

Agenda Item No: **Report No:**
Report Title: **HR Policies**
Report To: **Employment Committee** **Date:** **7 June 2010**
Ward(s) Affected: **All**
Report By: **Head of Business Services**
Contact Officer(s): **John Clark, Head of Business Services**

Purpose of Report:

To seek agreement to the new HR Policy Summary.

Officers Recommendation(s):

- 1 That the HR Policy Summary at Appendix A is agreed.

Information

- 1 At your last meeting you adopted a revised Workforce Strategy and the report outlined a new system of documentation to support the HR function and employment issues in the authority. That would include:
 - Workforce Strategy - a high level document looking forward five years and setting out the main priorities and actions needed on workforce matters. Actions may result in new or amended policies or work practices.
 - HR Service Plan – an annually produced plan, identifying detailed projects arising from the Workforce Strategy, new legislation, department priorities and good practice guidance. It also reviews the previous year’s activities by the Personnel Unit.
 - Training and Development Plan- an annual plan produced in October following the round of annual staff appraisals, setting out the training and development priorities for the coming 18 months.
 - Staff Guide – the collection of the detailed policies, procedures and guidance on staffing matters.
 - HR Policy Summary – a summary of the Council’s current key policies on HR and workforce matters.
- 2 Unlike the other documents which are either forward looking or detailed operational plans, the HR Policy Summary is designed to be an easily accessible summary of the Council’s current key policies on HR and workforce matters.

Appendices: Appendix A – HR Policy Summary