

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

15TH DECEMBER 2016

THE COUNCIL'S HUMAN RESOURCE POLICIES

REPORT OF THE DIRECTOR OF HUMAN RESOURCES, IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR M WEBBER

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1. PURPOSE OF THIS REPORT

- 1.1 To inform Cabinet of the recent review of the Council's Human Resource policies.

2. RECOMMENDATIONS

It is recommended that Cabinet:

- 2.1 Note the reviews undertaken in respect of the Council's Human Resource Policies.

3. REASONS FOR RECOMMENDATIONS

- 3.1 The revision of the Council's Human Resource policies ensures that not only do we continue to comply with employment legislation but also meet the requirements of the Welsh Language Measure.

4. BACKGROUND

- 4.1 The Council's Human Resource policies are regularly reviewed in light of any changes within the European or UK legislative frameworks or as a consequence of any procedural matters that come to light during their operation.
- 4.2 Any proposed changes to the Council's existing policies are subsequently consulted upon with the recognised trade unions before they are implemented. This also applies to the creation of any new policy.
- 4.3 As a consequence of the recent Welsh Language Measure, all of the Council's Human Resource policies have had to be reviewed and the full revision of the said policies including the required translation is anticipated to be completed by the end of January 2017.

- 4.4 I would advise Cabinet that the matter of Human Resource policies was also addressed by the Public Service Delivery, Communities and Prosperity Scrutiny Committee at its meeting of the 5th September 2016. Members of the Committee wished to undertake pre scrutiny of the Human Resource Policies and the Maximising Attendance initiative. For Cabinet's information, the Committee was advised of the following key points.
- 4.5 In respect of the Maximising Attendance initiative, the Committee was advised that following review in 2015, a revised Absence Management Policy was introduced across the Council from September 2015. As part of the launch of that initiative at the time, all managers attended briefing sessions and were required to undertake e-learning modules on the revised absence model. The Committee was further advised that the Council's Internal Audit section was in the process of undertaking an audit of the impact of the new Absence Management Policy across the Council picking up any compliance issues. The outcome of the review by audit will be presented to Members at a future date.
- 4.6 The Committee was advised of the regular review of Human Resource policies which are as indicated earlier in this report, subsequently consulted upon with the recognised trade unions before they are implemented. The Committee was also advised of the recent requirements of the Welsh Language Measure which needed to be incorporated within the Council's Human Resource policies.
- 4.7 In addition, the Committee was further advised that two specific policies were also in need of a formal review. The two policies in question were the Dignity at Work and Grievance policies. The Committee at the time was advised that an initial review had been undertaken and some thoughts from the Human Resource review team included:
- i) Amending the current four formal stages in the Grievance policy to three stages i.e. informal, formal and Appeal,
 - ii) Reviewing the Grievance Policy to include the option of mediation at the same stages as the Dignity at Work Policy,
 - iii) Reviewing the Grievance policy to provide more information about process aims and objectives,
 - iv) Merging both documents into one policy.
- 4.8 However, as that review was at such an early stage of the process, then as part of their work programme, Members of the Public Service Delivery, Communities and Prosperity Scrutiny Committee were asked for any views and suggestions on how the two policies could be amended moving forward.

4.9 The Committee discussed both policies with one of the main suggestions being that the policies remained separate in their operation. These views were subsequently fed back to the Human Resource review group who completed the changes to the said policies and will shortly be consulting with the trade unions on the changes.

4.10 All Human Resource policies can be viewed on the RCT Source.

5. EQUALITY AND DIVERSITY IMPLICATIONS

5.1 An Equality Impact Assessment is undertaken for all Human Resource policies and will be updated as part of the review process.

6. FINANCIAL IMPLICATION(S)

6. There are no financial implications from the review of the Human Resource policies.

7. CONSULTATION

7.1 As indicated in the report above, consultation on any change to Human Resource policies is carried out with the recognised trade unions.

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

8.1 The Council's Human Resource policies already meet the necessary employment legislative requirements. The revised policies will continue to meet these requirements.

9. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP

9.1 The Single Integrated Plan makes reference to 'Bringing it all together – A skilled workforce and valuing difference'. The Council's Human Resource policies are designed to ensure that the expertise and diversity of staff is valued which allows the knowledge and effective working practices to be developed across the Council.

10. CONCLUSION

10.1 The review of the Council's Human Resource policies will continue on an annual basis to ensure that we continue to meet the requirements of any changes to employment legislation.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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