

## INFORMATION ITEM

**BRISTOL CITY COUNCIL  
HUMAN RESOURCES COMMITTEE**

**19 JUNE 2008**

**Title:** Framework HR Policies and Procedures

**Ward:** City Wide

**Report of:** Head of HR

**Officer presenting report:** Pauline Davey, HR Manager

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**1. Purpose of Report**

To inform on progress with the project to publish framework (core) HR policies and procedures on a new intranet website by 31 March 2008.

**2. Recommendation**

This report is submitted to this Committee as an information item only.

**3. Policy**

- 3.1 As part of the Transformation of HR Policies and Procedures, a number of key HR Policy areas, have been identified for modification into a simplified framework style.
- 3.2 The table below shows progress on key policy changes which are currently being devised/ implemented.

Policy	Information/Progress	Proposed Timetable for HRC/Delegated Authority
Pay Policy	Completed and published	July 2007

		(approved)
Expenses, Benefits & Travel Policy	Completed and published	September 2007 (approved)
Recruitment & Selection	Completed and published	October 2007 (approved)
New Ways of Working: Transforming Workspace	Completed and published as "New Ways of Working Policy"	April 2008 (approved as "New Ways of Working Policy")
Managing Change	Completed and published	April 2008 (approved)
Code of Conduct for Employees	Completed and to be published	Delegated authority June 2008
Leave	Completed and to be published	Delegated authority June 2008
Maternity & Caring Employees Scheme	Completed and to be published	Delegated authority June 2008
Volunteers Policy	Submitted for approval	See separate agenda item
Grievance Procedure	Consultation has commenced	July 2008
Performance and Development	To include Employee Development Policy, Improving Performance Procedure, Induction Framework, PMDS, Bristol Manager, Secondment, Probationary Procedure. Maybe re-titled and with links to e training records.	September 2008
Disciplinary Procedure  (plus common investigations and appeals)	To include links to Code of Practice on Investigations and Procedure for 1 <sup>st</sup> and 2 <sup>nd</sup> tier JNC Officers. Possible merger of SOSR Procedure with this one.	September 2008

procedures)	Current procedure is fine, it shadows ACAS guidelines. Lead officers to also prepare common investigations and appeals procedures.	
Managing Attendance	Consultation commenced	September 2008
Work-Life Balance	Consultation with joint partners (Trade Unions) has commenced	September 2008
New Opportunities Procedure	Now being drafted to reflect changes in Managing Change Procedure/Policy	September 2008

3.3 There are a number of HR policies and procedures which are not currently proposed for amendment. These are set out in Appendix A attached.

#### **4. Consultation**

As stated in paragraph 3.2 above

#### **5. Background and Assessment**

The development of each policy is summarised above,

#### **6. Other Options**

N/A

#### **7. Risk Assessment**

To be undertaken for each policy individually

#### **8. Equalities Impact Assessment**

To be undertaken for each policy individually

#### **9. Resources Implications**

9.1 Completion of the framework policies has been identified as a work priority for the relevant HR teams, and will be completed using existing resources within the timescale identified. However, to maximise the benefit of online access to information, it is necessary to ensure that the

Human Resources pages on the intranet are properly designed, accessible and all cross linkages accurately set. A decision is being sought on whether resources can be made available for this work from existing HR budgets.

9.2 The rationale for these policy reviews is to support effective business transformation principles, linked to e developments. Separate funding has been identified for key HR processes and additional human resources are being sought from the Cabinet to enable HR to support the three year Business Transformation Programme overall.

10 Appendices

Appendix A: List of all HR policies and procedures and last review dates.

HR Committee 19 June 2008.

Item 12; Appendix A (Amended) - **Schedule of HR Policies/Procedures Outside Framework Policy Review (with dates of last review).**

<b>HR Policy / Procedure</b>	<b>Date of last review</b>
Additional increments above the grade	December 2006
Annual Leave Entitlement	July 2007
Authorised/ Unauthorised Leave of absence Policy	May 2007
Civic Emergencies - HR protocols	April 2008
Code of Conduct for Employees	July 2006
Code of Practice on Investigations	July 2007
Code of Practice on the Conduct of Investigations (Schools)	April 2006
Disputes Policy and Procedure	July 2006
Disciplinary Procedure for 1 <sup>st</sup> & 2 <sup>nd</sup> Tier Officers	December 2007
Disturbance Allowance	January 1998
Employee Development Policy	April 2006
Expenses, Benefits and Travel Policy	February 2008
Flexible Retirement Policy	December 2007
Flexitime Agreement	August 2006
Improving Performance Procedure	November 2007
Language Skills Recognition Allowance	January 2007
Long Service Award Scheme	May 1998
Managing Attendance Policy & Procedure	April 2006
Managing Change Procedure	May 2008
Maternity & Caring Employee Scheme	April 2007
New Opportunities Procedure	August 2007
New Ways of Working Transforming Workspace	April 2008
Part Time Working/ Job Share Policy	January 2007
Pay Policy	April 2008
Probationary Procedure	September 2006
Recovery of Over Payments Policy	June 2007
Recruitment & Selection	January 2008
Relocation Policy	November 2007

Smoking at Work Policy	September2007
Some Other Substantial Reason for Dismissal	October 2006
Whistleblowing Policy & Procedure	October 2006
Working Arrangements Policy	July 2007
Worklife Balance Policy	June 2006