

REPORT OF HUMAN RESOURCES MANAGER

SUBJECT: HR POLICY DEVELOPMENT, APPROVAL AND IMPLEMENTATION

Purpose of Report

To ask Members to give formal consent to the draft *HR Policy Development, Approval and Implementation policy*.

Introduction/Background

With the advent of a new HR team at PCNPA and the need to ensure that the Authority's Human Resource Policies remain 'living documents' that grow with the development of the organisation, it is necessary to ensure a robust policy review procedure is in place. The draft policy presented to Members aims to do that.

PCNPA has over eighty HR policies, not including a separate Staff Handbook, which also contains many contractual and non-contractual terms.

There also exists, a large number of separate Health & Safety policies and procedures.

In addition to this, Authority staff are also subject to NCJ terms and conditions, which require a degree of interpretation, for them to be understood by all levels of staff.

The Authority's HR department have committed to undertake a 'root and branches' review of all policies, to streamline them and make them more easily understood by staff and managers (who are ultimately responsible for their implementation). This follows direct feedback by managers and staff representatives and feedback from some Committee Members.

Due to the scale of the task at hand, it will be necessary to ensure that policies are rolled out in a timely fashion and there is a clear line between those policies that require a 'tidy up' before consultation / approval / re-implementation and those that might require new or substantial changes. In the latter case an equally rigorous process of approval is required but with the intellectual challenge by Committee Members.

Financial considerations

None identified that would impact the adoption of this policy.

Risk considerations

The draft policy aims to separate strategy policy decisions from day-to-day operational amendments. It has been drafted specifically to mitigate any perceived risks identified by Members. Therefore, new and/or existing policies resulting in a general change to aims and objectives or direction of decision making, will require approval through the NPA or the Personnel Committee as appropriate.

Compliance

The draft policy aims to ensure that HR policies can be reviewed in a more efficient manner and that they continue to remain living documents that support any changes to the Park's purpose, policies and/or corporate objectives and stakeholder expectations such as Welsh Government.

Human Rights/Equality issues

None identified. Full consultation with relevant parties will continue to take place, to ensure all Human Rights and Equality, Diversity and Inclusion issues are identified and addressed where any change to policy is required.

Biodiversity implications/Sustainability appraisal

None identified.

Welsh Language considerations

If ratified the policy will be adopted in both the Welsh Language and English.

Wider implications

None identified.

Conclusion

The draft policy aims to ensure a consistent process for the development, approval and management of all Pembrokeshire Coast National Park Authority (PCNPA) HR policies and procedures.

It formalises the consultation and approval process for the formal adoption of Authority HR policies, balancing the need for rigorous challenge and timely implementation of a required legislative change dictated by the courts of Wales and England.

RECOMMENDATION:

Members are asked to approve the draft policy.

Background Documents

Draft HR Policy Development, Approval and Implementation Policy

(For further information, please contact Kelland Dickens - Human Resources Manager, on 01646 624825 – email kellandd@pembrokeshirecoast.org.uk)

HR Policy Development, Approval and Implementation

POL_(TBC)

Internal Policy

Review

Version	Effective Date	Document Owner	Review Trigger
V1	TBC	Human Resources Manager	If required by changes in local or national requirements.

Target Audience

All staff and Committee Members

Consultations

Group	Date
Staff Reps Leadership Team	TBC TBC

Approvals

Approved by	Name	Date	Signature
NPA			

Document Location

Document Location
TBC

Contents

1. Introduction.....	3
2. Purpose and Scope	3
3. Development.....	3
4. Consultation and Involvement.....	4
5. Approval Process	4
6. Policy Organisation	5
7. Reference	5
8. Version History	5

1. Introduction

This document aims to ensure a consistent and evidence based process for the development, approval and management of all Pembrokeshire Coast National Park Authority (PCNPA) HR policies and procedures.

To have formal status, policies and procedures must be prepared and approved in accordance with the process described in this document.

