

Body: CABINET

Date: 22 October 2014

Subject: HUMAN RESOURCES POLICY REVIEW

Report of: Head of Corporate Development

Ward(s): All

Purpose: To share and propose a number of changes to HR policies and procedures

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Recommendations: That Cabinet :

1. approve the amended HR policies and recommend to Council for adoption.

1.0 Introduction

- 1.1 The Human Resources Strategy 2013-15 was approved by Cabinet in July 2013 and is the overarching strategic framework by which Eastbourne Borough Council's HR Team will support the organisation in achieving its long term business goals and outcomes.
- 1.2 The Strategy contains 5 priorities:
1. Develop and promote a performance management culture across the Council
 2. Build capacity and capability within the Council
 3. Ensure fit for purpose structures, job designs and reward
 4. Deliver a core HR function with increasing focus on adding and creating value for our customers
 5. Customer Service
- 1.3 Each of the priorities has a number of tangible outputs and measures of success. One output for Priority 4 – Deliver a core HR function with increasing focus on adding and creating value for our customers – is *'We will review all HR policies and procedures to make them shorter and simple to apply'*.

2.0 The Policy Review

- 2.1 The review of HR policies has been taking place over the last 12 months.
- 2.2 The majority of the changes have been around the style, format and length of the documents, with a view to making them more practical

and user friendly. Changes have also been made to reflect statutory (legislative) amendments.

- 2.3 The policies identified on Appendix One have had more significant changes made, and a summary of the key changes is included in the Appendix.

3.0 Consultation

- 3.1 Unison are made aware of all amendments and, where the policy changes are more significant than simply style and format (i.e. all those policies listed in Appendix One), full discussions have taken place and Unison have made some positive contributions to the revised versions being presented to Cabinet.

- 3.2 Again, where changes are more significant they have formed the basis of discussions at Joint Staff meetings which are the formal mechanism for consultation between the trade union and Councillors in relation to personnel management issues.

4.0 Resource Implications

- 4.1 There are no financial implications associated with the policy review.

5.0 Conclusion

Cabinet will recognise the enormous transformation that continues to take place at EBC. It is vital to ensure that our HR policies and procedures reflect the current organisation and are able to effectively support our transformational journey. Accordingly, Cabinet is asked to:

1. Approve the revised HR policies and procedures
2. Recommend adoption by Council

Peter Finnis
Head of Corporate Development
