

Report to: Personnel Committee

Report Ref: P1902
Meeting Date: 29th May 2019
Agenda Item: 8
Prepared By: Town Clerk



Subject: Policy Review

1.0 INTRODUCTION

The Council has a number of adopted policies, of which twelve are under the jurisdiction of the Personnel Committee. A number of these policies have not been reviewed since adoption. The Town Clerk and chairman agree it would be sensible to undertake a review of policies.

The policies under the committee and the date of their adoption or last review are:

Policy	Adopted/Reviewed
Absence and Leave	May 2016
Appraisal	May 2014
Data Protection	May 2018
Discipline and Grievance	August 2014
Dress Code	February 2016
Employee Handbook	May 2016
Equal Opportunities	May 2015
Flexible Working	April 2015
Freedom of Information Publication Scheme	May 2015
Lone Working	August 2016
Officer Code of Conduct	May 2015
Training	April 2015

The Council's HR consultants, Ellis Whittam can advise on the development and modification of policy. Significant changes to existing policies should also involve consultation with staff.

2.0 RECOMMENDATION

It is recommended that a working group is established to review policies as per the terms of reference detailed in Annex A.

The committee should consider which policies require review and appoint members to the working group.



ANNEX A – TERMS OF REFERENCE

1. The Personnel Police Review Working Group will consist of 3 councillors determined by the Personnel Committee and the Town Clerk in an advisory capacity. Membership to be reconfirmed / changed by the parent body at its first meeting at start of a new Mayoral year. The working group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting (or first in a new Mayoral year) the working group members shall:
 - a. Review these terms of reference.
 - b. Appoint an member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
3. In line with the task set by the committee, the purpose and remit of the working group is to:
 - a. Review the adopted policies designated for review, in consultation with staff and with the council's HR advisors
 - b. Present revised policies for approval to the committee
4. The group does not have delegated powers to make decisions on behalf of the Personnel committee or the Town Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference
5. The group reports to the Environment Committee
6. The group shall provide timely reports to the parent body in the following manner:
 - a. Verbal updates when necessary
 - b. Presentation of revised policies for adoption
7. Meetings of the working group are not usually but may be public meetings.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD