

Tuesday, 8 November 2022

Report of the Head of HR & OD

HR Policies

Exempt Information

None.

Purpose

To update members regarding the updating or development of 15 HR policies.

Recommendations

It is recommended that the policies are formally approved for immediate implementation.

Executive Summary

15 HR policies have been updated or newly developed. All have been through the relevant consultation requirements with our recognised Trade Unions.

Adoption Leave

The existing Adoption Leave policy has been updated to include changes in employment legislation including reference to foster to adopt and shared parental leave.

Annual Leave & Other Leave

The existing policy has been updated to include:

- Two weeks paid Parental Bereavement Leave and
- Detailed examples of annual leave calculations for employees joining mid-way or leaving mid-way through the month.
- New leave provisions have been added, including 3 days paid leave for IVF treatment and paid time to attend blood donation appointments.
- Dependants leave has been updated to recognise commitments of caring for adults or advocates of adults that have lost mental capacity, and
- There is clearer clarification for compassionate leave to ensure equity in treatment.

Capability

This is a new policy outlining clear guidance and milestones to manage capability issues. The policy also provides a process map, template performance improvement plan and letters.

Exit Interview & Questionnaire

This is a new policy to support the Exit Questionnaire. The Exit Questionnaire has 13 key themes which can also be explored in an interview. The form has discussion points to enable a more open conversation between the manager and employee.

Honorarium Acting Up and Ex-gratia

This is a new policy which captures the agreement reached with the Trade Unions as part of the SMART Working terms and conditions review. The policy provides a definition for honorarium, acting up and ex-gratia and how these payments are calculated.

Job Evaluation and Review of Grading

This amended policy replaces the existing policy. This provides detail on the job evaluation process, including the factors that are assessed so that all employees can have a greater understanding of how roles are graded. It provides detail on how to submit a regrading application, the moderation stage and appeals process.

Leavers Policy

This new policy confirms notice periods, the actions to be taken by the manager and departing employee including returning equipment and closing accounts. It also details how annual leave is calculated for leavers.

Maternity

The existing Maternity Leave policy has been updated to include information relating to still birth and premature birth, Parental Bereavement Leave and Shared Parental Leave.

Menopause

This is a new policy which provides information and support including symptoms of both the peri menopause and menopause, reasonable adjustments that can be made to support the employee, a menopause wellbeing action plan and details of menopause support groups.

Parental Leave

The existing policy has been updated in accordance with employment law changes. Employees with a child under 18 years of age can apply for up to 18 weeks unpaid leave, capped at a maximum of 4 weeks unpaid leave per annum.

Paternity Leave

The existing policy has been updated to include provisions for foster to adopt, parental bereavement leave, and time off to attend antenatal appointments.

Right to Request Flexible Working

Whilst employees have been legally entitled to request flexible working for some time, this new policy provides the framework for applying for flexible working, guidance for managers to follow when considering the request and it outlines the legitimate business reasons for refusing a flexible working request.

Shared Parental Leave – adoption

TBC has a Shared Parental Leave policy for birth parents but not adoptive parents. This is a new policy specifically for adoptive parents.

Shared Parental Leave – birth

The existing policy has received minor amendments to reference the home working allowance and new health scheme.

Standby, callout and unsocial hours

The existing policy has updated to capture the change in rates agreed with the recognised Trade Unions as part of the SMART Working terms and conditions of service review.

Once approved, the policies will come into effect and be implemented through Astute.

Options Considered

Not applicable.

Resource Implications

There are no resource implications for implementing the new policies.

Legal/Risk Implications Background

Not having legally compliant HR policies exposes the organisation to a greater risk of Tribunal claims.

Equalities Implications

None.

Environment and Sustainability Implications (including climate change)

None.

Background Information

HR policies are reviewed on a 3-year cycle to ensure they are legally compliant, meet best practice and are clear for employees and staff. All policies have undergone consultation with the recognised Trade Unions.

Report Author

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List of Background Papers

None.

Appendices

- Appendix 1 – Adoption Leave & Pay
- Appendix 2 – Annual Leave & Other Leave
- Appendix 3 – Capability
- Appendix 4 – Capability process map
- Appendix 5 – Exit Questionnaire
- Appendix 6 – Honorarium, Acting Up and Ex-gratia
- Appendix 7 – Job Evaluation and review of grading
- Appendix 8 – Leaver's policy
- Appendix 9 – Maternity Leave & Pay
- Appendix 10 – Menopause
- Appendix 11 – Parental Leave
- Appendix 12 – Paternity Leave
- Appendix 13 – Right to request flexible working
- Appendix 14 – Shared Parental Leave – Adoption
- Appendix 15 – Shared Parental Leave – Birth
- Appendix 16 – Standby, Callout & Unsocial Hours

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