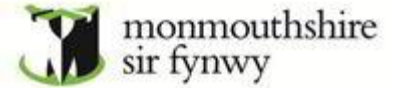


SLT

HR POLICIES – SLT APPROVAL

JUNE 2021



PURPOSE:

SLT to agree amendments to HR policies as set out in this briefing paper under Key Issues.

KEY ISSUES:

| POLICY | AMENDMENTS | STATUS | SLT DECISION |
|---------------------|--|---|--------------|
| FAMILY LEAVE Policy | <ul style="list-style-type: none">• Maternity Guidelines require updating.• Policies for each of the family friendly rights (including maternity guidelines) are already in place as separate guidance or policies.• Statutory rights and entitlements remain as is.• Each family friendly policy/ guidance document has been reviewed and language style amended and updated, making policies feel much more inclusive.• Accessible information & support: In order to promote accessibility we have provided all policies within a FAMILY LEAVE policy document. In this way we are treating all family leave in the same way and all information is in one place.• Diversity and Inclusion: In its application the FAMILY LEAVE policy is inclusive of partners of the opposite or same sex and it seeks to ensure that there is no discrimination against employees either directly or indirectly on grounds prohibited by the Equality Act 2010 which covers age, disability, gender | DRAFT TUs; 28/1/21 (with video) JAG: 25/1/21 | |

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| | reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. | | |
| Market Forces Supplements Policy | <p>Update as a result of a Payroll audit recommendations, as follows:</p> <ul style="list-style-type: none"> • Employees to receive written notification detailing amount of payment , arrangements of review <p>Final DRAFT – Feb 2021 includes approval form and template letter for employee as appendices</p> | <p>DRAFT</p> <p>TUs: 12/2/21</p> <p>JAG: 28/6/21</p> | |
| Honoraria Policy | <p>Update as a result of Payroll audit recommendations - as follows:</p> <ul style="list-style-type: none"> • Process to show seniority of authorisation • Approval process via Chief Officers and senior leaders • Review process for all honoraria payments • References to Director be amended to Chief Officer | <p>DRAFT</p> <p>TUs: 17/5/21</p> <p>JAG: 25/1/21</p> | |
| Flexible Retirement Policy | <p>Amendments include:</p> <ul style="list-style-type: none"> • Current policy is dated 2008 • a requirement to reduce by a minimum of 20% • reference to Cabinet approval removed • references to pension regs 2010 removed • reference to working from home removed (we work on an agile basis) | <p>DRAFT</p> <p>TUs:</p> <p>JAG: 28/6/21</p> | |
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