practices.

The timetable attached as Appendix C (pages 5.51 to 5.60) provides a structured process to review one of the Council's key documents.

5.0   Consultation

        As policies are changed and developed they will be discussed with UNISON.

6.0   Legal Implications

6.1   The revisions to the Handbook will ensure that the Council comply with its duty as an employer under current legislation.

7.0   Financial Implications

7.1   None.

8.0   Human Resource Implications

8.1   Without updating this document, the Council will not be fulfilling its role in terms of good people management processes.   The Council needs to provide employees and managers with clear and easy to access advice and guidance.

9.0   Risk Management Implications

9.1   Arguably more limited risk than for other draft policies brought to this forum. Nevertheless as a public body it is important that East Herts has a complete and robust HR Handbook in place.

Papers attached

        Timetable for HR Handbook update

Contact Member: Cllr A Jackson

Contact Officer: Tina Nash, Head of H R Officer Ext 1635.

Review of HR Policies - Local Joint Panel (Sept 06)

Policy	Reference	In Hand Book?	Need Updating?	Current Position	Draft Expected due date*	Comments
CARS						
Claiming for Car Allowances	CAR1	Yes	Yes	HR currently carrying out review of allocation of some of our benefits, including 'user status', as well as benchmarking other terms like 'out of district' mileage.	Completion of review Dec 06	Needs reviewing as part of general review of car mileage policies
Car Allowance Claim Form	CAR9	Yes	Yes	as above	Completion of review Dec 06	Needs reviewing as part of general review of car mileage policies
Car Leasing Scheme	CAR17	No	Yes		Mar-08	Needs reviewing in-line with Green Travel Policy
Change of Car Details	CAR31	No	No	as for CAR1	Completion of review Dec 06	Needs reviewing as part of general review of car mileage policies
Car Details Notification/Renewal Form	CAR39	Yes	No	as above	Completion of review Dec 06	Needs reviewing as part of general review of car mileage policies
COMMUNICATION						
Team Briefing Policy	COM1	Yes	Yes	Work not commenced	Dec-07	needs reviewing to ensure language used is in line with organisational structure and culture
CONDUCT						

Policy	Reference	In Hand Book?	Need Updating?	Current Position	Draft Expected due date*	Comments
Anti-Fraud and Corruption Strategy	CON1	Yes	No	Review underway by Audt	Dec-07	
Code of Conduct	CON15	Yes	No	work not commenced	Dec-07	More than one version of this in the Handbook - this needs to be checked
Confidential Reporting Policy	CON21	Yes	Yes	work not commenced	Dec-06	Need to ensure this complies with 'Whistle-Blowing'.
Disciplinary Procedure	CON27	Yes	Review 2008	Published	01/09/2006	Adopted. Revised version on Intranet
Grievance Procedure	CON65	Yes	Review 2008	Published	01/09/2006	Adopted. Revised version on Intranet
Guidance for Officers on Gifts & Hospitality	CON89	Yes	yes, but minor	-	-	will need to be checked re language only
Harassment and Bullying at Work	CON93	Yes	Review 2008	Published	-	Adopted. Revised version on Intranet
Personal Harassment	CON99	Yes	n/a	covered in new Harrassment Policy	-	Finally agreed version going to HR Committee 31st August.

Politically Restricted Posts	CON109	Yes	Yes	Jeff Hughes	-	Posts need reviewing pending re-organisation
Lists of Posts Designated as Politically Restricted	CON111	Yes	No	as above	-	
Sexual Harassment	CON119	Yes	n/a	covered in new Harrassment Policy	-	
Violence at Work Policy	CON127	Yes	Yes	Being presented to Unison - awaiting feedback Peter Dickinson and Dave McRobbie leading	draft produced	To be presented UNISON at HR/UNISON meeting 20 November 206
Violence at Work Incident Report Form	CON131	Yes	Yes	Being presented to Unison - awaiting feedback Peter Dickinson and Dave McRobbie leading	as above	Form to be revised November 2006
DATA PROTECTION						
Data Protection and Information Exchange	required	No	Review 2008	Published	-	Adopted. Revised version on Intranet
Access to Personal Records	DAT1	Yes	Yes	work not commenced	01/03/2007	Forms need updating re: departments and forms need to be available in word processed downloadable format.
Notification of Change of Personal Details	DAT2	Yes	Yes	as above	01/03/2007	Forms need updating re: departments and forms need to be available in word processed downloadable format.
Notifiction of Change of Bank Details	DAT3	Yes	Yes	as above	01/03/2007	Forms need updating re: departments and forms need to be available in word processed downloadable format.
EQUAL OPPORTUNITIES						
Disability Discrimination Act Guidelines	EQU1	Yes	Yes	New policy - Employing & Retaining with disabilities	01/09/2006	
Equal Opportunities Policy	EQU1	Yes	Yes	-	2007 as part of VDAG work programme	Need to consider 'firming up' statement of intent.
HEALTH						
Absence Management Policy	HEA1	Yes	Review 2008	Published		Adopted. New Policy on Intranet
Access to Medical Records	HEA21	Yes	No	-	-	
Medical Consent Form	HEA25	Yes	Yes	with Rosemary Jones	Mar-07	Need to provide a form for managers to complete
Alcohol at Work	HEA33	Yes	Yes	with Tina Nash	Dec-06	Need to add 'Drugs at work' and appropriate support
No Smoking at Work Policy	HEA41	Yes	?	work not started	Dec-06	Needs updating in-line with legislation and also recent CMT decision re: Castle Hall

