

South Lakeland District Council

Human Resources Committee: 10 November 2020

Policy Review

Portfolio: Cllr Philip Dixon
Report from: David Sykes, Director of Strategy, Innovation and Resources
Report Author: Kira King, HR Specialist
Wards: N/A
Forward Plan: N/A

1.0 Expected Outcome

1.1 This report presents an update on a number of the Council's policies. The policies are part of a policy review schedule and some changes in these policies also reflect the structural management changes following the implementation of a new organisation structure.

2.0 Recommendation

2.1 It is recommended that Human Resources Committee:-
(1) Approves the changes to the attached policies

3.0 Background and Proposals

3.1 Acceptable Standard Appearance Policy has been reviewed but no changes have been made.

3.2 Access to personnel files Policy has been reviewed and changes have been made with reference to legislation. This is due to the introduction of The Data Protection Act 2018 which is the implementation of the General Data Protection Regulation (GDPR) which replaces the Data Protection Act 1998. The policy has been updated to reflect the changes and there have been minor amendments to department names following the structural changes in the Council.

3.3 The Adoption Leave Policy has minor amendments to department names following the structural changes in the Council.

3.4 The Adverse Weather Policy has been reviewed and changes have been made where reference to 'core times' exists as this no longer applies following the change to the Working Arrangements and Flexi Time Policy was introduced in 2019. Some minor wording has been changed in line with the removal of core hours and the introduction of Smart Working.

- 3.5 The Career Break Policy has been reviewed and minor changes have been made to take account of the new structure and the new Management titles. There has also been some changes to section 8.0 of the policy which relates to Pension contributions. Previously contributions had to be paid for the first 30 days of a career break, but this is no longer necessary.
- 3.6 The guidelines for Carry forward of Annual Leave has had changes made to the Management titles which are referred to following the structural changes.
- 3.7 Claim for Additional Hours Policy has had changes to role titles following the structural changes. In addition there has been changes made to the spinal points in line with the changes to the pay scale i.e. SCP 28 is now SCP 22 on the new pay scale and this change has been reflected in the policy. The Guidelines have also been updated to reflect the SCP changes.
- 3.8 Minor changes have been made to the Disclosure and Barring Service (DBS) department names following the structural changes and some wording has been changed to clarify the fees payment for new checks and renewals, and information regarding the retention of the details.
- 3.9 The Disciplinary Policy has been reviewed and changes have been made to Management titles and department names following the structural changes. In addition changes have been made to section 7.0 which details levels of Authority to take disciplinary action which reflects the new structure and the new management titles. Some minor wording changes have also been made.

4.0 Consultation

- 4.1 The Corporate Management Team have been given the opportunity to comment on the changes.
- 4.2 The report has been agreed and noted with our union representatives.

5.0 Alternative Options

- 5.1 There are no alternatives to the changes referring to the role titles following the implementation of the new structure.

6.0 Links to Council Priorities

- 6.1 A clear policy ensures that the Council continues to work towards the Council Plan by ensuring excellence and openness.

7.0 Implications

7.1 Financial, Resources and Procurement

- 7.1.1 There are no financial implications of these changes

7.2 Human Resources

7.2.1 Locally agreed policies and procedures are agreed in full consultation with the recognised Unions and take place in line with statutory requirements.

7.3 Legal

7.3.1 There are no legal implications other than the employment issues that are dealt with in the body of this report and within the HR section.

7.4 Health, Social, Economic and Environmental

7.4.1 A sustainability impact assessment has not been carried out.

7.4.2 This report does not have any significant environmental effects.

7.5 Equality and Diversity

7.5.1 Equality and Diversity runs through all aspects of the Council's Human Resources Policies and Procedures and managing this is integral within all our Policies and Procedures, thus ensuring compliance with legislative requirements. The equality and diversity of the structural changes has been assessed and agreed through customer connect programme.

Risk

Risk	Consequence	Controls required
The policy changes are not agreed	The Council policies will be out of date and not reflect the new structure And for the legislative changes if not updated this would mean the Council was in breach of statutory regulations.	To agree to the updated policy changes

Contact Officers

Charles Officer, HR Specialist. Charles.Officer@southlakeland.gov.uk

Kira King, HR Specialist. Kira.King@southlakeland.gov.uk

Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Acceptable Standard Appearance at Work Policy
2	Access to Personnel Files Policy
3	Adoption Leave and Pay Policy
4	Adverse Weather Policy
5	Career Break Policy
6	Career Break Application Form
7	Carry Forward of Annual leave Guidelines
8	Claim For Additional Hours Guidelines
9	Disclosure and Barring Service (DBS) Policy
10	Disciplinary Policy
11	Procedure for Appeals Panel (Dismissal)

Background Documents Available
N/A

Tracking Information

Signed off by	Date sent	Date Signed off
Legal Services	16/10/20	
Section 151 Officer	16/10/20	
Monitoring Officer	16/10/20	
CMT	***	
JCP	***	

Circulated to	Date sent
Lead Specialist	9/10/20
Human Resources Lead Specialist	9/10/20
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A
Portfolio Holder	20/10/20
Ward Councillor(s)	N/A
Committee	N/A
Executive (Cabinet)	N/A
Council	N/A