



Human Resources Committee	Agenda Item
26 July 2023	5

Title:	HR Policies
Report of:	Paul Lowes
Lead Member:	Mayor
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	Majority of those present and voting.

Recommendations:

A	Approve the 13 HR Policies set out in the table at paragraph 3.4 below.
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Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):

	Achieving best value and high performance
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1. Purpose

1.1	The purpose of the paper is to ask the Employment Committee to review and agree the HR Policies listed in paragraph 3.4 below.
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2. Proposal

2.1	We are submitting a range of new HR Policies and some updates to existing Policies.
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3. Background

3.1	We submitted 16 HR Policies in March 2023. Today we are submitting 7 new Policies, and 4 updates to existing Policies.
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3.2	HR have authored these Policies. Some have been in conjunction with an HR Consultant. Some Policies are based on Policies from Constituent Councils (Pregnancy Loss Policy, Neo-natal Leave within the Family Leave Update). Trade Unions are not formally recognised at this stage. Policies have been approved by the Corporate Management Team.
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3.3	When these Policies have been signed off at HR Committee, we will communicate the changes to staff in the following ways: <ul style="list-style-type: none">• Comms via Happenings once sign off is confirmed.• All Staff Email – include links (to Citrus HR/Teams) & sign off.• Use the Ask HR! “drop-in” sessions in the weeks following the roll out where any employee or manager can join the call.• Run a Manager briefing session following the roll out which will be available on the HR Hub.
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3.4	Please see summary table below outlining details and changes (where applicable).
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Policy Title	New/Update	Details
Equality & Diversity Policy	New	Policy is based on a standard framework
Flexible Working Policy	New	Policy is based on statutory requirements
Menopause at Work	New	Policy is adapted from Constituent Council
Pay Policy	Update	Updated in line with 2023 scales. Notes this takes increment changes into account but as the pay award has not been agreed yet, data is based on current pay figures.
Pregnancy Loss Policy	New	Policy is adapted from Constituent Council & Miscarriage Association
Retirement/Flexi Retirement	New	Policy based on a standard framework
Use of social media Policy	New	Policy is based on a standard framework
Professional Development Policy	New	Policy is based on a standard framework
Pensions Discretionary Policy	New	Policy based on an EELGA template and external advice
Recruitment Policy & Procedure: Update	Update	Adding detail around Acting Up and Secondments, following custom and practice at CPCA (Cambridgeshire and Peterborough Combined Authority).
Time Off Policy: Update	Update	1. Change to Annual Leave entitlements in line with agreements as

			part of 2022 Pay Award, effective from 1 st April 2023 2. Removal of table in Compassionate Leave and flexibility of additional time off with the approval of the Director
	Family Leave Policy: Update		1. To reflect new Pregnancy Loss Policy. 2. Added in section on Neonatal Leave. Based on South Cambridgeshire District Council's Policy.
	Travel Subsistence and Expenses: Policy		Wording amended to reflect expenses claims are made on Citrus and must have a receipt. Reference included as to when the use of the Organisation Credit Card is permitted, by Finance, following approval from the relevant Budget Holder.
3.5	<p>We currently offer support to Care Leavers through the Covenant (see here). As part of this, we provide a bursary for care leavers enrolled on our courses as well as work experience, apprenticeship opportunities and carers advice.</p> <p>In addition to this, we will be adopting the Employer's Charter element of the Care Leaver's Covenant.</p> <p>We will come back to the next Committee to provide an update on this.</p>		

4. Appendices

4.1	1 Equality, Diversity and Inclusion Policy 2 Flexible Working Request Policy 3 Menopause at Work Policy 4 Pregnancy Loss Policy 5 Retirement 6 CPCA Professional Development Policy 7 Use of Social Media Policy 8 Pensions Discretionary Policy 9 Update Family Leave Policy 10 Update Pay Policy 11 Update Recruitment Policy and Procedure 12 Update Time Off Policy 13 Update Travel Subsistence and Expenses Policy
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5. Implications

Financial Implications	
5.1	There is an increase in paid time off, under the Pregnancy Loss, Neo-natal Leave within Family Leave and Compassionate Leave under the Time Off Policy.
Legal Implications	
6.1	The Flexible Working Policy is a statutory Policy.
Public Health Implications	

7.1	None.
Environmental & Climate Change Implications	
8.1	None.
Other Significant Implications	
9.1	None
Background Papers	
10.1	None