

**Report of:** Human Resources Business Manager

**To:** Executive Board

**Date:** 16 April 2007 **Item No:**

**Title of Report :** Human Resource (HR) Policy Framework

### Summary and Recommendations

**Purpose of report:** To inform members of the HR policies that are adopted or currently under review and will be presented at future Executive Boards for approval.

**Key decision:** No

**Portfolio Holder:** Councillor John Goddard

**Scrutiny Responsibility:** Finance

**Ward(s) affected:** None

**Report Approved by:** Strategic Management Board

Councillor Goddard – Portfolio Holder

Jeremy Thomas – Legal Services

**Policy Framework:** No

**Recommendation(s):** The Board is asked to note the policies under review and endorse the policy framework

## 1 Background

### 1.1 Purpose

HR policies ensure that everyone in the Council is treated fairly and consistently and that their contributions to the success of the Council are appropriately recognised and rewarded. All employees shall be fully aware of what the Council expects of them and what they, in return, should expect from the Council. HR Policies summarise the Council's responsibility to individuals and their responsibility to the Council.

### 1.2 The Policies

It is planned that the detailed HR policies and procedures are published in the

respective HR handbooks, intranet and available for new starters and staff on DVD. Each Business Unit and HR will take responsibility for making their HR policies/procedures readily accessible to all their employees and for facilitating understanding through training where appropriate.

### **1.3 The Framework**

The framework detailed in appendix 1 categories the policies under a number of headings. Changes in legislation together with an aim of being able to achieve and facilitate organisational change requires the Council to introduce some new policies and revise others. There may well be a need to revise the estimated dates of approval within the framework during periods of consultation if necessary.

### **1.4 Consultation**

A Policy group has been established to review and consider the policies. All policies will also be considered by Senior Management Board, Legal and the Joint Consultative Committee and will be subject to staff consultation as appropriate.

### **1.5 Financial Implications**

Some of the policies will have financial implications the Council will need to be considered. These implications will be identified within a cover report for each policy as appropriate.

## **Recommendations**

That members note the report and HR policy framework.

**Appendices** – Appendix 1 – HR policy framework

### **Name and contact details of author:**

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**Background papers: None**

