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Council – 20 May 2010

## HR Policies

### Executive summary and recommendations

#### **Introduction**

This paper invites the Council to approve changes recommended by the Finance and Resources Committee for managing minor and operational changes to HR policies in the future.

#### **Background**

The Employee Handbook contains policies and guidelines setting out how the HPC operates and how employees can expect to be treated. It also clarifies the HPC's expectations of line managers and employees.

The handbook needs to be updated regularly to ensure that HPC policies comply with current employment legislation, with developments in HR practice, and with the operational needs of the HPC.

To date any change to the wording of the Employee Handbook, no matter how small, has been regarded as a policy change which needs to be considered by the Finance and Resources Committee who make a recommendation to Council. This approach is entirely necessary and appropriate for new policies or for major policy changes.

However, it is often necessary to make minor changes to the handbook which are dictated by changes in legislation, statutory entitlements, or by operational requirements. Consideration of these routine and operational matters may not be an appropriate use of the Committee's time. It is therefore proposed that, in future, any minor changes to HR policies be made by the Executive, with an annual report to be submitted to the Finance and Resources Committee detailing those changes made over the course of the year.

#### **Decision**

Council is asked to approve that any minor changes to HR policies or operational guidelines which have minimal impact on the overall running of the business and which are dictated by changes in legislation, statutory entitlements, or by operational requirements be made by the Executive, with an annual report outlining changes made to be submitted to the Finance and Resources Committee for information.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-05-04	a	HRD	PPR	HR Policies Council May 10	Final DD: None	Public RD: None

**Resource implications**

Nil

**Financial implications**

Nil

**Appendices**

None

**Date of paper**

4<sup>th</sup> May 2010