Policy Review

1. Purpose of Report
   1.1 To present to the panel additions and amendments to Human Resource Policies.

2. Outcomes
   2.1 The amendment to existing policies and procedures.

3. Recommendation
   3.1 That the Panel approve the policies and arrangements set out in Section 5.

4. Background
   4.1 From time to time the Council needs to develop new policies and working arrangements to ensure we comply with statutory requirements and effectively manage our human resources.
   4.2 The development of new policies and the review of existing policies will also be informed by employment best practice and the organisational needs of the Council.

5. Key Issues and Proposals
   5.1 Eye Sight Tests Policy and Procedure Appendix 1 Reviewed
   Promoting Attendance and Controlling Absence Policy and Procedure Appendix 2 Reviewed
   Dignity at Work Policy Appendix 3 Reviewed
   Redeployment Policy and Procedure Appendix 4 Reviewed
   Employer Discretions Appendix 5 Reviewed

   5.2 The Eye Sight Tests Policy and Procedure has been updated for “usability” and “readability” purposes with only very minor updates that do not affect the existing policy or application procedure.
   5.3 The Promoting Attendance and Controlling Absence Policy and Procedure has combined the two existing policies on absence management into one document which has hopefully made it easier to follow and has also been updated for “usability” and “readability” purposes.

   Particular changes made to the policy and procedure include:

   1. Contact was previously required on days 1 & 4 of the first week of absence. This has been changed to daily or as agreed with the line manager.
   2. The trigger points for managing short term absence have been changed from 10 days or 3 occurrences in 6 month to the same but over a 12 month period. This is in line with other local government organisations in the North West.
   3. The trigger for long term absence remains the same at 4 weeks but under this policy a stage 1 formal meeting is possible (subject to discretion) at 4 weeks of absence whereas previously an informal case conference meeting was held at 8 weeks.
Other additions to the policy clarify existing practice and hopefully make it easier for managers to manage absence issues.

5.4 The Dignity at Work Policy has been updated for “usability” and “readability” purposes with only very minor updates that do not affect the existing policy or application procedure.

5.5 The Redeployment Policy and Procedure has been updated for “usability” and “readability” purposes with only very minor updates that do not affect the existing policy or application procedure.

5.6 The Employer Discretions has been updated as a result of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 that came in to force on 16 January 2012.

The regulations require local authorities to formulate and publish a policy under the Discretionary Compensation Regulations. In formulating the policy the Council is required to

- Have regard to the extent to which the exercise of their discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service and
- be satisfied that the policy is workable affordable and reasonable having regard to the foreseeable costs.

With this in mind the recommendation is that the Council should not adopt its discretionary powers in respect of the injury allowance regulations.

### IMPLICATIONS

| Finance | There are no specific Finance issues associated to this report. |
| Legal | There are no specific Legal issues associated to this report. However failure to comply with appropriate legislation may expose the Council to litigation. |
| Community Safety | There are no specific Community Safety issues associated to this report. |
| Equality and Diversity | The policies have been drafted to ensure the Council’s commitment to Equality and Diversity is reinforced. |
| Sustainability | Managers and Staff will be trained and made aware of all HR Polices |
| Health and Safety | There are no specific Health and Safety issues associated to this report other than those already identified within the policies. |
| Risk Management | Failure to have modern policies and procedures implemented in a robust manner may leave the council open to potential litigation or claims in relation to breaches of Health and Safety Regulations. As a major employer the Council must demonstrate best practice in relation to all employment matters |
| Asset Management | No asset management issues within this report. |
| Climate Change | No climate change issues within this report. |

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### List of Background Papers:

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<thead>
<tr>
<th>Name of Document</th>
<th>Date</th>
<th>Where available for inspection</th>
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<tbody>
<tr>
<td>Not applicable</td>
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### LIST OF APPENDICES

- Appendix 1. Eye Sight Tests Policy and Procedure
- Appendix 2. Promoting Attendance and Controlling Absence Policy and Procedure
- Appendix 3. Dignity at Work Policy
- Appendix 4. Redeployment Policy and Procedure
- Appendix 5. Employer Discretions