



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES
DATE:	6 FEBRUARY 2020
REPORT OF THE:	HEAD OF HUMAN RESOURCES ANDREW ELLIS
TITLE OF REPORT:	HR POLICY REVISION
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To approve revised human resources policies

2.0 RECOMMENDATION(S)

2.1 It is recommended to Council that

(a) The revised policies are agreed for implementation.

(b) Administrative amendments to implemented policies: That the appropriate officer, under direction from SMB be able to make any minor administrative amendments to implemented policies; such as updating references, refreshing any forms attached as appendices as part of improving workflow. These changes will be documented as part of document control and will not result in a change of the policy itself.

3.0 REASON FOR RECOMMENDATION(S)

3.1 Many of the current HR policies are outdated and not fit for purpose. The introduction of these policies link into the aims and objectives of the People and Culture Plan and wider work on employee engagement and health and wellbeing.

3.2 Policies and procedures are living documents that should grow and adapt with an organisation. Policy review and revision is a crucial part of an effective policy and procedure management plan.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks identified with the revised policies. Outdated policies however, can leave an organisation at risk. Old policies may fail to comply with new legislation and may not take into account recent case law outcomes, which can result

in unlawful or inconsistent practices which may increase the potential risk of tribunal claims.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 Full trade union consultation has taken place and the revised policies have been approved by Strategic Management Board. Final ratification by Elected Members will complete the consultation process prior to implementation.

REPORT

6.0 REPORT DETAILS

- 6.1 HR policies are a written description of rights and responsibilities of employers and employees. If a policy is well developed and clearly written, it helps communication with employees, clarifies expectations and makes sure that everyone is treated in a consistent and fair way. These are all important factors for creating a desirable culture for the organisation, and they minimise exposure to legal risk.

- 6.2 The following policies have been revised in line with up to date legislation and recommended best practice and are attached in full to this report as appendices:

(a) Equality in Employment Policy: Purpose and Scope

Ryedale District Council is committed to achieving fairness and equality in employment. This policy applies to all employees of Ryedale District Council, its purpose to ensure that no employee, or potential employee, receives less favourable treatment or is disadvantaged on the grounds of disability, race, colour, nationality or ethnic origin, sex, marital status, age, sexual orientation, religious belief or any other unjustifiable cause not specified and to oppose and avoid all forms of discrimination (both direct and indirect), bullying, harassment and victimisation during the course of their employment.

(b) #zerotolerance: Purpose and Scope

Ryedale District Council has a zero tolerance approach to bullying and intimidating behaviours. This is more of a statement of intent rather than policy which will be accompanied by a campaign led by the Communications Team, however links into other policies listed and is referred to throughout.

(c) Speak Out (formerly Whistleblowing): Purpose and Scope

Ryedale District Council is committed to the highest possible standards of openness, probity and accountability. The council expects its employees to speak out and voice any legitimate concerns. This policy applies to all employees of Ryedale District Council, including Elected Members.

The purpose of this policy is to ensure all employees are aware how to 'Speak Out' and make a disclosure, who the disclosure should be made to and how the information will be handled; reassure all employees that they will not be subject to detriment from the council or anyone acting on its behalf by having made or proposing to make a disclosure under this policy, unless the disclosure is not made in good faith or in making it, a crime is committed; maintain trust and confidence with all of our employees whilst facilitating a disclosure of concerns and enabling them to 'Speak Out'.

(d) Resolving Issues at Work (formerly Grievance): Purpose and Scope

This policy should be used to encourage all employees of Ryedale District Council to bring their individual concerns or complaints to the attention of management. The council aims to address all issues at work quickly, fairly and consistently and seeks to resolve these at the earliest stage possible. All cases dealt with under this procedure, whether formal or informal, will be conducted in strictest confidence, unless otherwise agreed by all parties.

(e) Volunteering: Purpose and Scope

This policy enables employees, working either individually or as part of a team to be able to undertake one day a year volunteering for a charitable organisation to allow Ryedale employees to give something back to the community.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- (a) Financial
There are no additional financial implications on the Council from the policy revision.
- (b) Legal
Under the repeal of the statutory procedures in April 2009 and the introduction of a recommended code of practice from ACAS (April, 2009) in managing disciplinary matters, which have a direct link to other policies, employment tribunals will expect that we have dealt with matters fairly, openly and consistently. Also, that employees are clear through the procedures, of the potential action they shall face if found in breach of any singular or group of policies. Failure to follow due process and procedure, may result in Ryedale District Council incurring additional costs above the statutory awards where the Council has been found to not have carried out its full procedures which are deemed fair and consistent for all employees of the Council.
- (c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None, other than as stated above

Name of Head of Service **Andrew Ellis**
Job Title **Head of HR**

Author: Marie Lomax, HR Project Officer
Telephone No: 01653 600666 ext: 43395
E-Mail Address: marie.lomax@ryedale.gov.uk

Background Papers:

Appendix A – Equality Policy
Appendix B – #zerotolerance
Appendix C – Speak Out
Appendix D – Resolving Issues at Work (formerly Grievance)
Appendix E – Staff Volunteering Policy

Background Papers are available for inspection at: