

Agenda Item No: 14 **Report No: 116/14**

Report Title: Revised HR Policies Report 2

Report To: Employment Committee **Date: 21 July 2014**

Cabinet Member:

Ward(s) Affected: All

Report By: Helen Knight

Contact Officer(s)- Helen Knight

Name(s): Helen Knight
Post Title(s): HR Manager
E-mail(s): Helen.knight@lewes.gov.uk
Tel No(s): 01273 407831

Purpose of Report:

To update the Councils' HR Policies – specifically:

- Flexible Retirement
- Stress Management

Officers Recommendation(s):

- 1** To note the report and agree the implementation of these revised policies within the organisation pending final discussions with Unison as detailed in point 3 and 4 below.

Reasons for Recommendations

- 2** The Council seeks to review its existing HR policies regularly to ensure they are up to date, in line with current Employment Law and fit for purpose. These revisions are undertaken with consideration to ACAS best practice guidance and the needs of the business.
- 3** Unison were provided with the Flexible Retirement revised policy on 10 February and to date have not provided their comments.
- 4** Unison were provided with the Stress Management revised policy on 19 May and have advised that they will provide comments after their next meeting on 8 July.

Information

- 3** Some legislative changes have occurred which have been incorporated into the Flexible Retirement Policy. HR have revised the Stress Management Policy to give more detail for staff and managers as well as consolidating information currently contained within a number of other policies for ease of reference and use.

Financial Appraisal

- 4** There are no financial implications of this report.

Legal Implications

- 5** The Legal Services Department have been asked for comments but none had been received at the date this report was submitted.

Sustainability Implications

- 6** I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

Equality Screening

- 7** These policies were subject to a full Equality Impact Assessment in their existing form and an Initial Assessment has been undertaken by the HR Officers in consultation with the Council's Equalities Officer for these revisions.

Appendices

Appendix 1 – Revised Flexible Retirement Policy

Appendix 2 – Revised Stress Management Policy

Background Papers