

PERSONNEL COMMITTEE

HR POLICY DEVELOPMENT AND REVIEW

21 June 2016

Report of the HR Service Manager

PURPOSE OF REPORT

To enable the Committee to consider and approve a number of Human Resources Policies and Procedures.

This report is public

RECOMMENDATIONS

- (1) That subject to any further recommendation being brought to the Committee from the Joint Consultative Committee, which meets on 21 June 2016 prior to this meeting, the Committee approve:

1. **Driving and Driving Licence Policy and Procedure (New Document)**
2. **Paternity/Partner Leave Policy and Procedure (Revised Document)**
3. **Annual and Statutory Leave Policy (Revised Document)**

1.0 Introduction

- 1.1 From time to time the Council will develop procedures to support the management of workforce related matters.
- 1.2 The recognised trade unions have been consulted on the appended draft policies, which will be discussed at the Joint Consultative Committee (JCC) meeting on 21 June 2016, prior to the meeting of this Committee. Should there be any amendments proposed by the JCC, these will be presented to this Committee for its consideration. In the event of any substantial changes to a Policy being proposed at the JCC meeting and /or further consultation being required, it may be necessary to defer consideration to a future meeting of the Personnel Committee.

2.0 Driving and Driving Licence Policy and Procedure

- 2.1 This policy has been developed to ensure that the Council maintains sufficiently robust processes to ensure that staff engaged in driving retain a licence that is valid in the UK.
- 2.2 The proposed Driving and Driving Licence Policy and Procedure outlines the arrangements that will apply to check driving licences for both new and existing staff, whether driving is fundamental to the role or is only an occasional element of the role.

3.0 Paternity/Partner Leave Policy and Procedure

- 3.1 The Paternity/Partner Leave Policy has been revised following the introduction of Shared Parental Leave.
- 3.2 An amended Paternity/Partner Leave Policy was agreed by JCC and Personnel Committee in February 2013 in response to legislation permitting employees to apply for a period of Additional Paternity Leave.
- 3.3 Additional Paternity Leave was superseded by Shared Parental Leave, but there was a period of overlap during which employees could still apply for Additional Paternity Leave. The period of overlap has now passed and it is proposed that the Council revert to the arrangements for Paternity/Partner leave that were in place until February 2013.

4.0 Annual and Statutory Leave Policy

- 4.1 The current version of the Annual and Statutory Leave Policy has been in place since 2012 and has been reviewed to ensure it remains current. Whilst there have been no significant changes in policy, the document has been amended so that information is set out in a clearer format. A small number of changes have been introduced to reflect current practice.

Summary of main changes

- 4.2 Sections 3.5 & 3.6 – clarifies the arrangements pertaining to bank holidays for part time employees.
- 4.3 Section 4 and Section 5 – have been introduced to more clearly set out the responsibilities of both managers and employees with regard to leave.
- 4.4 Sections 5.5 & 13.2 – confirm that managers may investigate further where an employee's absence coincides with a period when annual leave was declined.
- 4.5 Section 7.1 – Confirms the existing practice that part time employees may only carry forward a pro-rata amount of annual leave.

5.0 Options

- 5.1 The options available to the Committee in respect of each Policy are to approve the appended document as drafted, to approve the document with amendments, or not to approve the document. However, if substantial changes in respect of any Policy are proposed at the Personnel Committee meeting, it may be appropriate for consideration of that Policy to be deferred to a future meeting to enable Officers to consider the proposed amendment in more detail and to consult further with the trade unions.

6.0 Conclusions

- 6.1 Members are asked to consider and accept the Officer recommendations set out at (1) above in respect of the draft policies appended to this report.

RELATIONSHIP TO POLICY FRAMEWORK

The Council is committed to good standards of employment practice, and it is considered that the amended and new policies will augment our existing Human Resource Management arrangements.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

Please see associated Equality Impact Assessment in respect of each of the above policies.

FINANCIAL IMPLICATIONS

There are no direct implications as a result of this report.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

All the appended policies are compliant with employment legislation and there are no further legal implications directly arising from this report.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None

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