



Personnel Sub-Committee

Date: 22 March 2021

Title: Policy review

Purpose of the Report: To advise Sub Committee on possible future policy additions/revisions.

Contact Officer: Sarah Sandiford, Deputy Town Clerk

Corporate Objective/s		LLTC Five Year Plan – Aim 1 (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).
Implications:		
Financial	None	
Human Resources		To ensure staffing policies are up to date
Operational/Service delivery	None	
Risk/Health and Safety	None	

1. RECOMMENDATION

Should the Committee be minded, the proposals is:

- 1.1 To consider endorsing the actions to review staffing policies and procedures over the next two years as set out in the comments section of the table at paragraph 2.3.

2. BACKGROUND

- 2.1 Leighton-Linslade Town Council has a range of staffing related policies which are periodically reviewed with advice from the Council's retained Human Resources support provider, Luton Borough Council.
- 2.2 In recent years the policies and procedures reviewed include: organisational change, sickness absence, disciplinary, grievance resolution, prevention of bullying and harassment, appraisal procedure and compassionate and special leave procedure.

2.3 As part of a wider policy review, the current status of staffing policies has been evaluated as per the below:

Policy name	Last updated	Comment
Employee Appraisal Procedure	June 2015	No update required – reviewed February 2021
Compassionate and Special Leave Procedure	Sept 2020	No update required – reviewed September 2020
Sickness Absence procedure	June 2015	Update required
Childcare voucher policy	Sept 2009	Decide whether to continue - LLTC decision
Disability Discrimination Policy statement	Feb 2011	Update required – Replace with 'Equality in Employment' Procedure
Disciplinary Procedure	Jan 2017	No update required – reviewed February 2021
Employee Handbook	Jan 2019	Update required to include cycle to work scheme
Employee Performance Procedure	2016	No update required – reviewed February 2021
Equal Opportunities Policy	Feb 2011	Update required – Replace with 'Equality in Employment' procedure
Eyecare Policy	Jan 2013	Current focus is on VDU users; consider whether to add considerations for drivers of LLTC vehicles
Flexi Time Procedure	Jan 2017	No update required – reviewed February 2021
Grievance Resolution Procedure	Jan 2017	No update required – reviewed February 2021
Home working protocol	Oct 2017	May require update – moving forward - Covid
Lone working policy 2016-2019	2016	Review in April 2021
Mobile phone or device use agreement		Reviewed February 2021 – no update required
Organisational change Procedure	June 2015	Reviewed February 2021 – no update required
Prevention of bullying and harassment procedure	Jan 2016	Reviewed February 2021 – no update required
Probationary procedure	June 2015	Reviewed February 2021 – no update required
Recruitment policy	Sept 2020	New Policy Sept 2020
Social media procedure	Jan 2017	Update required

Staff and councillor training policy	Sept 2015	
Stand By and Call Out Policy	Jan 2020	New Policy January 2020
Whistleblowing procedure	June 2015	Reviewed February 2021 – no update required

- 2.4 Anticipated timescales for the above work will be drafted once agreement has been reached on the Human Resources Service Level Agreement beyond 1 April 2021.
- 2.5 The Town Council currently has no Flexible Retirement Policy and this is something it may wish to consider in line with the review of the Council's Statement of Pension Discretions.

End.