

**Agenda Item No: 13** **Report No: 115/14**

**Report Title: Revised HR Policies Report 1**

**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](mailto:Helen.knight@lewes.gov.uk)**  
**Tel No(s): 01273 407831**

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### **Purpose of Report:**

To update the Councils' HR Policies – specifically:

- Dignity at Work
- Agile Working
- Age Discrimination

### **Officers Recommendation(s):**

- 1 To note the report and agree the implementation of these revised policies within the organisation.

### **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, the needs of the business and comments from Unison.

### **Information**

- 3 Some legislative changes have occurred which have been incorporated into these revised policies. Unison have been consulted regarding these revised policies and their comments have been incorporated as well as those of the Council's Health and Safety Forum where appropriate.

## **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 – Draft Dignity at Work Policy

Appendix 2 - Agile Working Policy

Appendix 3 - Revised Age Discrimination Policy

## **Background Papers**