



**Policy, Finance and  
Development  
Committee**

**28 October 2014**

**Matter for Decision**

Title: **Human Resources Policies**

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## **1 Introduction**

The purpose of this report is for the approval of these four policies which were due for revision and are attached to this report as appendices:

- Recruitment and Selection policy and procedure: this policy and procedure states how the Council's job vacancies are created and advertised, the process with which HR selects job applicants for interview and makes job offers to the successful candidate. The recruitment of apprentices and agency staff is also discussed.
- Stress Management policy and procedure: this policy and procedure outlines how the Council helps its staff deal with stress, monitors its staff attendance records and how employees suffering from stress should attend Occupational Health and Sickness Capability Meetings where necessary.
- Secondment policy and procedure: this policy and procedure summarises how secondments are approved by Heads of Service and Senior Management Team; how these placements can be extended or terminated; how employees can return to their substantive post or be made permanent in the secondment role.
- Honorarium and Acting Up policy and procedure: this policy and procedure outlines the process under which payments should be made to employees by identifying and awarding honorariums and acting up opportunities. It enables individuals to be rewarded for additional works conducted in their role and also sets out restrictions.

## **2 Recommendations**

That Committee approves the four policies with delegation to the Head of Corporate Resources to make any amendments arising out of changes to the law.

## **3 Information**

The aforementioned policies and procedures are designed to show the Council's commitment to its employees. This is demonstrated through not only having a fair selection procedure in recruiting staff, but also its opportunities for career development through secondments. The Stress Management policy and procedure will enable the Council to take steps to assist and support staff suffering from stress through various means, for example risk assessments and meetings as to Occupational Health and Sickness Capability.

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<b>Implications</b>	
Financial (PL)	Compliance with these policies will require the Council to pay for training, occupational health risk assessments and external advertising of its job vacancies. In doing this, the risk of stress-related absenteeism and litigation can be reduced, health and safety awareness can be enhanced, suitable candidates can be considered for Council job vacancies and existing employees can be internally promoted through the availability of training and secondment work experience.
Risk (KG)	CR4 Reputation Damage, CR6 Regulatory Governance
Equalities (KG)	An EIA has been carried out on these policies.
Legal (KG)	It is appropriate to have policies such as these in place for the management and development of staff.