

# PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

## HR POLICY DEVELOPMENT AND REVIEW

20<sup>th</sup> November 2025

### Report of the Senior HR Business Partner

#### PURPOSE OF REPORT

To enable the Committee to consider and approve a range of amendments and additions to existing HR Policies and the creation of a new HR policy.

This report is public.

#### RECOMMENDATIONS

**That the draft policies appended to this report are considered by the committee and approved.**

##### 1.0 Introduction

- 1.1 As a council we continue to review and update all HR policies to ensure they are compliant with current legislation and provide comprehensive guidance to employees.
- 1.2 The council has undertaken a review of HR Policies Flexible Retirement Policy, Disciplinary Policy and Appeals Policy.

##### 2.0 Flexible Retirement Policy

- 2.1 The Flexible Retirement Policy was approved in July 2025.
- 2.2 4.7 of the policy states that if the request is not granted, or the arrangements approved are different from those originally requested, the employee has the right to appeal to People and OD Committee.
- 2.3 This is not in keeping with all other HR policies, and 4.7 has been amended to state that an employee should appeal using the Appeals Policy. This policy was introduced in November 2023.

##### 3.0 Disciplinary Policy

- 3.1 This policy has been reviewed in line with the Council's policy review schedule every 2 years, where the policy was last reviewed in March 2024.
- 3.2 7.14 Amendment to recording of notes at the hearing. To say that HR will be present to take a recording of the hearing, The notes can be provided to the employee upon request.
- 3.3 9.1 The review frequency be amended to every 2 years in line with the other policies, or earlier if there are any legislation changes.

##### 4.0 Appeals Policy

- 4.1 The Appeals Policy was introduced and approved in November 2023.
- 4.2 The policy has been updated to include appeals against Flexible Retirement Requests in 5.1 and 7.1
- 4.3 8.1 The review frequency be amended to every 2 years in line with the other policies, or earlier if there are any legislation changes.

## **5.0 Options**

- 5.1 The options available to the Committee are to approve the revised policies as drafted, to approve the policies with amendments, or not to approve the policies.
- 5.2 However, if substantial changes in respect of any Policy are proposed at the People and OD 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 above in respect of the draft policies appended to this report.

### **CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):**

Please see associated Equality Impact Assessment in respect of the proposed policies. There is no notable impact however I would always encourage the use of reasonable adjustments where any formal process is followed due to a disabled employees' ability to purposefully interact with a meeting.

### **LEGAL IMPLICATIONS**

The amendments to the policies reflect statutory obligations/provision. Maintaining accurate HR policies is important to ensure that the Council is legally complaint and that staff fully understand their rights and obligations. Failure to amend policies may undermine the Council's employment processes which may led to unlawful action/omission. Breach of employment law may have reputational and financial consequences for the Council.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. Implementing the policies throughout the Council will be managed from existing resources and should any decisions arise that require a financial decision, then this will be considered at the appropriate time via the correct reporting and governance channels.

### **OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:**

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted has no further comments to add.

**BACKGROUND PAPERS**

Policies are appended.

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