



Human Resources Committee	Agenda Item
8th March 2024	3

Title:	HR Policies
Report of:	Nicky McLoughlin
Lead Member:	Mayor
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	

Recommendations:	
A	Approve the amendments to the HR Policies set out in paragraph 3.5 and 3.6 below.
B	Approve the proposed new HR Policy set out in paragraph 3.7 below

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
Y	Achieving Best Value and High Performance
Introducing these Policies align with our Corporate Strategy, Values & Behaviours and our Business Plan.	

1. Purpose	
1.1	The purpose of the paper is to ask the HR Committee to review and agree the amendments to HR Policies listed in paragraph 3.5 and 3.6 below and to approve the new policy proposed in paragraph 3.7.

2. Proposal	
2.1	<p>There are a number of minor amendments being proposed to some existing HR policies. The policies have been in existence over the past year and have been reviewed to ensure that they are working as intended. The small changes are being proposed to reflect best practise, statutory changes and audit recommendations. The organisational change policy has been expanded to ensure a clear process for staff as well as to clarify pay protection arrangements.</p> <p>It is proposed that a new Fertility treatment policy is introduced following specific feedback from employees.</p>

3. Background	
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3.1	Previous HR and Employment Committees in March and July 2023 approved the introduction of new HR Policies.								
3.2	The changes are being proposed following a standard review of policies to ensure that they are in line with best practise, taking into account audit recommendations as well as specific employee feedback.								
3.2	<p>It is proposed to update the following Policies:</p> <ol style="list-style-type: none"> 1. Attendance and Absence Management Policy 2. Family Leave Policy 3. Time Off Policy 4. Travel, Subsistence & Expenses Policy 5. Pay Policy 6. Organisational Change Policy & Procedure – it is proposed to remove the TUPE section from this policy 								
3.2	It is proposed to introduce a Fertility Leave Policy, and to remove the TUPE Policy from the organisational change policy to sit as a standalone policy.								
3.3	<p>Since the last approval of HR Policies in July 2023, the CPCA has signed a recognition agreement with the Trade Unions. The Trade Unions have been fully consulted over the proposed changes and new policy and their feedback has been incorporated into the final versions.</p> <p>The Corporate Management Team have been consulted with regards to these changes.</p>								
3.4	<p>Subject to approval by this committee, the changes to the policies will be communicated to staff in the following ways:</p> <ul style="list-style-type: none"> • Comms via Happenings newsletter • All staff email – including links to documents. • Ask HR sessions • Manager Induction 								
3.5	<p>Please see table below outlining proposed changes to Policies. The changes to the Organisational Change Policy can be found at paragraph 3.6. The changes are highlighted in yellow in the attached policies for ease.</p> <table border="1" data-bbox="325 1263 1445 2063"> <thead> <tr> <th data-bbox="325 1263 552 1323">Policy</th> <th data-bbox="552 1263 1445 1323">Overview of update</th> </tr> </thead> <tbody> <tr> <td data-bbox="325 1323 552 1648">Attendance & Absence Management</td> <td data-bbox="552 1323 1445 1648"> <ul style="list-style-type: none"> • Clarified ways to contact manager and clarity over hospital appointments and triggers Included reference to informal absence meeting needing to take place before a formal meeting. This is best practise and reflects the current process. • Highlighted the right for a companion (colleague or Trade Union representative) as part of the Formal Absence process. This is best practise and reflects the current process. </td> </tr> <tr> <td data-bbox="325 1648 552 1895">Family Leave</td> <td data-bbox="552 1648 1445 1895"> <ul style="list-style-type: none"> • Updated reference to proposed new Fertility Treatment Policy. • Updated time off for antenatal care, to reflect additional support for partner. Partner will be entitled to paid time off for up to 2 appointments, with further time off unpaid, if required. </td> </tr> <tr> <td data-bbox="325 1895 552 2063">Time Off Policy</td> <td data-bbox="552 1895 1445 2063"> <ul style="list-style-type: none"> • Clarified the guidance around Special Leave by combining the special leave for dependants and special leave for emergencies into one section – up to 5 days paid leave </td> </tr> </tbody> </table>	Policy	Overview of update	Attendance & Absence Management	<ul style="list-style-type: none"> • Clarified ways to contact manager and clarity over hospital appointments and triggers Included reference to informal absence meeting needing to take place before a formal meeting. This is best practise and reflects the current process. • Highlighted the right for a companion (colleague or Trade Union representative) as part of the Formal Absence process. This is best practise and reflects the current process. 	Family Leave	<ul style="list-style-type: none"> • Updated reference to proposed new Fertility Treatment Policy. • Updated time off for antenatal care, to reflect additional support for partner. Partner will be entitled to paid time off for up to 2 appointments, with further time off unpaid, if required. 	Time Off Policy	<ul style="list-style-type: none"> • Clarified the guidance around Special Leave by combining the special leave for dependants and special leave for emergencies into one section – up to 5 days paid leave
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	<p>Travel, Subsistence & Expenses Policy</p>	<p>Amendments following audit recommendations</p> <ul style="list-style-type: none"> • Added requirement for retaining VAT receipts (except where it is an electric car) • Added additional approval step when employee puts in a claim which may benefit their manager, who is approving the claim • Reiterated line manager and employee responsibility • Added requirement to provide as much detail as possible on the travel • Added rate for employees with hybrid and electric cars (same mileage rate as petrol or diesel) • Clarified accommodation bookings from generic 3 star rating to the most cost efficient requirement • Clarified position on not claiming office equipment through expenses 	
	<p>TUPE Policy</p>	<p>Removed information from Organisational Change Policy that relate to TUPE and introduced a separate Policy. No change to process</p>	
	<p>Pay Policy</p>	<p>The pay policy has been updated for 2024. It has been amended to confirm that there is now a Trade Union recognition in place. The Living Wage figure has been updated and the difference between the lowest and the highest paid employee recalculated. Salary banding for senior staff (Assistant Directors and above) have been added.</p>	
<p>3.6</p>	<p>The Organisational change policy has been reordered to ensure a clear process for employees. Please see detail below outlining details and changes to the Organisational Change Policy</p> <ul style="list-style-type: none"> • Overall rearrangement of policy, so it follows process of redundancy situation. • Reduction of TUPE detailed section (6) as will be covered by a separate TUPE policy. • Tightening up of the business case approval by CMT and HR in the 'Establishing the Need for Change' & 'Approving the Business Case' (7 & 8) • Clarification around stages of consultation (9)– announcement, minimum consultation period, relevant documentation & how absent staff will be consulted with. • Addition of 'Staff on Family Leave' section (9.4) - Update in line with Protection from Redundancy (Pregnancy and Family Leave) Act 2023 (effective 6th April 2024) whereby redundancy protection applies from the point the employee informs of pregnancy. For employees returning from maternity leave, adoption leave or shared parental leave, redundancy protection lasts until 18 months after the expected week of childbirth, date of the child's birth, or date of the adoption placement. • Trial period for suitable alternative employment (10.4) – Addition of consideration of extension of trial period, for retraining. However, any extension will only be for the length of the training. • Selection Criteria for Redundancy (10.10) – Added to support understanding of selection criteria for redundancy & that this information may be considered in written format or via interview. • Clarification on how redundancy pay is calculated (11.3) – Removal of duplicate mention of a further 1.5 weeks for those over 41 (already included in statutory calculations), clarification on actual weekly pay (no statutory cap), and confirmation on CPCA 		

