

Report 5: HR Policies Update and Refresh

1. Purpose of Report

The purpose of this report is to seek approval for the update of HR policies, which have been reviewed internally.

2. Recommendations

The Authority is recommended to:

- a. Approve the updated Capability and Disciplinary Procedure (Appendix 1);
- b. Approve the updated Job Evaluation Scheme (Appendix 2);
- c. Approve the updated Re-Grading Application Procedure (Appendix 3); and
- d. Approve the updated Whistleblowing Policy (Appendix 4)

3. Implications

- a. Financial: None
- b. Equalities: None
- c. Link to Business Plan: The effective management of human resources contributes directly to Aim 6 of the Business Plan, Maintaining an Excellent Organisation that is Fit for the Future.

4. Background

- a. The Authority has many HR policies, all of which need to be updated with any legislative or process changes. As part of this, several have been reviewed recently, mostly with very minor changes (job titles or references to legislation) and two with proposed changes to the processes used. It's important to note that none of the proposed changes affect terms and conditions of employees and that none are new policies, rather amendments to policies have previously been agreed by Members. If Members agree to the proposed changes, they will then be subject to staff consultation. Where the changes are more significant, they are highlighted in the policy document.

5. Summary of changes

Capability and Disciplinary policy (Appendix 1)

- a. The policy has been updated to reflect new job titles.

Job Evaluation Scheme and Re-Grading Application Procedure (Appendices 2 and 3)

- b. Proposed changes to composition of a job evaluation panel. The current scheme and procedure is out of date in that the current panel to determine the grade of a post comprises:
 - The HR Officer or HR Admin Officer;
 - A Director from another Directorate (or Business Manager Finance & HR); and
 - a trained Unison evaluator
- c. The Authority no longer has an HR Admin Officer, a Business Manager Finance and HR, or a UNISON representative. Whilst staff can appoint a UNISON representative, we do not currently have one.
- d. The current panel composition does not allow for appeals as there are insufficient people trained and the scheme does not reflect our current practice. The proposal is to create a new panel to evaluate jobs and to allow for appeals. The panel would comprise 3 members from the following pool:
 - Director of Park Management
 - Director of Business Development
 - Director of Finance and Resources
 - Finance Manager
 - HR Officer
 - Senior Finance Officer
 - UNISON Representative (if appointed)
- e. Please note the HR Officer would sit on every job evaluation panel (except appeals) to ensure consistency in approach and scoring.
- f. The Trainee Posts section has been updated mainly reflecting the legislation in relation to Apprentices salary introduced since the last update to the Job Evaluation Policy (Appendix 2).
- g. The responsibilities for completing the Job Description Questionnaire have been clarified in the Re-Grading Application Procedure (Appendix 3)

Whistleblowing Policy (Appendix 4)

- h. Job titles and contacts list have been updated.

6. Conclusions

- a. The proposed changes will update the policies in line with current practice, current organisational structure and legislation. There are no changes to the terms and conditions for staff. The only significant change proposed is to the composition of a job evaluation panel.

Contact Officer: For further information contact: Mary Wallace, HR Officer
mary.wallace@nnpa.org.uk
