

FULL COUNCIL – 15 MARCH 2021

EMPLOYEE HR POLICIES & PROCEDURES

1 PURPOSE

- 1.1 To approve key HR policies and procedures.

2 BACKGROUND

- 2.1 In March 2020 the Council awarded a 5-year contract with Peninsula HR advisory service to assist the Council in managing its human resource function. After reviewing and auditing the Council's existing policies and procedures, Peninsula have recommended a number of documents (attached as appendix 1 – 3) for adoption. They have also provided standard templates contracts for all employees.
- 2.1 HR policies provide written guidance for employees and managers on how to handle a range of employment issues. They play an important role in practically managing operational staffing matters. They also provide consistency and transparency for employees and managers, helping to enhance the psychological contract and create a positive organisational culture. Without these policies the Council and its employees remain vulnerable and at risk. It is therefore essential that the Council has a robust HR system in place and adopts the documents provided by Peninsula.
- 2.2 The Clerk reviewed the template documents and amended them to suit the needs of the Council and its employees and in line with current legislation.

3 HR DOCUMENTS

- 3.1 The documents issued to staff for consultation included: -

Employee Handbook (Appendix 1)

The Employee Handbook sets out key HR policies and procedures to safeguard the Council and its employees.

Vehicle Rules (Appendix 2)

Explains the rules in relation to the use of Council owned vehicles.

Employees Health & Safety Handbook (Appendix 3)

This sets out the Council's and employees health and safety responsibilities and procedures. As with the Employee Handbook, this is a new corporate document

4 EMPLOYEE CONSULTATION

- 4.1 The Clerk issued the draft documents with explanatory emails and memos which explained the need for the documents and provided a month in which staff could raise issues and questions.
- 4.2 Staff raised a number of queries to which explanation was given. Staff have signed agreement/receipt of the documents and new contracts are in now place.
- 4.3 The standard contracts do not add/take away from their existing conditions of service.

5 FINANCIAL IMPLICATIONS

- 5.1 There are no direct financial implications arising from the adoption of the HR documents.

6 RECOMMENDATIONS

- 6.1 That the Employee Handbook, Vehicle Rules and Health and Safety Handbook (Appendices 1-3) be adopted.

NB – due to the size of the documents they can be accessed here

For further information please contact:

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