



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 1.3

Human Resources Policies

To: Employment Committee

Meeting Date: 14 March 2023

Public report: Yes

Lead Member: Deputy Mayor Cllr Anna Smith

From: Chief Executive, Gordon Mitchell

Key decision: No

Recommendations: The Employment Committee is recommended to:

Approve the Human Resources policies listed in Paragraph 2.1 of this report.

Voting arrangements: Each voting Member shall have one vote. There shall be no casting vote.

1. Purpose

- 1.1 The purpose of the paper is for the Employment Committee to review and consider approving the Human Resources (HR) policies attached at Appendices 2 -16 of this report.

2. Background

- 2.1 A comprehensive review of many of the Combined Authority's HR policies has recently been undertaken. Consultancy guidance, best practice and guidance from a constituent council were all taken on board. The first batch of policies are now ready to be considered by the Employment Committee. Policies that existed prior to this review have had limited changes made, and these are highlighted in Table 1 below, along with an overview of the new policies.

Policy Name	Status	Summary of changes
Appeal Policy	Existing	In line with Best Practice
Attendance and Absence Management Policy and Procedure	Existing	<ul style="list-style-type: none">Reviewed to ensure process is unambiguous and in line with Best Practice, with clarity on the support from OH and HR when managing an employee's absence
Capability Policy and Procedure	New	<ul style="list-style-type: none">Informal and Formal stages of a capability Policy
Dignity at Work	New	<ul style="list-style-type: none">In line with Best Practice
Disciplinary Policy and Procedure	Existing	<ul style="list-style-type: none">Suspension process reviewed and amended to ensure clarity. Disciplinary investigation process and hearing process redrafted to ensure clarity to both employees and managersFirst written warning amended from 6- 12months to 12months
Family Leave Policy	Previously individual policies	<ul style="list-style-type: none">Maternity, paternity, parental and shared parental leave policies all merged into 1 documentAdoption and Surrogacy also introduced into the family leave policyNo changes to Payment levels
Grievance Policy and Procedure	Existing	<ul style="list-style-type: none">Reviewed to ensure clarity on grievance process is clear to both employees and managers with focus on the investigation meetings and the Grievance hearing
Health and Safety Policy	New	<ul style="list-style-type: none">Ensured information is legally compliant

Organisational Change Policy	Existing	<ul style="list-style-type: none"> • Redrafted and made statutory changes, and merged with a separate Redundancy Policy • Added section on TUPE Transfers
Parental Bereavement Policy	New	<ul style="list-style-type: none"> • Length of leave in line with statutory requirements • Legal minimum is 2 weeks and statutory minimum pay • HR recommendation is 2 weeks, at usual rate of pay, with the option of additional Compassionate Leave at the discretion of the Executive Director
Pay Policy	Existing	<ul style="list-style-type: none"> • Reviewed to ensure process is unambiguous and in line with Best Practice • Authorisation of Additional payment introduced
Probationary Policy and Procedure	New	<ul style="list-style-type: none"> • In line with Best Practice • Probation period of 6 months
Recruitment Policy and Procedure	New	<ul style="list-style-type: none"> • Clarity on selection process and right to work • Ensured information is legally compliant
Time Off Policy and Procedure	Existing	<ul style="list-style-type: none"> • Moved parental leave to Family leave policy
Travels, Meals and Subsistence (Expenses) Policy	Existing	Updated allowances for Meals in line with HMRC guidance
Whistleblowing Policy	Existing	<ul style="list-style-type: none"> • Reviewed in line with Best Practice, no significant changes

Table 1: Phase One policies – a summary of proposed changes

- 2.2 A review of the policies that are currently in place has been carried out to ensure they meet statutory requirements. Two further phases for policies have been identified in 2023. There are several policies that are currently being finalised, which it is planned to introduce in phase two (Summer 2023). There are also further areas that will be worked on up to the end of Quarter 4 of 2023/24.
- 2.3 Once any policies have been approved by the Employment Committee, the Combined Authority's HR team will communicate the changes to staff in the following ways:
- Communications via Happenings, once approval is confirmed.
 - An all-staff email, to include links (to Citrus HR/Teams) and approval.
 - Ask HR! "drop-in" sessions in the weeks following the roll out, where any employee or manager can join the call.

- 2.4 It will also be necessary to brief managers, and a short training session of 55 minutes has been proposed. This will be a high-level overview of each policy, with most of the time spent on the most-used policies (e.g. Attendance and Absence Management Policy, Probation Policy, Capability Policy, etc.).

Significant Implications

3. Financial Implications

- 3.1 None.

4. Legal Implications

- 4.1 The Combined Authority needs to ensure that it has the necessary HR Policies formally adopted. There are currently processes in place, but policies are not published for employees to access them.

5. Public Health Implications

- 5.1 None.

6. Environmental and Climate Change Implications

- 6.1 None.

7. Other Significant Implications

- 7.1 None.

8. Appendices

- 8.1 Appendix 1 – Appeal Policy
- 8.2 Appendix 2 – Attendance and Absence Management Policy
- 8.3 Appendix 3a – Capability Policy
Appendix 3b – Capability Procedure
- 8.4 Appendix 4 – Dignity at Work Policy
- 8.5 Appendix 5a – Disciplinary Policy
Appendix 5b – Disciplinary Procedure
- 8.6 Appendix 6 – Family Leave Policy
- 8.7 Appendix 7a – Grievance Policy
Appendix 7b – Grievance Procedure

- 8.8 Appendix 8 – Health and Safety Policy
- 8.9 Appendix 9 – Organisational Change Policy
- 8.10 Appendix 10 – Parental Bereavement Policy
- 8.11 Appendix 11 – Pay Policy
- 8.12 Appendix 12 – Probation Policy and Procedure
- 8.13 Appendix 13 – Recruitment Policy and Procedure
- 8.14 Appendix 14 – Time Off Policy
- 8.15 Appendix 15 – Travel Subsistence and Expenses Policy
- 8.16 Appendix 16 – Whistleblowing Policy