

Council 24 September 2014

## Human Resources policy changes

### **Introduction**

In May 2010 Council agreed that any minor changes to Human Resources policies or operational guidelines should be made by the Executive, with an annual report outlining changes to be submitted to the former Finance and Resources Committee for information. This replaced the previous system which required all changes to Human Resources policies or processes to be approved by the Council.

The third annual report covering minor changes made between early 2013 and September 2014 is attached.

'Minor changes' are defined as changes to policies and processes which have minimal impact on the overall running of the business and which are dictated by developments in legislation, statutory entitlements, or by operational requirements. More significant policy changes or completely new policies are brought to the Council for approval.

### **Decision**

The Council is requested to note the paper. No decision is required.

### **Financial implications**

None

### **Resource implications**

None

### **Date of paper**

10 September 2014

### Report on minor changes made to Human Resources Policies Jan 2013 – Sept 2014

<b>Policy</b>	<b>Change made</b>	<b>Approval/consultation process</b>	<b>Date Change Made/Approved</b>
<b>Probation Policy</b>	Sections added to cover the end, extension, failure and appeal of a probation period, following the review meeting	Procedural update	January 2013
<b>Holiday Entitlement Policy</b>	Clarification of carry over entitlements for part time employees	EMT - All employees	January 2013
<b>Eye Care Policy</b>	Updated to reflect new process of providing employees with vouchers for eye tests	EMT - ECG - All Employees	February 2013
<b>Maternity Leave Policy</b>	Annex updated to assist employees to provide necessary information when applying for maternity leave.	Procedural update.	February 2013
<b>Paternity Leave Policy</b>	Updated to clarify the period of time by which an employee should take their leave.	Procedural/legislative correction	September 2013
<b>Absence and Sickness Policy</b>	Updated advice on return to work after sickness in line with new DWP guidelines, clarification on the treatment of absences for medical appointments, clarification of exactly how periods of sick pay are calculated. An additional review trigger point for occurrences of sickness absence.	EMT - All Employees	October 2013

<b>Anti-bribery, Gifts and Hospitality Policy for (1) Employees (2) Partners</b>	<p>The addition of new sections covering bribery. The removal of special dispensations for larger gifts received around Christmas. The requirement to declare all offers of gifts or hospitality, even those which are declined. The policy for employees and partners are the same.</p>	EMT - All Employees	November 2013
<b>Pension Policy and operational guidelines</b>	<p>Various changes made to accommodate new requirements and processes needed for auto enrolment</p>	EMT - All Employees	April 2014
<b>Flexible Working Policy</b>	<p>Minor updates to policy and clarification of terminology as a result of new legislation on flexible working. The HCPC has always offered the option to request flexible working to all employees, not just those covered by the regulations.</p>	EMT - All Employees	July 2014
<b>Childcare vouchers: Guidance for (1) Employees (2) Council members</b>	<p>Guidance updated to give fuller details on eligibility, process and information requirements dictated by HMRC. Guidance and requirements for employees and Council members are the same.</p>	Procedural update	August 2014