

# APPENDIX G

## WAVERLEY BOROUGH COUNCIL

### CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

31 JANUARY 2012

EXECUTIVE - 7 FEBRUARY 2012

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**Title:**

**HR POLICY REVIEW**

**[Portfolio Holder: Cllr Mike Band]**

**[Wards Affected: N/A]**

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**Summary and purpose:**

The purpose of this report is to advise Members of the HR Policies which have been reviewed as a result of the cessation of the default retirement age, specifically, Retirement Policy, Fit for Work Policy (previously Absence Management Policy), Disciplinary Policy, Capability Policy, Grievance Policy, Collective Grievance Policy and Redeployment Policy.

Additionally, this report is to advise Members of the new Car Allowance Policy which applies to new staff who join Waverley from 1<sup>st</sup> January 2012 and existing staff who take up new contracts from that date, together with the Restructuring Policy.

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**How this report relates to the Council's Corporate Priorities:**

**Value for Money:** The policies have been reviewed in order to continue to support Waverley's strategic aim to ensure that the Council is equipped to provide excellent services to local people and strong community leadership by creating a high performing staff team and operating first class policies and practices.

**Equality and Diversity Implications:**

The revised policies have been developed in consultation with Heads of Service, middle managers (Connectors), and Staffside.

**Environment and Climate Change Implications:**

There are no implications that this report might have on the environment (natural resources, biodiversity, pollution), climate related emissions and Waverley's overall carbon footprint.

**Resource/Value for Money Implications:**

The Policy review will support the strategic aim to ensure that all spending delivers value for money. The costs, if any, of implementing the revised HR policies will be met from existing budgets.

## **Legal Implications:**

The revised policy continues to meet the requirements of the relevant legislation.

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## **Introduction and Background**

1. Following the replacement of Waverley's Policy for Employment Over the Age of 65 with a new 'Pathways to Retirement' Policy, the Fit for Work Policy, Disciplinary Policy, Capability Policy, Grievance Policy and Collective Grievance Policy have been reviewed and simplified. Additionally, a Redeployment Policy has been written to establish clear processes and procedures for managing redeployment which may occur due to reorganisation of the service, lack of capability or following medical advice.
2. All of Waverley's HR policies are being reviewed on a rolling programme. It is good practice to do this to keep up to date with relevant legislation and to ensure we are applying best practice. The aim is to ensure that the Council is equipped to provide excellent services to local people by creating a high-performing staff team and operating first class policies and practices.
3. Consultation on the draft policies has taken place with Corporate Management Team and Staff Side, and also with Heads of Service and Connectors (middle managers). Once approved, the policies will be launched and made available to all staff and further guidance and training given as appropriate.
4. The policies, together with the associated procedures, are attached at Annexe 1 and the resulting changes are summarised below:-

### **Fit for Work Policy**

The emphasis is now on actively supporting the employee to maximise their level of fitness for work, for example: discuss options such as working from home, part-time working, temporary or permanent reduction in hours/duties/redeployment to help the employee continue to work rather than be absent.

Waverley actively manages sickness absence and has a low level of absence. This policy will enable managers to manage sickness absence more tightly with staff who have a higher than average level of absence.

### **Retirement Policy**

This Policy replaces the 'Employment Over the Age of 65' Policy. From 1<sup>st</sup> October, an employee who reaches age 65 will not automatically retire. This policy gives the employee a greater choice of options.

### **Disciplinary, Capability, Grievance/Collective Grievance**

These Policies are now stand alone rather than combined documents which are to be read in conjunction with the Absence Management Policy. There are no significant changes to the content.

- Redeployment Policy** A new policy document written to establish clear processes and procedures for managing redeployment which may occur due to reorganisation of the service, lack of capability or following medical advice.
- Restructuring Policy** A new policy document, written to establish clear processes and procedures for managing the restructure of a service.
- Car Allowance Policy** A new policy document, written to establish a clear rationale for entitlement to a car allowance for staff employed from 1<sup>st</sup> January 2012 or existing staff transferring to a new post from that date.

3. The policies are being considered by the Corporate Overview and Scrutiny Committee on 31 January 2012 and any observations or comments will be circulated separately to the Executive.

### **Recommendation**

It is recommended that the HR Policies at Annexe 1 be approved and recommended to the Council for adoption.

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### **Background Papers**

There are no background papers (as defined by Section 100D (5) of the Local Government Act 1972) relating to this report.

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