

South Lakeland District Council
Human Resources Committee
Tuesday, 20 July 2021
HR Policy Updates

Portfolio:	Cllr Philip Dixon
Report from:	Director of Strategy, Innovation and Resources
Report Author:	Kira King – HR Specialist
Wards:	Not Applicable
Forward Plan:	Not applicable

1.0 Expected Outcome and Measures of Success

- 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.
- 1.2 This report also covers the introduction of the Alcohol and Substance Misuse Policy which is being introduced in order to support the health, safety and wellbeing, of SLDC employees.

2.0 Recommendation

2.1 It is recommended that Human Resources Committee

- (1) **Considers the updates to the Expenses policy, Exceptional Effort/ Merit Payments and Purchase of Additional leave Policy, provides any comments on the policies and recommends approval by the Human Resources Committee**
- (2) **Considers the new alcohol and substance misuse policy, provides any comments on the policy and recommends approval by the Human Resources Committee**

3.0 Background and Proposals

- 3.1 The Expenses Policy has had some minor grammatical changes and updated wording. There have also been changes to the titles and service area names following the restructure and customer connect changes.
- 3.2 The Exceptional Effort/ Merit Payments guidelines have had changes in the wording which refer to role titles or service areas in order to reflect the changes made during restructure and customer connect changes.
- There have also been changes made to the wording in regard to the SCP points that are mentioned ie we now have 60 SCP points not 66. This is following the changes to the pay scale that occurred last year and these changes are to update the information to relate to the current pay scales and other associated policies.

- 3.3 The Purchase of Additional Leave policy has had some minor amendments made to the wording to reflect the changes in the internal communication process between employee, line manager and payroll. There have also been changes made to titles and service areas in order to reflect the changes made during restructure and customer connect changes.
- 3.4 The Alcohol and Substance Misuse Policy is a new policy which is being introduced to support the health, safety and wellbeing of SLDC employees. The policy is designed to help protect workers from the dangers of alcohol and substance misuse and encourage those misusing to seek help. The aim of the policy is to provide employees and managers with information on the effects of alcohol and drugs/substance misuse and an understanding of the likely symptoms of misuse and highlight to employees the risks associated with alcohol and substance misuse. It also aims to encourage employees to seek help at an early stage and for SLDC to then be able to support employees with any treatment plans. The policy aims to encourage managers to intervene at an early stage if there are concerns about an employee's potential addiction.

4.0 Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Expenses Policy
2	Exceptional Effort/ Merit Payments
3	Purchase of Additional Leave
4	Alcohol and Substance Misuse Policy

5.0 Consultation

- 5.1 The Corporate Management Team has been consulted and Unions will be consulted at JCP committee before Human Resources Committee

6.0 Alternative Options

- 6.1 There are no alternatives to the changes referring to the role titles following the implementation of the new structure and any other changes to current policies are being updated to reflect the changes in policies and procedures.

7.0 Implications

Financial, Resources and Procurement

7.1 Implications

Financial, Resources and Procurement

- 7.2 There are no financial implications of these changes

Human Resources

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

Legal

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

Health, Social, Economic and Environmental

- 7.5 A Health, Social, Economic and Environmental Impact Assessment has not been completed
- 7.6 There are no health, social, economic or environmental impacts from these policy updates

Equality and Diversity

- 7.7 An Equality Impact Analysis has not been conducted
- 7.8 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.
- 7.9 There are no specific equality and diversity impacts as these are considered and run through all aspects of the Council's Human resources policies

Risk Management	Consequence	Controls required
The policy updates and changes are not agreed	The Council policies will be out of date and not reflect the new structure or the new working procedures. And for the legislative changes this would mean the Council was in breach of statutory regulations.	To agree to the updated policy changes
Alcohol and Substance Misuse policy introduction	No clear direction to managers in the organisation about what process and procedures to follow. Risk of not following correct protocols.	Agree to the introduction of alcohol and substance misuse policy

Contact Officers

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Background Documents Available

None

Tracking Information

Signed off by	Date sent	Date Signed off
Section 151 Officer	11/06/21	17/06/2021
Monitoring Officer	11/06/21	17/06/2021
CMT	14/06/2021	17/06/2021

Circulated to	Date sent
Lead Specialist	11/06/21
Human Resources Lead Specialist	11/06/21

Circulated to	Date sent
Communications Team	N/A
Leader	N/A
Committee Chairman	13/07/21
Portfolio Holder	13/07/21
Ward Councillor(s)	N/A
Committee	13/07/21
Executive (Cabinet)	N/A
Council	N/A