

Finance and Resources Committee - 21 June 2011

Annual Report on Changes to Human Resources Policies

Executive summary and recommendations

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 Finance and Resources Committee for information.

The first annual report covering minor changes made between June 2010 and May 2011 is attached.

'Minor changes' are defined as changes to policies 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, for example the recent fundamental review of the HPC pay system and policy, or completely new policies such as the recent Social Media Policy, are brought to the Finance and Resources Committee and Council for approval.

Decision

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

Resource implications

Nil

Financial implications

Nil

Appendices

None

Date of paper

7 June 2011

Report on minor changes made to Human Resources Policies June 2010 – May 2011

Policy	Details of change	Approval process	Date of issue of changes
Employee assistance Programme	Access to Employee Assistance Programme (EAP) benefits had to be restricted to HPC employees only as a result of changes to tax rules made by HMRC. Formerly the EAP had also been available to the dependents and family members of HPC employees.	EMT, All employees for information	June 2010
Corporate gym membership scheme	The corporate scheme consists of favourable personal membership rates negotiated on behalf of employees and there is no cost to the organisation.	ECG, EMT, All employees for information	Oct 2010
Paternity	Changes made in line with legislation - fathers/partners whose children are due on or after 1 April 2011 may be eligible for additional paternity leave and pay	EMT, All employees for information	Nov 2011
Probation	1. Clarification of process and line manager responsibilities added to the policy, 2. Full line manager guidance notes produced on best practice in handling probation	EMT, ECG, All employees for comment	Dec 2010
Criminal records checks policies	Updates were made to these policies so that they now accurately reflect the HPC's process for new employees and temporary agency workers undergoing CRB checks	EMT, All employees for information	Jan 2011
Partner recruitment and selection policy	Minor changes made to bring the policy in line with updated and simplified processes, and the HPC Two Ticks disability policy	EMT, relevant departments	Jan 2011

One to one meeting guidance	Guidance introduced as a result of a request from ECG for some guidance to manage one to one meetings across the organisation	ECG, EMT, All employees for information	Feb 2011
Employee records policy	Policy updated in line with best practice to stipulate that an employee's line manager is able to view the relevant section(s) of an employee's file, with the permission of HR, as opposed to the entire file	Handbook updated	Feb 2011
Holiday entitlement policy	Policy updated to clarify the allocation of annual leave and bank/ public holidays to part time employees.	EMT, All employees for information	Mar 2011
Employees resourcing during the Olympics 2012	Plans agreed for time off, volunteering, flexible working and travel disruption during the Olympics in 2012	ECG, EMT, all employees for information	Mar 2011
Maternity leave policy	Minor changes made to bring the policy in line with current legislation - terms and conditions in force throughout both OML and AML, clarification of holiday arrangements around maternity leave and clarification of payment during KIT days	Handbook updated	Apr 2011
Employee of the year award	Formal criteria and a nominations process introduced for the awards	ECG, EMT, all employees for information	Apr 2011