Policies that are developed or reviewed will be subject to consultation. The range of consultation will be dependent upon the policy and those involved will be chosen by the Author or by reference to this document.

2. Purpose and Scope

This document sets out the responsibilities and requirements for developing, approving, ratifying and management of the PCNPA strategies, policies or procedures for all PCNPA staff matters.

3. Development

Development of HR strategy and policy is the delegated responsibility of PCNPA's Human Resources Manager.

However, direction is also provided in the *Terms of Reference* for the Personnel Committee, whose remit includes:

making recommendations to the Authority as to policies which should be adopted with regard to the recruitment, employment, dismissal, conditions of service and training of its staff.

Recommendations for new policy and the review of existing policy can also come from:

- the Chief Executive and Leadership Team;
- the Audit and Corporate Services Review Committee (whose remit includes Health & Safety);
- the Employee Forum who would make recommendations to the Personnel Committee; and
- the Staff Representatives Group.

Policies are also directed by way of new legislation in April each year and in October, such as the new National Minimum Wage. PCNPA also recognise the National Joint Council (NJC's) National Agreement on Pay and Conditions of Service, although this is not binding in its entirety.

The development or review process must include a comprehensive equality impact assessment. This will be undertaken by the policy author as the subject expert, however support will be sought where necessary.

4. Consultation and Involvement

Policy Development will not be written in isolation.

All policies and procedures should be developed in consultation with their target audience involving appropriate stakeholder, managerial and staff representation.

As part of the consultation, all Authority-wide policies and procedures will be brought to the attention of staff via email and a DRAFT policy made available to the Staff Representatives Group. Staff will be advised to provide feedback through their Staff Representative.

Documents will be marked 'for consultation' or 'for information' as dictated by the subject content.

The Authority will develop a mechanism to involve members of the public or volunteers where appropriate. This will strengthen the stakeholder involvement with the organisation and demonstrate our commitment to working with the local community. All consultations will be led by the author and will be completed before the policy or procedure begins the approval process.

5. Approval Process

It is necessary to ensure that all policies and procedures undergo the appropriate scrutiny and consultation prior to their approval.

The NPA Committee is responsible for the approval of all HR strategy and policy documents prior to their implementation. However, delegation is 'requested' in accordance with the below matrix:

Type of document	Personnel Committee	Employee Forum	NPA	Leadership Team
New Policy - resulting in contractual change not driven by legislation or collective bargaining.	Consulted	Consulted	Approval	Consulted
New Policy - required as a result of new legislation or changes to NJC terms and conditions.	Informed	Informed		Approval
Existing Policy - which changes the general aims and objectives and direction of decision making.	Approval	Consulted		Consulted
Existing Policy - which <u>doesn't</u> change the general aims, objectives or direction of decision making, e.g. to reflect a change in working practice.				Approval
Procedures				

- that define how a policies (already approved by NPA or other delegated Committee) are implemented.				Approval
NJC Terms and Conditions - with a potential impact on resources (financial or otherwise), where the Authority has discretion on implementing	Approval	Consulted		Consulted
NJC Terms and Conditions - where no discretion exists, e.g. <i>annual pay remit</i>				Approval
Guidelines - which provide advice to staff and managers alike and are advisory in nature only.				Approval

Any policy change approved by delegation to Officers of the Authority, will be reported to the next available Personnel Committee meeting.

6. Policy Organisation

The Human Resources Manager (or delegate) will maintain a list of all current HR Policies and Procedures in circulation.

To make sure that all staff know about any new/revised documents information will be:

- included within a weekly communications update and hyperlink provided.
- highlighted in the monthly Staff Newsletter.

The intranet site will be the primary internal location for all policies and procedures to ensure that staff can access the most up to date versions.

The Line Manager is responsible for making sure that staff who do not have access to the Intranet can access documents. All documents are to be published in English and Welsh.

All documents will be subject to version control and archived in line with legal requirements and the organisation's Records Retention and Destruction Protocols.

7. Reference

None

8. Version History

Version	Effective Date	Summary of Changes
1		New Policy

