

# EMPLOYMENT & APPEALS COMMITTEE

17 March 2015

## HR POLICIES

Report of the Director of Resources

### 1. PURPOSE OF THE REPORT

- 1.1 To present a number of Human Resources (HR) Policies that have been reviewed and updated as part of a rolling programme of policy reviews to ensure our HR policies and procedures are fit for purpose.
- 1.2 To provide a further update for Members regarding training for managers in people management

### 2. RECOMMENDATIONS

- 2.1 **To consider and approve the following HR Policies (Appendices 1 – 3):**
  - (a) Pension discretions (Local Government Pension Scheme) (Appendix 1) – schedule of discretions in line with LGPS 2014.
  - (b) Early Retirement Policy (Appendix 2).
  - (c) Pay Policy (Appendix 3)
- 2.2 **To review the developments and action being taken to develop people management skills amongst our line managers. (Appendix 4)**

### 3. BACKGROUND

- 3.1 The Pension Discretions reflect our requirement to publish and keep under review a statement of policy to explain how we will apply certain discretions allowed under the Pensions Regulations. Appendix 1 identifies the discretions for Member approval – there are no changes to the discretions agreed and approved in 2014. They represent no additional cost to the Council and are in line with those determined by Leicestershire County Council who administers the LGPS on our behalf.
- 3.2 Members approved the Early Retirement Policy in 2014 which incorporated changes to pension regulations arising from LGPS 2014. As with the Pension Discretions there are no changes for this year and it is recommended that we continue with the policy agreed in 2014.

- 3.3 Section 38 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year. The policy statement for 2014/15 was approved by Full Council on 10 March 2014 (now delegated to Employment and Appeals Committee). There are no proposed changes to our policy for 2015-16 but the Council will keep under review any national pay developments and consider any emerging regional/local pressures in relation to pay, and in particular the Council's ability to attract and retain quality staff.
- 3.4 Appendix 4 provides summary/headline of employee issues to help illustrate management input to 'case work', in particular grievance, disciplinary and grievance. It also provides a summary of the organisation's turnover and feedback from exit interviews. Management development will be an ongoing priority in our training and development plans and the Council will be implementing further programmes in 2015-16 following the success of our Developing Management Excellence programmes of 2011 and 2012.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications from the content of this report.

#### **5. RISK MANAGEMENT**

<b>RISK</b>	<b>IMPACT</b>	<b>COMMENTS</b>
<b>Time</b>	<b>Low</b>	<b>This report enables the Committee to approve HR policies for recommendation to Full Council. Current policies do not place the Council at risk.</b>
<b>Viability</b>	<b>Low</b>	<b>No issues identified.</b>
<b>Finance</b>	<b>Low</b>	<b>There are no direct financial implications arising from the report</b>
<b>Profile</b>	<b>Low</b>	<b>No specific issues relevant to the community regarding HR policies.</b>
<b>Equality and Diversity</b>	<b>Low</b>	<b>EIA screening indicates no specific issues arise from this report</b>

**Background Papers:** None

**Report Author**

Report Author: Carol Snell  
Head of Human Resources

Tel No: (01572) 720969  
e-mail: csnell@rutland.gov.uk

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.