



REPORT of DIRECTOR OF RESOURCES

**to
COUNCIL
2 JULY 2020**

HUMAN RESOURCES POLICIES AND PROCEDURES

1. PURPOSE OF THE REPORT

- 1.1 To approve the Human Resources policies and procedures listed below. These have been amended in respect of legislation and Maldon District Council (MDC) changes.
- Parental Bereavement Leave Policy and Procedure
 - Job Evaluation (HAY) Policy and Procedure

2. RECOMMENDATIONS

- (i) That the new Parental Bereavement Leave Policy and Procedure, **APPENDIX 1**, is approved; and
- (ii) That the revised Job Evaluation (HAY) Policy and Procedure, **APPENDIX 2**, is approved.

3. SUMMARY OF KEY ISSUES

- 3.1 It is a requirement of the Committee rules that all policies and procedures are put before the Strategy and Resources Committee. Due to COVID-19 these meetings are currently postponed and therefore the policies are to be approved by the Council which is continuing on line.
- 3.2 The Parental Bereavement Leave Policy and Procedure (**APPENDIX 1**) is a new procedure developed in response to a new statutory right effective from 6 April 2020; Parental Bereavement Leave (Leave and Pay) Act 2018. This is sometimes referred to as "Jack's Law". It is an entitlement for bereaved parents to be absent from work for up to two weeks. It is available to the parents of a child who dies on or after 6 April 2020. Pay of such leave is at the statutory rate of pay at that time. This Policy and Procedure will support that process in the unfortunate instance that an employee may need such leave.
- 3.3 At **APPENDIX 2** is an adapted and modified version of the previously approved Job Evaluation (JE) On-Going Maintenance Procedure which was originally written in 2012. The new Job Evaluation (HAY) Policy and Procedure has been updated to reflect the new organisational structure which has been in place since 30 October 2019. The key change to this document is the introduction of 'Job Families' and how

amendments to roles that fall within these families can be modified without affecting others employed using the same job description. Other key changes are that it now confirms the number of job evaluation panel members, the minimum number of employees the Council will ensure are HAY Trained, that a panel will be held within two weeks of a request and lastly sets a limit on any backpay for roles which are revaluated as a result of changes to the job description, were a person is employed in the role.

- 3.4 Both documents have been seen and approved by the Corporate Leadership Team and sent to the Unison Area Organiser (Essex Team) for information.

4. CONCLUSION

- 4.1 All policies and procedures are statutory obligations to the Council and therefore need to be approved and or noted by the Committee as relevant.

5. IMPACT ON STRATEGIC THEMES

- 5.1 None.

6. IMPLICATIONS

- (i) **Impact on Customers** – The Council’s internal customers are its employees and as such, it has a legal obligation to uphold by doing what is statutorily required in terms of employment law. These policy updates meet with this obligation.
- (ii) **Impact on Equalities** – All policies and procedures produced have an Equality Impact Assessment completed to ensure they do not greatly affect one or other employee.
- (iii) **Impact on Risk** – Without the continuous development and update of these policies and procedures, the Council is at substantial risk of an employment claim from any given employee.
- (iv) **Impact on Resources (financial)** – Any costs to the Council which are statutory must be met.
- (v) **Impact on Resources (human)** – Specialists within HR must remain up to date with employment legislation and therefore attendance at legal updates is essential. This cost is met by the Council where charges are made.
- (vi) **Impact on the Environment** – Ensuring the Council’s obligations are met, impacts on the corporate branding for the Council.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: Internal Policies and Procedures available via the Intranet.

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