

**South Lakeland District Council**  
**Human Resources Committee**  
**Tuesday, 14 June 2022**  
**HR Policy Updates**

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<b>Portfolio:</b>	Cllr Eamonn Hennessy
<b>Report from:</b>	Director of Strategy, Innovation and Resources
<b>Report Author:</b>	Jackelene McKay and Charlie McShane – HR Specialists
<b>Wards:</b>	Not Applicable
<b>Forward Plan:</b>	Not Applicable

**Links to Council Plan Priorities:** The policy update / review ensures that the policies reflect the Council's organisational structure and are in accordance with legislative requirements.

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**1.0 Expected Outcome and Measures of Success**

1.1 This report presents an update on a number of the Council's policies. The policies are part of a policy review schedule and some changes in these policies also reflect the structural management changes following the implementation of a new organisation structure. To include some policies which have been updated in line with new legislation.

**2.0 Recommendation**

**2.1 It is recommended that Human Resources Committee**

**(1) Considers and approves the updates to the Flexible Working, Recruitment, Capability, Probation, Grievance, Dignity at Work and Secondment policy, along with the relevant appendices, as attached at Appendices 1 to 17 inclusive of this report.**

**3.0 Background and Proposals**

3.1 The Flexible Working Policy has had some minor grammatical changes and updated wording. The process has also been simplified and is open to all employees. The policy has been amended in line with new legislation. There have also been changes to the titles and service area names following the restructure and customer connect changes.

3.2 The Capability, Probation, Grievance, Dignity at Work and Secondment Policies has had some grammatical changes and updated wording. The process has also been simplified. There have also been changes to the titles and service area names following the restructure and customer connect changes.

3.3 The Recruitment Policy has been simplified, repetitive wording has been deleted and the process has been written chronologically for ease of purpose.

We have adopted a policy to accommodate Veterans. People who have served in the arm forces for at least one year, will automatically get an interview when applying for jobs in the civil service as long as they meet the minimum criteria.

#### 4.0 Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Flexible Working Policy
2	Flexible Working Application Form
3	Flexible Working Flow Chart
4	Recruitment Policy
5	Recruitment Flowchart – Recruitment and Selection procedure
6	Recruitment Flowchart – Selection Process
7	Recruitment Flowchart – Offer of Employment
8	Capability Policy
9	Capability Performance Plan
10	Probation Policy
11	Grievance Policy
12	Grievance – Mediation
13	Grievance Flow Chart
14	Dignity at Work
15	Dignity at Work – Flow Chart
16	Dignity at Work – Mediation
17	Secondment Policy

#### 5.0 Consultation

5.1 The Corporate Management Team has been consulted and Unions will be consulted at JCP committee before Human Resources Committee.

#### 6.0 Alternative Options

6.1 There are no alternatives to the changes other than these policies being updated to reflect the changes in policies and procedures and implementation of legislation.

#### 7.0 Implications

##### Financial, Resources and Procurement

7.1 There are no financial implications of these changes

##### Human Resources

7.2 Locally agreed policies and procedures are agreed in full consultation with the recognised Unions and take place in line with statutory requirements.

##### Legal

7.3 Locally agreed policies and procedures are agreed in full consultation with the recognised Trade Unions and take place in line with statutory requirements.

##### Health and Sustainability Impact Assessment

7.4 Have you completed a Health and Sustainability Impact Assessment? No

7.5 If you have not completed an Impact Assessment, please explain your reasons:  
There are no health, social, economic or environmental impacts from these policy updates

7.6 Summary of Health and Sustainability Impacts

		Positive	Neutral	Negative	Unknown
<b>Environment and Health</b>	Greenhouse gases emissions		X		
	Air Quality		X		
	Biodiversity		X		
	Impacts of Climate Change		X		
	Reduced or zero requirement for energy, building space, materials or travel		X		
	Active Travel		X		
	<b>Economy and Culture</b>	Inclusive and sustainable development		X	
	Jobs and levels of pay		X		
	Healthier high streets		X		
	Culture, creativity and heritage		X		
<b>Housing and Communities</b>	Standard of housing		X		
	Access to housing		X		
	Crime		X		
	Social connectedness		X		

**Equality and Diversity**

7.7 Have you completed an Equality Impact Analysis? No

7.8 If you have not completed an Impact Analysis, please explain your reasons: Equality and Diversity runs through all aspects of the Council's Human Resources Policies and Procedures and managing this is integral within all our Policies and Procedures, thus ensuring compliance with legislative requirements. The equality and diversity of the structural changes has been assessed and agreed through customer connect programme. There are no specific equality and diversity impacts as these are considered and run through all aspects of the Council's Human resources policies

7.10 Summary of Equality and Diversity impacts

Please indicate: P = Positive impact; 0 = Neutral; N = Negative; Enter "X"						
<b>Age</b>	P		0	X	N	
<b>Disability</b>	P	X	0		N	
<b>Gender reassignment (transgender)</b>	P		0	X	N	

<b>Marriage &amp; civil partnership</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Pregnancy &amp; maternity</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Race/ethnicity</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Religion or belief</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Sex/gender</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Sexual orientation</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Armed forces families</b>	<b>P</b>	<b>X</b>	<b>0</b>		<b>N</b>	
<b>Rurality</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Socio-economic disadvantage</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	

<b>Risk Management</b>	<b>Consequence</b>	<b>Controls required</b>
The policy updates and changes are not agreed	The Council policies will be out of date and not reflect new legislation	The policy updates and changes are not agreed

#### **Contact Officers**

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#### **Background Documents Available**

None

#### **Tracking Information**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date Signed off</b>
Section 151 Officer	20/05/2022	23/05/2022
Monitoring Officer	20/05/2022	30/05/2022
CMT	20/05/2022	20/05/2022

<b>Circulated to</b>	<b>Date sent</b>
Lead Specialist	20/05/2022
Human Resources Lead Specialist	20/05/2022
Communications Team	N/A
Leader	N/A
Committee Chairman	14/06/2022
Portfolio Holder	14/06/2022
Ward Councillor(s)	N/A
Committee	14/06/2022
Executive (Cabinet)	N/A
Council	N/A