

Report of	Meeting	Date
Deputy Chief Executive (Introduced by the Executive Member (Resources))	Executive Member Decision	22.01.2021

Shared HR Policy Framework - Work-Life Policy Family

Purpose of Report

1. To present the new, shared HR policies supporting employee work-life blend, for Executive Member consideration and approval.

Recommendation(s)

2. That the policies outlined are adopted by both councils.
3. South Ribble Borough Council joins Chorley Council as an “Employer with Heart”, supporting the parents of premature babies and signing up to the Smallest Things Charter.
4. That a package of management training and support is developed and delivered to embed the new policies across the organisations.

Executive Summary of Report

5. The work-life policy family incorporates Parental Leave, Leave, Flexible Working and Homeworking, providing advice and information on achieving a work-life blend (appendices A-D). The policies provide clear, concise, and accessible guidance for employees and managers.
6. The policies expand on the provisions outlined in the agreed as part of Shared Services Terms and Conditions consultation. Terms specific to groups of employees may vary and will be detailed within employee Written Statement of Particulars (WSP). For example, annual leave entitlements, notice periods, and flexi limits.
7. Policies will be supported by parallel HR specific tools such as templates, meeting outlines, and manager guidance which will be developed and shared as appropriate. HR will continue to offer guidance and support on the application of policies.
8. Consultation with employees and the joint Unison branch has been undertaken and their feedback considered and incorporated into the final version of the policy.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reasons for Recommendation(s)

(If the recommendations are accepted)

9. The policies form part of the Human Resources updated policy framework that ensures that the councils adhere to current legislation and continue to be proactive employers.

Alternative Options Considered and Rejected

10. Not to accept the updates to this HR policy. This would require an update of the individual policies which are now outdated.

Corporate Priorities

11. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	x

Shared HR Policy Framework

12. The Shared HR Policy framework is intended to provide modern, concise, and accessible guidance to employees and managers. The policies within the framework will apply to all employees across Chorley and South Ribble Councils, not just those within shared services.
13. Policies have been combined where appropriate, to avoid duplication or contradiction, and to ensure that employees and managers are able to easily locate information. The combined policies have then been grouped into the following policy families:

Policy family	Policies
Organisational Change	Change
Work-Life	Parental Leave Leave Flexible Working Home Working
Benefits	Travel and Subsistence Pensions, Retirement, and Long Service Reservist Northern Rail Season Ticket
Behaviour and Values	Capability and Conduct Grievance Social Media Whistleblowing Code of Conduct
Wellbeing	Attendance Smoke Free Alcohol and Substance Misuse
Recruitment and Development	Recruitment, Selection, and On-Boarding Internal Placement

14. Policies will be developed, shared, consulted upon, and implemented in these groups.

Work-Life Policies

Parental Leave

15. The Parental Leave policy combines all Chorley and South Ribble policies related to maternity, paternity, adoption, shared parental leave, maternity support, and leave for fertility treatment.
16. The policy enhances the rate of shared parental pay to be consistent with maternity pay provisions, supporting all parents to spend time with their child in the first year of parenthood.
17. Ensures joint support of the Smallest Things Charter, by providing additional leave for the parents of premature babies.

Leave

18. The Leave policy combines all policies and provisions around all types of paid and unpaid contractual and statutory leave including annual, flexi, special, and TOIL. It provides clear and concise guidance on which type of leave is appropriate and when, and how to apply and utilise it.
19. The policy expands the provision of Domestic Abuse Support and Compassionate paid leave to all Chorley and SRBC employees.
20. The policy also provides for volunteering leave, enabling a joint provision of up to 3 days to volunteer within the local community.

Flexible Working

21. The flexible working policy provides clear, process-based guidance for employees requesting a change to their working pattern and for managers considering a request.
22. The policy exceeds the councils' statutory obligations and expands eligibility to all employees, regardless of length of service.

Homeworking

23. The homeworking policy redefines and provides guidance on the processes and agreements needed for a formal change from workplace to home/hybrid home working.
24. Whilst the councils currently have large numbers of employees working from home due to the Covid-19 pandemic, there is further analysis and consultation needed on the future of working locations and civic buildings. This policy has been developed in anticipation of a change to the way the councils have historically worked and will be implemented once the crisis response is no longer required.

Next steps

25. If these policies are approved a series of manager briefings, delivered by HR, and supported by e-learning, will be delivered.
26. The policy will be promoted to all employees through engagement groups, the intranet, and team meetings.

Implications of Report

27. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources	X	Equality and Diversity	

Legal		Integrated Impact Assessment required?	X
No significant implications in this area		Policy and Communications	

Comments of The Shared Service Lead for Transformation and Partnerships

28. The policies and recommendations in this report ensure clear, fit for purpose guidance for both managers and employees to support a positive culture and high performance.

Comments of The Statutory Finance Officer

29. There are no finance implications as a result of this policy. Should there be changed to conditions with finance implications they would be picked up in the relevant report.

Comments of The Monitoring Officer

30. Although the decision addresses policies that are attached to employees terms and conditions they are benefits and adoption, following proper process, has no adverse legal consequences.

Chris Sinnott
Deputy Chief Executive

Report Author	Ext	Date
Holly Walmsley	N/A	29/01/21

Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in Paragraph 2 of the report in accordance with my delegated power to make executive decisions.



Dated 01.02.21

Councillor Peter Wilson
Executive Member (Resources)