

Report of	Record of	Date
Deputy Chief Executive (Introduced by the Executive Member (Resources))	Executive Member Decision	28/02/22

Is this report confidential?	No
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Is this decision key?	No
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## Shared HR Policy Framework – Health and Wellbeing Policy Family

### Purpose of the Report

1. To present the new shared Health and Wellbeing Policy Family for Executive Member consideration and approval.

### Recommendations

2. That the new policies are approved and adopted.

### Reasons for recommendations

3. 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.

### Other options considered and rejected

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

### Executive summary

5. 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, including those within the councils' leisure companies.
6. 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

7. The councils are committed to the health and wellbeing of our employees. We believe that our people are our most important asset and that everyone contributes more effectively to our success if they are healthy and happy at work.
8. These policies have been fully consulted on and feedback from employees and Unison incorporated into the final versions.

### Corporate priorities

9. The report relates to the following corporate priorities:

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

### Background to the report

#### 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. The Wellbeing policy family incorporates the Emotional Wellbeing, Smoke Free and Substance Use, and Improving Attendance policies. They provide advice and information on wellbeing and support for employees and the approach to managing health and lifestyle issues in the workplace for managers.

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.

### **Smoke Free and Substance Use Policy**

14. This policy encompasses the councils' drug and alcohol and smoke-free policies. It is designed to help and encourage employees to make healthy choices and support them if they cannot. This policy also provides practical advice to managers where there are concerns about an employee being under the influence of drugs or alcohol in the workplace.
15. There continues to be insufficient risk to the councils to legitimately introduce random drug or alcohol testing across the workforce and this is reflected in the policy. The policy also removes the previous provision for with cause testing as this is difficult to apply and is better replaced with a clear management process should an employee attend work under the influence. There are no recent examples of workplace drug testing being used at either council and a lack of testing does not preclude the councils from taking disciplinary action should this be necessary.

### **Improving Attendance**

16. This policy replaces the councils' individual attendance policies and is designed to help and encourage an attendance culture across the councils and to ensure that a fair, supportive and consistent approach is used in managing sickness absence.
17. The approach to the management of attendance which has been adopted across the councils is most similar to the current SRBC policy, which includes the elimination of trigger or action points and instead is a supportive policy which focusses on managers identifying areas of concern and acting upon them.
18. The policy provides information on the councils' approach to employees who are terminally ill, ensuring both can sign up to the TUC Dying to Work Charter.
19. Following feedback, this policy also incorporates an approach to employees experiencing menopausal symptoms with the objective of supporting them to remain in work.

### **Emotional Wellbeing**

20. The Emotional Wellbeing policy is designed to ensure that all employees are aware of support available to them if they are experiencing mental ill health and to provide managers with a framework to make sure that this support is practically implemented and is effective. It sits alongside the support available to employees through local counsellors, CBT providers, telephone counselling, and online provisions.
21. The policy includes guidance on completing an emotional wellbeing assessment which incorporates the HSE stress management standards and replaces the stress risk assessment processes across the councils.

### **Climate change and air quality**

22. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

### **Equality and diversity**

23. N/A

### **Risk**

24. The HR policy framework mitigates risk to the Council through the robust management of employment processes.

### **Comments of the Statutory Finance Officer**

25. There are no direct financial implications of these policies.

### **Comments of the Monitoring Officer**

26. These policies have been developed in accordance with council procedures and serve to support staff.

### **Background documents**

Shared HR Policy Framework – Benefits Policy Family

### **Appendices**

Appendix A – Smoke Free and Substance Use Policy

Appendix B – Improving Attendance Policy

Appendix C – Emotional Wellbeing Policy

Report Author:	Email:	Telephone:	Date:
Hollie Walmsley (HR Manager)	hollie.walmsley@chorley.gov.uk	01257 515372	25/02/22

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 28.02.22**

**Councillor Alistair Bradley**

**Executive Member Economic Development and Public Service Reform**

This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council's Constitution.