

<p>Non-Executive Report of the:</p> <p>General Purposes Committee</p> <p>8th December 2020</p>	
<p>Report of: Amanda Marcus, Divisional Director HR & OD</p>	<p>Classification:</p>
<p>HR Policies and Procedures</p>	

Originating Officer(s)	Pat Chen, Head of HR
Wards affected	N/A

Executive Summary

1. A draft framework to undertake a systematic review of HR policies and procedures was developed in June 2020.
2. This report gives an update on progress and sets out the timelines for delivery of Cohort One.

Recommendations:

The General Purposes Committee is recommended to:

1. Note the progress on the review of HR policies and procedures.

1. REASONS FOR THE DECISIONS

1.1 Report for noting only

2. ALTERNATIVE OPTIONS

2.1 N/A

3. DETAILS OF THE REPORT

3.1 The Tower Rewards proposals were developed to modernise our terms, conditions and benefits. It was also clear that a number of our policies had not been updated or revised for a significant period of time.

3.2 The framework for a systematic review of policies and procedures was developed in June 2020. This set out the priority order in which policies would be reviewed, with the first cohort due for implementation in November 2020.

3.3 The ongoing additional work and HR capacity as a result of the Covid-19 pandemic has resulted in minor slippage to the delivery timeline and Cohort One will now be delivered in January 2021.

3.4 Additionally, two policies have been moved to Cohort Two so they can be considered as part of an over-arching suite of policies dealing with time off for family and/or dependents, rather than as standalone policies.

3.5 An appendix setting out the delivery timelines for Cohort One is attached as **Appendix 1**.

3.6 The timelines for further cohorts will be finalised in the coming months and a further update report will be presented to a future GPC meeting.

4. EQUALITIES IMPLICATIONS

4.1 Each policy will undergo an individual equality impact assessment and any issues arising will be addressed or mitigated.

5. OTHER STATUTORY IMPLICATIONS

5.1 None

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no direct financial implications from this noting report, however any change to individual policies should go through the appropriate governance

channels, including financial implications incorporated in the reports for decision.

7. COMMENTS OF LEGAL SERVICES

- 7.1 There are no direct legal implications arising from this report. The new policies will need to be compliant with any legal obligations which apply to them.
-

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Cohort One policies for review

Officer contact details for documents:

Pat Chen