Sickness Absence Procedure	HEA49	Yes	No	Included in the published policy	#VALUE!	
Sickness Absence Recording	HEA57	Yes	No	work not started	Dec-06	Need to look at form and ensure gives right message re: absence.
HEALTH AND SAFETY						
Appointment of First Aiders	H&S1	Yes	Review 2008	To be changed in line with amendments to FAW regs	22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Appointment of Safety Representatives & Workplaces	H&S9	Yes	Review 2008	Training arranged for Oct/Nov as part of this review	31/12/2006	Updated - Final proof reading prior to upload on intranet November 2006
Bomb Procedure	H&S17	Yes	Yes	Under review - Advice and guidance with Local Fire Service to be undertaken	Feb-07	
COSHH Assessment and Review Procedure	H&S25	Yes	Review 2008	Under review - Update version number, headers footers	22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
COSHH Assessment Form	H&S29	Yes	Review 2008	Under review - Update version number, headers footers	22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
COSHH Assessment Review Form	H&S31	Yes	Review 2008	Under review - to be deleted, incorporated in revised management arrangements	NA	Updated - Final proof reading prior to upload on intranet November 2006
Departmental Safety Co-ordinators	H&S39	Yes	Yes	Review of responsibility following senior manangement training programme	2006/2007	Review process to commence November 2006
DSE Assessment/ Review Procedure	H&S47	Yes	Yes	DSEasy - online assessment tool launched and rolled out	Annual assessment programme from 2007 onwards	Ongoing annual assessment programme in line with 'Health and Safety (Display Screen Equipment) Regulations 1992
DSE Assessment Checklist	H&S49	Yes	Review 2008	Manual paper assessment phased out following launch of DSEasy	NA	Manual paper assessment phased out as part of H&S Policy revision
Eye Testing Procedure for DSE Users	H&S59	Yes	Yes	Amendments to arrangement, claim form to be updated	Jan-07	
Fire Procedures	H&S67	Yes	Yes	To discuss with Property Services	2007	Meeting with Principal Building Surveyor 15 November 06 to review. Expected to upload to intranet Nov 06 / Dec 06

Health, Safety and Welfare Policy	H&S75	Yes	Yes	Under review - Amending text, language style and format	Rolling programme for 2006/2007 - to include review of arrangements in line with statutory an dlegislative changes	Planned timetable of review period set quarterly to ensure accuracy and to reflect the changing needs of the Organisation. New Media restructuring presentation of H&S Policy and broader H&S infomration on intranet
Incident Reporting	H&S105	Yes	Yes	Under review - Procedure to be updated	2007	See notation for 'Violence at Work Incident Report'
Reporting of Incidents Flow Chart	H&S108	Yes	Yes	Under review	2007	
Incident Reporting Form	H&S109	Yes	Yes	Under review - To be changed in line with restructuring process	2007	See notation for 'Violence at Work Incident Report'
Manual Handling (MH) Assessment Procedure	H&S117	Yes	Yes	Under review - Council wide Manual Handling exercise completed, new processes to be developed from outcomes	Annual refresher programme from 2007 onwards	Draft Arrangement to be drawn up to support ongoing manual handling training - To be incorported into Health and Safety Policy - Jan 2007
Risk Assessment Procedure	H&S125	Yes	Review 2008	Awaiting OK from Head of Audit	Dec-06	Final proof reading taking place - Head of Internal Audit providing language for narrative to ensure consistency and link with Corporate Risk Management process. Consultation with Heads of Service planned for November 2006 - Health and Safety Risk Assessment Toolkit to be uploaded to intranet November 2006
Training for Safety Representatives	H&S133	Yes	Rolling Review	Rolling Programme	2006	Senior Management training programme commenced October 2006 / November 2006
The following arrangements are currently planned for review those in italic are new arrangements for development, those in bold were developed when the Health and Safety Policy was reviewed by P Dickinson and did not exist	NA		Yes	Full content of H&S Policy being undertaken - review of General Statement, Organisational responsibilites and Management Arrangements	Continue monitor and review to ensure accuracy and validity - 2007 onwards	Principal review completed - Further review timetabled quarterly to ensure accuracy and reflect the needs of the organisation.
Lone Off Site and Out of Hours Working	NA	No	Yes	Under review - Update version number, headers footers - select sample of HoS to act as 'critical friend'	2006 / 2007	Review planned to link in with Corporate Risk Assessment process - November 2006

