

Finance and Resources Committee - 29 April 2010

Human Resources Policies

Executive summary and recommendations

Introduction

This paper invites the Committee to consider how best to manage 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

The Committee is requested to agree that, subject to approval by Council, 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.

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					DD: None	RD: None

Resource implications

Nil

Financial implications

Nil

Appendices

None

Date of paper

16th April 2010