



East
Northamptonshire
Council

Personnel Sub-Committee – 7 June 2011

Policy Review

Purpose of report

The purpose of this report is to seek agreement for a new programme to review all of the Human Resources (HR) and Organisational Development (OD) policies

Attachment(s)

Appendix A – Schedule of policies for review

1.0 Background

- 1.1 There are currently 40 HR policies (see appendix A). Each has a date for review, many of which are overdue.
- 1.2 Some policies also still have the old style front covers and layouts.
- 1.3 Every policy should be reviewed periodically to ensure that it is fit for purpose. Sometimes policies also need to be reviewed or changed due to changes in employment law, or a desire for an internal direction change.

2.0 The work that needs to be done

- 2.1 Different policies need different amounts of work to be done to get them up to date. Some need the format to be updated, and the review date to be changed, but can then wait for an update or review. Others, such as the maternity policy, need to be reviewed more urgently because of the changes to paternity rules and entitlements that came into effect for babies born after 3 April 2011.
- 2.2 The status of all the policies has been identified, and a new schedule for review has been created (see appendix A). The urgency of reviewing the policies has been taken into consideration in determining the order in which policies are looked at.
- 2.3 A thorough review and re-write of a policy, such as the current re-write of the sickness policy, takes a considerable amount of time. It is also necessary to ensure that full consultation is undertaken. It is therefore impractical to do more than 2 or 3 policies in time for each Personnel Sub-Committee meeting. This makes it impossible to, for example, review all the policies in a year.
- 2.4 The programme of review may need to be updated from time to time, if for example a change is made to employment law. However, by having a programme, it can be ensured that policies are continuously reviewed and kept up to date.

3.0 Equality and Diversity Issues

- 3.1 No equality and diversity issues have been identified.

4.0 Legal Implications

- 4.1 No legal challenges are anticipated.

5.0 Risk management

5.1 There are no significant risks arising from this issue.

6.0 Financial Management

6.1 There are no financial implications arising from these recommendations.

7.0 Recommendation

7.1 It is recommended that Personnel Sub-Committee approve the following actions:

1. That all HR/OD policies in the wrong format be put into the new format without needing to come back to PSC to agree each one individually. *[This presumes that no change to the actual wording of the policy will be made, just the format and look].*
2. That new review dates, as set out in appendix A, be added to all the policies.
3. That once a policy has been reviewed, the next review date be set at 3-5 years (depending on the policy) and the new date be added to the review programme.

(Reason: to ensure that the policies are accurate and up to date and presented in the corporate style)

Legal	Power: Local Government Act 1972 - section 111				
	Other considerations:				
Background Papers:					
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Date: 17 May 2011					
CFO		MO		CX	

(Committee Report Normal Rev. 22)

Appendix A

	Policies to Review	Review Due	PSC date	Review by	Correct Template	ACTION
1	Sickness Absence Policy	May-07	Jul-11	31/03/2012	X	Re-write
2	Retirement Policy	Aug-09	N/A	31/03/2012	X	Deletion
3	Maternity and Paternity Leave Policy and Procedure	Feb-10	Sep-11	31/03/2012	X	Re-write
4	Organisational Development Strategy	Jan-09	Sep-11	31/03/2012	X	Re-write
5	Home working policy	None	Sep-11	31/03/2012	N/A	New policy
6	Work experience and interns policy	None	Sep-11	31/03/2012	N/A	New policy
7	Redundancy Policy and Procedure	Sep-12	Nov-11	31/03/2012	√	Update
8	Development and Training Policy	No date given	Nov-11	31/03/2012	X	Update
9	Annual reward and benefits strategy	None	Nov-11	31/03/2012	N/A	New policy
10	Exit Interviews Policy and Procedure	May-07	Nov-11	31/03/2012	X	Update
11	PDR system guide	No date given	Nov-11	31/03/2012	√	Update
12	Capability Policy and Procedure	Apr-09	Jan-12	30/06/2012	X	Update
13	Single Equality Scheme	May-07	Jan-12	30/06/2012	X	Re-write (Emma Gadsby)
14	Gifts and Hospitality	No date given	Jan-12	30/06/2012	X	Update
15	Equality Statement	No date	Jan-12	30/06/2012	X	Update

	Policies to Review	Review Due	PSC date	Review by	Correct Template	ACTION
		given				
16	Register of interests	No date given	Jan-12	30/06/2012	X	Update
17	Whistleblowing Policy and Procedure	Nov-09	Mar-12	31/12/2012	X	Upate
18	Criminal Records Bureau Policy and Procedure	Apr-09	Mar-12	31/12/2012	X	Review
19	Purchasing Annual Leave Policy and Procedure	Apr-12	Mar-12	31/12/2012	√	Review
20	Equal Pay Procedure	Dec-07	Jun-12	31/12/2012	X	Review
21	Mental Wellbeing in the Workplace Policy	Jul-08	Jun-12	31/12/2012	X	Review
22	Relocation Expenses	No date given	Jun-12	31/12/2012	X	Review
23	Recruitment and Selection Policy	Jul-08	Jul-12	31/12/2012	X	Review
24	Special Leave Policy and Procedure	Jul-08	Jul-12	31/12/2012	X	Review
25	Disciplinary Policy and Procedure	Apr-09	Sep-12	30/06/2013	X	Review
26	Job Re-evaluation Policy and Procedure	May-09	Sep-12	30/06/2013	X	Review
27	Bullying and Harassment Policy and Procedure	Jul-09	Sep-12	30/06/2013	X	Review
28	Grievance Policy and Procedure	Jul-09	Nov-12	30/06/2013	X	Review
29	Council Car Scheme	Feb-10	Nov-12	30/06/2013	X	Update/Review
30	Casual, temp and fixed term employees Policy and Procedure	Feb-10	Nov-12	30/06/2013	X	Review

	Policies to Review	Review Due	PSC date	Review by	Correct Template	ACTION
31	Job Evaluation - Appeals against Grading Decisions	Apr-10	Jan-13	30/06/2013	X	Review
32	Secondary Employment	No date given	Jan-13	30/06/2013	X	Update
33	Dress Code	No date given	Jan-13	30/06/2013	X	Update
34	No Smoking	No date given	Mar-13	31/12/2013	X	Update
35	Code of Conduct	No date given	Mar-13	31/12/2013		Update
36	Flexible Working Policy and Procedure	Jan-11	Mar-13	31/12/2013	√	Review
37	Reward & Recognition Scheme	Aug-11	Jun-13	31/12/2013	√	Review
38	Flexi Time Policy and Procedure	Aug-11	Jun-13	31/12/2013	√	Review
39	Probationary Policy	Apr-12	Jun-13	31/12/2013	√	Review
40	Car Loan Scheme	Apr-12	Sep-13	30/06/2014	√	Update
41	Council Car Scheme Handbook	No date given	Sep-13	30/06/2014	√	Update
42	Pensions Discretions Policy and Procedure	Oct-12	Sep-13	30/06/2014	√	Update
43	Knowledge, Skills & Behaviours Framework	No date	Nov-13	30/06/2014	√	Review