

**To:** Council

**Date:** 20<sup>th</sup> July 2015

**Report of:** Corporate Lead (HR Policy & Organisational Development)

**Title of Report:** Employment Policies

## Summary and Recommendations

**Purpose of report:** To present for approval one new and one revised employment policy

**Key decision No**

**Executive lead member:** Councillor Susan Brown

**Policy Framework:** Corporate Plan Priority 'Effective and Efficient Council'

**Recommendation(s):** Council is recommended to:

1) Approve the following policies (appended to the report) with immediate effect:

Employee Data Monitoring Policy including current list of monitoring tools

Recruitment and Selection Policy

2) Authorise the Corporate Lead for HR Policy and Organisational Development to amend the policies and procedures from time to time in order to correct any factual or legal errors.

## **Appendices**

Appendix 1 – Employee Data Monitoring Policy

Appendix 1A – Employee Data Monitoring Current List of Tools

Appendix 2 – Recruitment and Selection Policy

Appendix 3 - Risk Register

## Appendix 4 - Equalities Impact Assessment

### Background

1. **Employee Data Monitoring Policy:** This new policy, attached at Appendix 1 has been developed to ensure our monitoring processes are clear and understood by all staff. The procedures outlined comply with legislative requirements and are in line with good practice. The policy simply confirms and clarifies current processes and doesn't introduce any new processes. The list of monitoring tools attached at Appendix 1A will be kept under regular review.
2. **Recruitment and Selection Policy:** Appendix 2 attached is a revision of an existing policy and procedure. It has been updated to focus purely on policy issues. Sections on 'Safer Recruitment' and 'Support for Applicants' have been added.

The procedural elements are being reviewed as part of a wider recruitment review which is underway and will continue during the coming months. This will include the development of more comprehensive guidance and support for managers. Some interventions such as revised recruitment and selection workshops are already in place.

### Consultation with Trade Unions

3. Both of these policies have been through consultation and negotiation with both trade unions and have been agreed by their respective branch committees.

### Legal Issues

4. Employment policies form part of the Council's terms and conditions of employment for all employees, requiring employees to adhere to their contents. Managers are required to ensure consistent, fair and equitable application of these policies to meet employment law requirements and good practice.

### Financial Issues

5. By having clear and legally compliant policies the risk of any financial compensation is minimised.

### Environmental Impact

6. There are no environmental impacts.

### Level of Risk

7. These policies will ensure that the Council complies with its legal requirements and the clear guidance to managers and employees will ensure consistency. The absence of the policies would increase the risk of legal action against the Council with associated financial and employee relations implications. A risk register is attached at Appendix 3.

### **Equalities Impact**

8. An initial Equalities Impact Assessment is attached at Appendix 4 indicating there are no adverse impacts.

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