

Report of	Meeting	Date
Deputy Chief Executive (Introduced by the Executive Member (Resources))	Executive Member Decision	10 December 2021

## Shared HR Policy Framework – Benefits Policy Family

### Purpose of Report

- To present the new shared Benefits Policy Family for Executive Member consideration and approval.

### Recommendation(s)

- That the new policies are approved and adopted.

### Executive Summary of Report

- 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, and the councils' two leisure companies.
- Policies have been combined where appropriate, to avoid duplication or contradiction. 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	Expenses Pensions and Long Service Reservist Sustainable Travel
Behaviour	Conduct Grievance Social Media Code of Conduct
Wellbeing	Improving Attendance Smoke Free & Substance Use Emotional Wellbeing
Recruitment and Development	Recruitment, Selection, and on-boarding Capability Internal Placement

5. The Benefits policy family incorporates those policies which are part of employees' total reward package and provides a framework for those employee benefits available through MyRewards.
6. These policies have been fully consulted on and feedback from employees and Unison incorporated into the final versions.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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**Reasons for Recommendation(s)**  
**(If the recommendations are accepted)**

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

**Alternative Options Considered and Rejected**

8. Not to accept the updates to these HR policies.

**Corporate Priorities**

9. 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

**Background**

**Shared HR Policy framework**

10. The Shared HR Policy framework groups policies by theme or circumstance, and combines similar policies into new, concise documents. The new policies are easy to follow and understand and avoid jargon or legalistic language.
11. HR policies will not provide specific advice on individual circumstances. Detail which is specific to the individual will be included in their written statement of particulars (WSP). This will include information such as salary, notice period, redundancy multiplier, weekly hours, and annual leave entitlement. HR will continue to provide advice and support to managers and employees on situations affecting them.
12. These policies have been fully consulted on and feedback has led to a number of changes to the final versions presented here for approval.
13. A full package of training will be delivered to embed the new policies across the organisations. This workstream will support and run parallel to the manager development programme.

## **Benefits Policies**

14. The Benefits policy family incorporates Expenses; Pensions and Long Service; Reservist; and Sustainable Travel policies, providing advice and information on employee benefits and entitlements. The policies provide clear, concise, and accessible guidance for employees and managers.

## **Sustainable Travel**

15. The Sustainable Travel policy supports the councils' green agendas by providing affordable alternatives to high emission car travel, with a salary sacrifice cycle scheme and a salary deduction rail season ticket scheme.
16. The green lease car scheme has also been incorporated into this policy and will be implemented in January 2022.

## **Expenses**

17. The Expenses policy expands on the provisions for the remuneration for travel, subsistence, and other expenses. It also outlines the responsibilities of employees who drive in the course of their employment.
18. The policy incorporates the arrangements for professional body membership fees as agreed in the Shared Services T&C consultation.

## **Pensions and Long Service**

19. This policy fulfils the councils' requirements in accordance with the Local Government Pension Scheme (Administration) Regulations with regards to discretionary pension arrangements.
20. The policy also provides information on the arrangements for employees considering retirement, including flexible retirement.
21. The specific financial remuneration available through long service and retirement awards is detailed within the policy.

## **Reservist**

22. The reservist policy provides guidance on the support available to employees in the reservist and cadet forces.
23. It enables both councils to fulfil their obligations under the Armed Forces Covenant at a gold level.

## **Next steps**

24. A package of training and briefings will be developed and delivered to managers and employees across the organisations following final sign off.

## **Implications of Report**

25. With the extension of shared services it is important that where appropriate and necessary the HR policies of the councils are aligned. The risks of this policy family not being adopted by either council is that colleagues working within the shared service would be provided with a different policy framework to work within. This would lead to inequality and confusion for staff.

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

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**Comments of the Statutory Finance Officer**

27. No financial impact.

**Comments of the Monitoring Officer**

28. This is a new policy but replaces existing documents that are within the policy framework of both councils as such it is an Executive Decision.

Chris Sinnott  
Deputy Chief Executive

Report Author	Ext	Date
Hollie Walmsley	5372	9 September 2021

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 10.12.21**

**Councillor Peter Wilson**  
Executive Member (Resources)