

Wednesday, 24 January 2024

Report of the Head of HR and OD

HR Policies

Exempt Information

None.

Purpose

To update members regarding the updating of three HR policies namely: Recruitment and Selection, Reservist and Secondment.

Recommendations

It is recommended that:

1. The policies are formally approved for immediate implementation.

Executive Summary

Three HR policies have been updated. All have been through the relevant consultation requirements with our recognised Trade Unions.

Recruitment and Selection policy

The existing Recruitment and Selection Policy has been in place for a number of years. The policy has been updated and now includes reference to:

- Veteran's Guaranteed Interview Scheme, which supports the Armed Forces Covenant and the organisation's Bronze status with the Employer Recognition Scheme.
- Safer Recruitment checks.
- Ban the Box/Fair Chance recruitment - Tamworth Borough Council will request details of convictions at the conditional offer stage of pre-employment vetting rather than when the applicant first submits their application. This promotes fairness and ensures excessive data is not collected in line with data protection requirements.
- Code of Practice on the English language requirements for public sector workers, and the 'fluency duty' for roles where the employee interacts with the public.

Reservist policy

The Reservist policy was updated to comply with Ministry of Defence guidance and best practice. This policy sets out how Tamworth Borough Council supports employees who are reservists. This includes 10 days paid time off for annual camp training and the procedure to be followed in the event the Reservist is called out for military operations.

The policy must be in place before the Council can apply for silver or gold accreditation for the Armed Forces Covenant Employer Recognition Scheme.

Secondment policy

The Secondment policy has been updated to provide clarity on what a secondment is, the procedure for arranging a secondment and the terms and conditions of the secondment.

The policy puts in place a ceiling for secondment of two years and is classed as a movement or loan of an employee to a different part of the organisation or to an external organisation.

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 and resources.

Legal/Risk Implications Background

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

Equalities Implications

None. Each policy has been Community Impact Assessed.

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 – Recruitment and Selection policy

Appendix 2 – Reservist policy

Appendix 3 – Secondment policy