

SUBJECT: People Services (HR) policies

MEETING: CABINET

DATE: November 2017

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

The purpose of this report is to provide Cabinet with information around some of the small legislative changes that have been made to some of the People Services (HR) policies so that they remain fit for purpose, up to date and legally compliant.

2. RECOMMENDATIONS:

That the changes outlined for each policy be approved by Cabinet.

3. KEY ISSUES:

The small changes to each policy are set out in the table below. The changes are required immediately to ensure that Monmouthshire employment policies adhere to employment law legislation and reflect the requirement to keep policies up to date and accurate. Despite changes being of this nature, Audit recommends that Cabinet should approve any change to policy.

NAME OF POLICY	CHANGE	ADDITIONAL COMMENT
Corporate Protection of Employment Policy	Calculation of redundancy payment for term time only workers added	Case law has determined that the correct approach is to use a divisor of the number of weeks when the employee is actually required to be at work and the number of weeks paid holiday rather than apply 52 for all calculations. Audit verified calculation. SLT approved the change.
Corporate Travel &	Rates to be claimed amended to	

Reimbursement Policy	reflect the current HMRC rates	
Code of Conduct Policy – joint corporate and schools	Disclosure of Interests form added as an appendix Front cover amended to remove a ‘word peg’ design which may have alluded (incorrectly) to MCC values	
DBS Policy – joint corporate and schools	Legislative changes in relation to assessing requirements for DBS checks added Supplementary guidance in relation to volunteers and governors added	
Corporate Hours and Leave Policy	To provide the same special leave provision for Special Constables as we do for TAs (territorial army)	

4. REASONS:

The revisions to policies are required speedily in order to ensure that our employment policies are correct, reflect any case law, state accurate rates claimable by employees and are as user friendly as possible.

All HR policies are subject to review, which includes wider consultation.

5. RESOURCE IMPLICATIONS:

The changes in relation to redundancy payments for term time only employees will see an increase in expenditure. The change to the redundancy calculation was applied to redundancy payments this year due to the legal requirement to do so. Audit verified this work.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The Equality Impact Assessment is attached.

7. CONSULTEES: Audit; Trade unions

8. BACKGROUND PAPERS: None

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