Purchase of Goods and Services	NA	No	Review 2008		Jan-07	Updated - Final proof reading prior to upload on intranet November 2006
Bids for funding health and safety activities	NA	No	Review 2008		Jan-07	Updated - Final proof reading prior to upload on intranet November 2006
How to write Safe Systems of Work	NA	No	Review 2008		22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Health, safety and welfare quality cycle	NA	No	Review 2008		22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Process Improvement	NA	No	Review 2008		22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Building Services including control of contractors and CDM regulations	NA	No	Yes	Consultation with Property Services required	2007	Meeting with Principal Building Surveyor 15 November 06 to review. Expected to upload to intranet Nov 06 / Dec 06
Control of asbestos	NA	No	Yes	Revised arrangement to be developed in line with Property Services reviews of Asbestos Management Plan	2007	Meeting with Principal Building Surveyor 15 November 06 to review. Expected to upload to intranet Nov 06 / Dec 06
Electrical equipment and portable appliance testing	NA	No	Yes	Under review - Check details with Property Services	30/11/2006	Meeting with Principal Building Surveyor 15 November 06 to review. Expected to upload to intranet Nov 06 / Dec 06
Shared premises arrangements	NA	No	Yes	Under review - Review requirements - Check HSE sources	Feb-07	Meeting with Principal Building Surveyor 15 November 06 to review. Expected to upload to intranet Nov 06 / Dec 06
Procedure for dealing with heating failure	NA	No	Yes	Under review - Consultaiton with HR, new overarching procedure required to deal with all weather conditions	2007	New procedure required to meet 'all weather' conditions
Driving at work and mobile phones	NA	No	Yes	Under review		Update and review January 2007
Personal protecive equipment	NA	No	Yes	Under review - consultation required with Service Heads	2007	Review and update arrangement
PPE risk survey	NA	No	Review 2008		2007	Updated - Final proof reading prior to upload on intranet November 2006
PPE register and allocation, maintenance and repair	NA	No	Review 2008		2007	Updated - Final proof reading prior to upload on intranet November 2006
New and expectant mothers	NA	No	Review 2008		29/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Young people at work	NA	No	Review 2008		08/12/2006	Updated - Final proof reading prior to upload on intranet November 2006

Noise at work	NA	No	Yes	Specification for Noise Assessments in draft for submission to assessor	30/11/2006	Specification submitted to assessor - Noise assessment programme planned for week commencing 11 December 2006 Assessment findings to be submitted to Safety Committee, Health, Safety and Welfare Team and CMT on completion
Discipline and breach of the policy	NA	No	Review 2008		22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Induction, training and supervision	NA	No	Review 2008		22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Role of the HSE and HSE inspector	NA	No	Review 2008		31/08/2006	Updated - Final proof reading prior to upload on intranet November 2006
Insurance arrangements	NA	No	Review 2008		22/09/2006	Updated - Final proof reading prior to upload on intranet November 2006
Trend Analysis	NA	No	Review 2008		30/11/2006	Updated - Final proof reading prior to upload on intranet November 2006
Management of stress at work	NA	No	Yes	Consultation with PPC to develop stress survey, management tool kit and improve existing policy.	Rolling programme for 2007	PPC to submit proposal for consideration 2006
Workplace inspections - safety audits	NA	No	Yes	Under review - Consultation through Safety Committee and UNISON to be undertaken to develop working model	Rolling Programme from 2007 onwards	To be developed as part of Management of Health and Safety Programme - Planning consultation with Heads of Service November 206 for developing timetable and monitoring process
Health surveillance	NA	No	Yes	Under review - Consulation with HR Officers re OCC health, EAP linkage and Stress Management Programme	30/11/2006	
Health and safety management systems	NA	No	Rolling Review			Procedure updated - final proof reading prior to upload to intranet
Non aggression arrangement	NA	No	Draft	Submitted to LJP for consultation	Awaiting feedback	See notation for 'Violence and Non Aggression Policy'
Work at height	NA	No	Review 2008		2006/2007	Updated - Final proof reading prior to upload on intranet November 2006
<u>INDUCTION</u>						
Contents	IND1	Yes	yes	With Helen Farrell	Mar-07	
Foreword and Welcome by Roger Bailey	IND2	Yes	yes	With Helen Farrell	Mar-07	

