

# HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

23 OCTOBER 2019

## REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES)

### A.2 STAFF HANDBOOK UPDATE

(Prepared by Anastasia Simpson & Katie Wilkins)

#### PART 1 – KEY INFORMATION

##### **PURPOSE OF THE REPORT**

To make a number of minor amendments to the Staff Handbook, to reflect structural changes within the organisation and incorporate updates to other key corporate policies and legislation.

##### **EXECUTIVE SUMMARY**

The purpose of the Staff Handbook is to provide an employee with a guide to both the Council and the terms and conditions affecting their contract of employment.

It comprises five main parts:

- Terms and Conditions
- Remuneration and Benefits
- Core Policies and Procedures
- Policies and Guidelines
- Career Development

There are a number of full policy documents available that relate to the various summaries contained in the Handbook. This review incorporates any changes to these policies (*including legislative changes*) as well as any amendments to the Political and/or Management structure of the Council.

Part 3 of the Constitution; Responsibility of Functions, delegates the authority to make minor amendments to Human Resources Policies and Procedures as necessary, as a result of legislation, national guidance or best practice, to the Head of People, Performance & Projects in conjunction with the Deputy Chief Executive.

However, Officers considered that the new Members of the HR & Council Tax Committee may find the presentation of this document useful, in terms of their introduction to staffing matters.

##### **RECOMMENDATION(S)**

**It is recommended that the Committee considers the content of the Staff Handbook and notes the contents.**

#### PART 2 – IMPLICATIONS OF THE DECISION

##### **DELIVERING PRIORITIES**

This updated Staff Handbook will ensure that the organisation continues to reflect best practice as a responsible employer and employer of choice, and also ensures

compliance with employment legislation.

#### **FINANCE, OTHER RESOURCES AND RISK**

No specific risks have been identified in the updating of this document. However, failure to ensure this key document is kept up to date could result in non-compliance with employment legislation.

#### **LEGAL**

The Council has a duty to ensure its employment practices are legal in accordance with both employment and case law.

#### **OTHER IMPLICATIONS**

**Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.**

**Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation/Public Engagement.**

Tendring District Council is committed to a policy of equality of opportunity and to encourage inclusion and diversity among its workforce.

The Council takes positive steps to ensure that all current and prospective employees are not discriminated against, either directly or indirectly, on the grounds of gender, age, disability, marital status, sexual orientation, creed/religion, ethnic or national origin.

### **PART 3 – SUPPORTING INFORMATION**

#### **STAFF HANDBOOK**

All changes throughout the document have been reflected in *italic font*, however a summary of key changes is noted below:-

ADDITION 1: HOURS OF WORK: updated to reflect new Flexible Working Hours Scheme, Time Off In Lieu (TOIL) and Overtime arrangements.

ADDITION 2: REMUNERATION AND BENEFITS: How is a pro rata salary calculated?

ADDITION 3: REMUNERATION AND BENEFITS: How is my pay calculated if I start part way through a month?

ADDITION 4: REMUNERATION AND BENEFITS: How is my pay calculated if I finish work part way through a month?

ADDITION 5: SHARED PARENTAL LEAVE: Shared Parental Leave (SPL) is a legal entitlement for eligible parents.

ADDITION 6: ILL HEALTH ALLOWANCES: Definition provided; Occupational Sick Pay.

ADDITION 7: ELECTION DUTIES: Pay/Leave arrangements.

LEAVE ENTITLEMENT, NOTICE PERIODS AND OVERTIME: updated to reflect adoption of new Pay Spine 2019/20.

LOCAL GOVERNMENT PENSION SCHEME: updated eligibility criteria, and membership details for Essex Pension Fund.

BASE OF EMPLOYMENT: updated to reflect working arrangements both inside and outside of the District.

MANAGEMENT OF ILL HEALTH ABSENCE: updated to reference access to Employee Assistance Programme.

CHILDCARE VOUCHERS: wording updated, to reflect scheme closed to new entrants October 18.

LOYALTY AND LONG SERVICE AWARDS: updated to reflect revised arrangements for long service and retirement awards.

DISCIPLINARY PROCEDURES: updated to reflect changes to Disciplinary Policy, Rules & Procedures.

DRESS AT WORK: updated to reflect seasonal attire and Personal Protective Equipment (PPE) requirements.

CUSTOMER SERVICES STANDARDS; updated to reference Corporate Customer Standards and local service arrangements.

OTHER PAID EMPLOYMENT: updated to reflect Officer Code of Conduct wording.

### **CONCLUSIONS**

The updated Staff Handbook will ensure that the Council maintains its high standard of employment practices and remains an employer of choice.

### **APPENDICES**

Staff Handbook, updated August 2019.