

Finance and Resources Committee - 19 June 2012

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 second annual report covering minor changes made between June 2011 and May 2012 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 or completely new policies 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 2012

**Report on minor changes made to Human Resources Policies June 2011 – May 2012**

<b>Policy</b>	<b>Details of change</b>	<b>Approval process</b>	<b>Date of issue of changes</b>
<b>Retirement Policy</b>	Updated to remove the compulsory retirement age and process of applying to continue working past this age, due to the government removing statutory retirement age of 65	EMT - All employees	July 2011
<b>Probationary Period Policy</b>	Updated to include steps at the end of the probation process, including the appeal process.	EMT - All employees	August 2011
<b>Pension Policy</b>	Updated to remove the eligibility age cap of 65	Legislative change	August 2011
<b>Special Leave Policy</b>	Policy updated for accuracy and to clarify the reasons why special leave can be taken i.e. for urgent, unexpected or unavoidable situations.	EMT- All employees	April 2012
<b>Retirement Policy</b>	This policy has been updated to elaborate on the options available to employees approaching or reaching retirement, to help them to consider and apply to work alternative hours / schedules in place of or before retiring fully	EMT- All employees	April 2012
<b>Agency Workers Policy</b>	New policy implemented to cover the requirements of the Agency Workers directive legislation, which came into effect 1 October 2011	EMT- All employees	May 2012
<b>Season Ticket Loan Policy</b>	Updated to show maximum season ticket loan amount the HPC is able to offer due to HMRC regulation, and amended for accuracy.	Legislative update	May 2012