

# HR Policy and Procedure Revisions

Report of the Human Resources Manager

## Recommended:

- 1. That the Organisational Change Policy attached at Annex 1 of this report be approved. This new policy will replace the current Management of Change Policy, Redeployment Policy and Procedure and Redundancy Policy and Procedure**
- 2. That the Alcohol, Drug and Substance Use Policy, attached at Annex 2 of this report, be approved. This policy will replace the current Alcohol, Drugs and Substance Misuse policy.**

### SUMMARY:

- A new Organisational Change Policy, as attached at Annex 1, has been drafted which is recommended to replace the previous Management of Change Policy, Redeployment Policy and Procedure and Redundancy Policy and Procedure, combining all of these former policies into a single Organisational Change Policy.
- A new Alcohol, Drug and Substance Use Policy, attached at Annex 2, has been drafted to replace the current Alcohol, Drugs and Substance Misuse policy.

## 1 Introduction

- 1.1 The Council has a suite of HR policies and procedures which are used to manage a wide range of employment matters. These are subject to periodic review and update. This report considers updates to the Council's Organisational Change Policy and the Alcohol, Drug and Substance Use policy.

## 2 Background

- 2.1 The Council's organisational change policies have not been reviewed for some time. The current policies have been updated and drawn together into a new single Organisational Change Policy with one point of reference for all organisational change. There are no significant policy changes, the new policy reflects best practice and updates and refreshes the policy bringing it in line in terms of style and tone with other newer HR policies. The new policy can be found at Annex 1.
- 2.2 The Alcohol, Drug and Substance Use Policy has been reviewed and updated, to have a more supportive approach to those with alcohol, drug or substance dependency issues. There is a comprehensive list of support organisations at the end of the policy. The policy also includes clear guidance

on testing to support employees to be able to work in a safe way and provide confidence to the organisation where someone is getting support for a dependency issue or where there is a concern about alcohol, drug or substance usage. The updated policy can be found at Annex 2.

### **3 Corporate Objectives and Priorities**

- 3.1 HR policies and procedures are an important part of the managers' toolkit, ensuring transparent and equitable practices when dealing with employment matters. It is important these are kept under periodic review and updated accordingly to reflect current working and best practice and legislative changes.

### **4 Consultations/Communications**

- 4.1 The proposed new policies were discussed with the Unions at a recent Policy and Procedure Review Group meeting and they supported the updates being put forward to both policies under review, in accordance with the recommendations in this report.

### **5 Options**

- 5.1 The report recommends the introduction of a new Organisational Change Policy which will replace the previous Management of Change Policy, Redeployment Policy and Procedure and Redundancy Policy and Procedure. The new policy is attached at Annex 1 and sets out how organisational changes will be managed.
- 5.2 The report also recommends the updating of the Alcohol, Drug and Substance Use policy which will replace the current Alcohol, Drugs and Substance Misuse policy, providing a more supportive approach to those dealing with dependency issues. The new policy is attached in Annex 2.
- 5.3 The options for Committee's consideration are:
- 5.3.1 **Option 1** To adopt the proposed revisions to HR Policies as set out in the recommendations set out at the start of this report.
- 5.3.2 **Option 2** Not to adopt the recommendation and to continue with the HR policies referred to in their current form.
- 5.3.3 **Option 3** To adopt the policies in a format other than that recommended.

### **6 Option Appraisal**

- 6.1 The recommendations are made as a result of professional officers' review of the existing policies taking into account changes to the needs of employees and the organisation and the development in working practices since the policies were last reviewed. They have been the subject of consultation with the Unions. For these reasons, Option 1 described above is the recommended option in preference to Options 2 or 3.

## **7 Risk Management**

7.1 No risks have been identified in the preparation of this report.

## **8 Resource Implications**

8.1 There are no direct resource implications as a result of the proposed changes to these policies.

## **9 Legal implications**

9.1 There are no legal implications of the recommendations proposed.

## **10 Equality Issues**

10.1 No equality issues have been identified in the preparation of this report.

## **11 Conclusion and reasons for recommendation**

11.1 The changes recommended in this report will enable these HR policies to be updated and ensure they remain compliant with employment legislation and in line with current and best practice.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	2	File Ref:	N/A
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