

HR People Management Policy Review – Original Timetable agreed at the Council meeting in August 2020			
Q2 June to Sept 2020/21	Q3 Oct to Dec 2020/21	Q4 Jan to March 2020/21	2021/22
Career Break	Agile Working	Workforce Change*	Suite of Family Friendly Policies
Disciplinary*	Capability*	Exit Interview	Relocation
Grievance*	Code of Conduct*		Retirement and Redundancy*
Health and Wellbeing	Employee Transfer		Time off for Trade Union
Whistleblowing*	Establishment Control		
	Flexi Time Scheme		
	Flexible Working		
	Secondment (part of Recruitment)		
Recruitment and Selection (full review taking place over six months)			
Salary Protection (in line with pay remit			
7	8	2	4

Key:

High priority	Medium priority	Low priority	*Identifies proposed Council approval – others are by EMT
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Policies reviewed in past 12/18 months to be reviewed as part of three-yearly cycle in:		
2021/22	2022/23	2023/24
Acting Up	Alcohol and Drugs	Bereavement/Death in Service
Starting Salary	Annual Leave	Carers Leave
	Dignity at Work*	Partnership Agreement
	Flu Vaccine	
	Maximising Attendance	
	Overtime and Additional Hours	
	Reference Requests	
	Smoking	
	Special Leave	
2	9	3

Update on Policy Timetable – August 2021

As outlined, HR resource has been limited due to the impact of COVID-19 and staff vacancies. Given this, the following outlines the progress of timetabled policies in addition to those noted in the report for Council approval.

Aug and Sept 2021

- Redeployment – this is an additional policy that was added as a partner policy to the Workforce Change Policy during consultation – presented to Council for approval August.
- Recruitment and Selection (and Secondment) - to EMT for approval in September.
- Salary Protection – to EMT for approval in September
- Exit Interview – this is now part of the Evolve workstream and was due to be reviewed in July 2021, however the departure of a key member of the HR team has delayed this – to EMT for approval in September.
- Agile Working – still being reviewed in line with Agile Working Group and discussions on return to offices.
- Flexi Time and Flexible Working - these are no longer being reviewed in line with the policy timetable and are being considered separately as part of 'agile working'.

Oct to Dec 2021

- Establishment Control – Policy approved as per timetable – however procedure regarding this still to be finalised to allow policy to be published. To be finalised by end October.
- Employee Transfer – policy drafted but not yet consulted on – for EMT approval in October.
- Retirement and Redundancy – the consultation time for this policy was used to benchmark and gather intelligence from relevant organisations such as our pension provider. It has been agreed to push back Council approval for this Policy due to the departure noted above and the large number of people management policies at August Council – to Council for approval in November.
- Acting Up and Starting Salary policies are due for a three-yearly review in December 2021 – to EMT for approval in December.

Early 2022

- Family Friendly Policies – resource to be allocated from HR team and policies presented to EMT early 2022.
- Relocation – will be considered under 'agile working' changes.
- Time off for Trade Union – resource has been allocated in the HR team for this and will be undertaken as per timetable.