
Report to Council

Date of Meeting: 10th May 2018

Subject: HR Policies

Report by: Head of Resources and Governance

1.0 Purpose

- 1.1. This paper seeks Council approval of the HR Policies which have been developed in consultation with the management and trade union policy group.
- 1.2. It is intended that the policies shall apply to all Council staff.

2.0 Recommendations

- 2.1. Council agrees to the revised staff PVG (Protecting Vulnerable Groups), Overseas Criminal Checks, Flexible Retirement and Casual Workers (Relief) policies.

3.0 Considerations

- 3.1. In order to ensure collaborative and partnership working a policy group was created which comprised representatives from management and trade unions.
- 3.2. The aim of the policy group is provide a forum to enable effective joint discussions between management and trade union representatives on the modernisation or development of HR/OD policies and procedures within Clackmannanshire Council.
- 3.3. The overarching aim of the policy group is to ensure that all policies comply with current legislation and good practice.
- 3.4. A further key objective is that the Council's processes are clearly understood by all parties and are applied consistently, equitably and within reasonable timeframes across the Council.
- 3.5. The outputs of the policy group which the Council is being invited to agree to are overarching statements of policy and principles in respect of PVG, Overseas Criminal Checks, Flexible Retirement, and Casual Workers (Relief) which are supported by clear procedures where appropriate.

- 3.6. The policies were discussed with elected members at the tripartite group held on 28th March and comments and questions were received and noted or answered. Tripartite agreed that the policies be submitted for formal approval. The policies have been made available to elected members in their group rooms and subject to Council approval will be published on Connect.
- 3.7. A programme of briefings on the operation of the new policies and procedures will be put in place between HR and OD.
- 3.8. It is intended that the new policies becomes effective from the date of formal approval by Council.

4.0 Sustainability Implications

- 4.1. There are no sustainability implications arising from this report.

5.0 Resource Implications

5.1. *Financial Details*

- 5.2. There are no financial implications arising from the recommendations set out in the report.

5.3. Staffing

- 5.4. There are no implications of additional staff resource arising from the recommendations set out in this report.

6.0 Exempt Reports

- 6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box)

- The area has a positive image and attracts people and businesses
- Our communities are more cohesive and inclusive
- People are better skilled, trained and ready for learning and employment
- Our communities are safer
- Vulnerable people and families are supported
- Substance misuse and its effects are reduced
- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all

The Council is effective, efficient and recognised for excellence

X

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? Yes

X No

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes X

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes X (please list the documents below) No

PVG Policy

Overseas Criminal Checks Policy

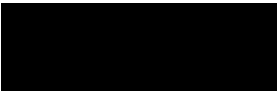
Flexible Retirement Policy

Casual Workers (Relief) Policy

Author(s)

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Approved by

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