	<p>redundancy pay calculations (statutory weeks' entitlement x by actual weekly pay = total x 1.5)</p> <ul style="list-style-type: none"> • Pay Protection (12) – Pay protection will extend to any employee who has been re-deployed to a role one grade lower than their current post; protection has been extended to 18 months total. Full protection will last for 12 months from the date of the change, followed by 6 months with 50% protection of previous salary. Pay protection will not be subject to cost of living or pay award increases during the period of protection. This reflects what is happening in practice. • Support/Assistance available (14) – More information added on support/assistance available for those under notice of redundancy, support services listed & information on redeployment.
3.7	It is proposed to introduce a new Fertility policy following specific feedback from employees. The policy is intended to provide guidance for employees and commits to support the individual undergoing fertility treatment and the partner of the individual – paid leave for up to 6 appointments in a 12 month period.

4. Appendices	
4.1	<p><i>List of Policies:</i></p> <ol style="list-style-type: none"> 1. Attendance and Absence Management Policy 2. Family Leave Policy 3. Time Off Policy 4. Travel Subsistence and Expenses Policy 5. TUPE Policy 6. Pay Policy 2024 7. Organisational Change Policy 8. Fertility Treatment Policy

5. Implications	
Financial Implications	
5.1	There is an increase in paid time off in the Time Off Policy, and Fertility Leave Policy.
Legal Implications	
6.1	<p>The changes proposed exceed statutory time off.</p> <p>Certain employment policies and procedures are specifically needed to comply with legal requirements, for example, a written health and safety policy. Even where a policy or procedure is not specifically required by law, employers often find it helpful to have a policy in place to provide clear guidance that reflects the legal framework for handling the issue in question and it also helps employees to be clear about the organisation's stance on a particular subject. The proposed policies presented in this review reflect current employment law and ACAS Codes of Practice and/or guidance where relevant.</p> <p>The Combined Authority's Constitution confirms that this Committee is responsible for determining the terms and conditions on which staff hold office.</p> <p>It is important that our HR policies are monitored and reviewed on a regular basis to ensure that they comply with employment legislation and good practice to ensure equality is maintained</p>
Public Health Implications	

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