



## **REPORT of DIRECTOR OF RESOURCES**

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**to  
COUNCIL  
6 AUGUST 2020**

### **HUMAN RESOURCES POLICIES AND PROCEDURES**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To approve a new Human Resources policy entitled ‘Personal Relationships at Work Policy and Procedure’ (attached at **APPENDIX 1**).

#### **2. RECOMMENDATION**

That the new Personal Relationships at Work Policy and Procedure (**APPENDIX 1**) is approved.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 It is a requirement of the Council’s Constitution 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 Personal Relationships at Work Policy and Procedure is a new procedure developed to support staff and managers in dealing sensitively but effectively with situations where employees have, or form, a close personal relationship with a work colleague, contractor, client, customer or supplier.
- 3.3 This Policy does not cover conduct / personal relationships between employees and Members of the Council as this is detailed in the Protocol on Member / Officer Relations set out in Part 5 of the Constitution.
- 3.4 This has been seen and approved by the Corporate Leadership Team and agreed by the Unison Area Organiser (Essex Team).

#### **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 Supporting the Council's objective for improving performance and efficiency.

## 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 agreed costs to the Council as a result of this policy.
- (v) **Impact on Resources (human)** – To produce and administer this policy.
- (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.

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