



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES
DATE:	4 FEBRUARY 2021
REPORT OF THE:	HEAD OF HUMAN RESOURCES ANDREW ELLIS
TITLE OF REPORT:	HR POLICY REVISION – LEAVE AND FLEXIBLE WORKING POLICIES
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To approve revised human resources policies

2.0 RECOMMENDATION

2.1 It is recommended to Council that

(a) The revised policies are agreed for implementation.

3.0 REASON FOR RECOMMENDATION

3.1 Many of the current HR policies are outdated and not fit for purpose. The revision of these policies link into the aims and objectives of the People and Culture Plan.

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 Outdated policies however, can leave an organisation at risk.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 laws and regulations and may not address new systems or technology, which can result in inconsistent practices.

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 Leave Policy

The revised leave policy brings together information, guidance and entitlements from numerous other documents on the various types of leave employees are able to access. It covers the authorities' legal obligations to provide time off in various circumstances, plus any additional entitlements commonly paid in public sector organisations, for example, compassionate leave, jury service, medical appointments, bereavement leave and annual leave and provides information for managers and staff concerning a plethora of various situations.

It should be noted that Maternity, Paternity, Adoption, Shared Parental Leave and Parental Leave will be covered in a separate policy, under the heading Family Leave, which is also under review and will follow for SMB's perusal shortly.

6.3 Flexible Working Policy

The 'right to request' flexible working is a statutory entitlement for any employee with 26 weeks continuous service, however this policy has been written with this as a day one right. The policy details various flexible working options such as flexitime, job-share, compressed hours, term time working and how to manage a request, both from an employee's and manager's perspective, including the right to appeal a decision.

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
None
- (c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None, other than as stated above

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Background Papers:

Appendix A: Leave Policy

Appendix B: Leave Policy Comparison Table

Appendix C: Flexible Working Policy

Appendix D: Flexible Working Policy Comparison Table