The Aims of East Hertfordshire District Council	IND3	Yes	yes	With Helen Farrell	Mar-07	
Map of East Hertfordshire	IND4	Yes	No		Mar-07	
The Structure of Local Government in Hertfordshire	IND5	Yes	No		Mar-07	
The Structure of East Herts District Council	IND6	Yes	Yes	With Helen Farrell	Jun-07	
Committee Structure	IND7	Yes	Yes	With Helen Farrell	Jun-07	
Council Departments	IND8	Yes	Yes	With Helen Farrell	Jun-07	
EHDC - Main Postal Addresses	IND10	Yes	Possibly	With Helen Farrell		Needs checking
How to Find the Council Offices - Bishop's Stortford	IND11	Yes	No			
How to Find the Council Offices - Hertford	IND12	Yes	No			
Health and Safety	IND13	Yes	Possibly	With Helen Farrell		Needs checking
Information for New Staff	IND16	Yes	Possibly	With Helen Farrell		Needs checking
Induction Checklist	IND21	Yes	Possibly	With Helen Farrell		Needs checking
JOB EVALUATION - Currently under review	n/a	n/a	n/a	work not started	Mar-06	Job evaluation protocols in existence, not part of handbook, but need looking at and developing
LEAVE						
Annual Leave	LEA1	Yes	Review 2008	Published	-	Adopted. On the intranet
Maternity, Paternity and Adoption	LEA9	Yes	Review 2008	Published	-	Adopted. On the intranet
Part Time Staffs' Entitlement to Public Holidays	LEA27	Yes	Review 2008	Published	-	Adopted. On the intranet
Special Leave	LEA37	Yes	Review 2008	Published	-	Adopted. On the intranet
OTHER PAYMENTS						
Attendance Allowance	OTH1	Yes	Yes	with Rosemary	Mar-07	Needs checking, may not be operational - new pools outsourced.
Disturbance Allowance Scheme	OTH9	Yes	Yes	with Rosemary	Sep-07	Needs benchmarking against other Districts.
Honorarium Payments	OTH19	Yes	Yes	with Rosemary	Sep-07	
Without Prejudice compensation / ex gratia	OTH19	Yes	Yes	with Rosemary	Sep-07	Needs separate numbering and introduction of 'due process'.
Overtime (worked by staff not entitled to payment)	OTH27	Yes	Yes	with Rosemary	Sep-07	Needs updating to match practice elsewhere

Travelling and Subsistence Allowance	OTH35	Yes	Yes	with Rosemary	Mar-07	Carrying out full review of these type of benefits, whether they are up-to-date, allocated fairly, etc.
Travelling and Subsistence Allowance Claim Form	OTH39	Yes	Yes	with Rosemary	Mar-07	Carrying out full review of these type of benefits, whether they are up-to-date, allocated fairly, etc.
RESOURCING						
Access to Criminal Records	RES1	Yes	Yes	Rosemary	Dec-07	Needs better explanation
Criminal Records Form	RES3	Yes	Yes	Rosemary	Dec-07	Form needs updating
Offer of Alternative Employment	RES19	Yes	n/a	to be replaced	n/a	Replaced by redeployment procedures - needs removing.
Redeployment Procedure	not allocated	No	Yes	Under review	Aug-06	Part of Unison consultation around redundancy
Pre-Employment Health Check	RES29	Yes	Yes	Rosemary	Dec-07	
Recruitment Checklist	RES45	Yes	Yes	revised in line with current pilot Rosemary	Dec-07	Whole of recruitment process needs reviewing. This will commence in Nov 06 with re-tendering of advertising agency.
Recruitment Guide and Procedure	RES47	Yes	Yes	Rosemary to do	Dec-07	Whole of recruitment process needs reviewing. This will commence in Nov 06 with re-tendering of advertising agency.
Redundancy	RES181	Yes	Yes	Consulting with Unison	End Aug 06	Anticipate agreement with Unison end Nov 2006
Individual Representation In Respect of Compensation Settlement	RES181	Yes	Yes	Being updated	End Aug 06	Wrapped up in new Redundancy policy
Misconduct Whilst under Notice of Dismissal For Redundancy	RES189	Yes	No			Needs to be removed, normal procedure would be applied
Policy for Reduction in Manpower	RES197	Yes	No			To be removed, as incorporated in new redundancy policy.
Secondment Policy	not allocated	no	New Policy required	Going to CMT on 24th Nov	01/09/2006	Required to support staff development and to cover certain resourcing situations
Work Permits	RES213	Yes	Yes	Rosemary	01/03/2007	Needs updating to incorporate associated memo.
STAFF BENEFITS						
Assisted House Purchase Scheme	STA1	Yes	No			To be removed, as mortgage subsidy scheme never implemented (i.e. no-one ever claimed), and now out-of-date.
Continuous Employment Policy	STA11	Yes	Yes	Rosemary to do	Dec-07	Need to benchmark practice and check list of predecessor authorities (seems narrow).
Local Award (5% Salary)	STA23	Yes	Yes	Rosemary to do	Mar-08	Part of review of salaries and salary scales review to comply to equality requirements
Long Service Awards	STA31	Yes	Yes	Rosemary as part of Age Review	Mar-07	Needs benchmarking
Relocation Allowance Scheme	STA39	Yes	Yes	with Richard and Tina	Dec-06	

Relocation Allowance Scheme Relocation Expense Form	STA45	Yes	Yes	with Richard and Tina	Dec-06	
Retirement Gift	STA53	Yes	Yes	Rosemary as part of Age Review	Mar-07	Needs benchmarking
Staff Council Housing Policy	STA61	Yes	Yes	Rosemary to do	Dec-07	Will be incorporated into Relocation policy
Staff Suggestion Scheme	STA69	Yes	No	-	-	Needs updating - no mention of 'Team Tactics'
Staff Suggestion Scheme Flow Chart	STA72	Yes	is it relevant?	-	-	Needs updating - no mention of 'Team Tactics'
TRAINING AND DEVELOPMENT						
Application for Qualification Training Procedure	T&D1	Yes	Yes	Helen	Sep-07	
Application for Qualification Training Form	T&D3	Yes	Yes	Helen	Sep-07	
Training and Development Policy	T&D11	Yes	Yes	Helen	Sep-07	
Post Entry Training- Professional Training Expenses	T&D19	Yes	Yes	Helen	Dec-06	
WORKING HOURS						
Flexible Working Hours Scheme	WOR1	Yes	Yes	in draft	CMT Oct 06	
Job Sharing Scheme	WOR11	Yes	Yes	in draft	CMT Oct 06	
ADDITIONAL SCHEMES						
Redeployment Policy- Suitable Alternative Employment		Yes	Yes	As per redeployment	As above	Not required once new scheme is adopted
Job Evaluation Scheme Protocol		Yes	Yes	With Rosemary	End Jun 07	
Local Joint Panel - Constitution, Powers and Duties		Yes	No	Updated		
Joint Process for Implementing Job Evaluation Appeals protocols		Yes	Yes	With Rosemary	Jun-07	as above

Note: All our policies need at least a cursory review to ensure that titles within them are in-line with current structure, and all forms are Word/Excel versions rather than PDF and the language used in them reflects the organisational culture we wish to promote. Where this is the case, procedures have been highlighted and targets date of Dec 07 has been set (as this is seen as lower priority than other procedures which are not compliant with statute) or place the organisation at risk in another way.

* Draft Expected due date: These time lines have been set based on additional HRO commencing in September.

Policies we need to consider including: Equal Opportunities Statement of Intent

Providing references

Staffing (establishment list procedures)
Staff census
Gender Identity
Unauthorised use of facilities and equipment
Electronic communications and IT Security
Probation
Work Placements
Managing agency staff
Salaries policy (incorporating much of individual poilicies on payments)
Appraisal
Leavers
Supervision
Learning and Development Policy
Pension
Employee help-line.