

Thursday, 26 January 2023

**Report of the Head of HR & OD**

**HR Policies**

**Exempt Information**

None.

**Purpose**

To update members regarding the updating or development of 9 HR policies.

**Recommendations**

It is recommended that:

1. The policies are formally approved for immediate implementation.

**Executive Summary**

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

Anti-Harassment and Anti-Bullying

This is a new policy, enabling allegations of harassment or bullying to be investigated in a policy in its own right rather than through the Grievance Procedure. The policy details definitions of harassment, bullying and microaggressions. It outlines the responsibilities of managers and employees and provides a framework for investigating complaints either informally or formally as well as providing a link to disciplinary procedures where appropriate. The policy also includes remote bullying as 61% of employees work from home or are hybrid.

Foster Carer

The existing policy has been updated to reflect current employment law, family friendly policies and foster to adopt provisions.

Health & Wellbeing

This is a new policy which outlines TBC's commitment to wellbeing. The Chartered Institute of Personnel & Development outlines that there are seven inter-related domains to employee wellbeing:

1. Health,
2. Good work,
3. Values,
4. Personal growth,
5. Collective/social,
6. Good lifestyle choices and
7. Financial wellbeing.

The policy outlines how TBC actively manages wellbeing initiatives aligned to the seven domains. A Health & Wellbeing calendar for 2023 is also included with the policy which covers a range of topics, linked to national campaigns.

### Job Share

This is a new policy providing a framework for applying for job share and how the arrangement will be managed.

### Managing Attendance

This is a new policy giving a clear framework for managers to manage short (1-27 calendar days) and long term (28+ calendar days) absence through triggers and case conferences. The policy is supportive with explicit reference to our responsibilities under the Equality Act and support services such as Occupational Health, Employee Assistance Programme and Access to Work.

### Part Time Working

This is a new policy giving a framework for part time working.

### Performance Development Review

The existing template has been updated with supporting guidance. The revised template looks back by assessing past performance against objectives and looks forward by setting new objectives. There is a link to TBC's values, with an assessment made as to whether the employee is demonstrating the organisation's values, where they are not, an objective will be set relating to this.

### Secondary Employment

This is a new policy to supplement the existing secondary employment declaration form. The policy references the Working Time Regulations, grounds for refusal and responsibilities.

### Special Guardianship

The existing policy has been amended to bring consistency with other relevant family friendly policies.

### **Options Considered**

Not applicable.

### **Resource Implications**

There are no resource implications for implementing the new policies. The management of the policies will be met from within existing budgets.

### **Legal/Risk Implications Background**

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

### **Equalities Implications**

None.

### **Environment and Sustainability Implications (including climate change)**

None.

**Background Information**

None.

**Report Author**

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**List of Background Papers**

None.

**Appendices**

Appendix 1 Anti-Harassment and Anti-Bullying

Appendix 2 Foster Care

Appendix 3 Health and Wellbeing

Appendix 4 Health and Wellbeing Calendar

Appendix 5 Job Share

Appendix 6 Managing Attendance

Appendix 7 Part time Working

Appendix 8 Performance Development Review template

Appendix 9 Performance Development Review guidance

Appendix 10 Secondary Employment

Appendix 11 Special Guardianship

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