

EMPLOYEE HANDBOOK

Summary: to present the new Employee Handbook.

Recommendation: that the Board adopts the new Employee Handbook.

Reviewed by the Executive Committee: Yes / No

If yes, the Committee's comments: the Chairman required further clarification on two specific policies (which has now been received). The Executive Committee approved the Handbook and recommended that it should be presented to the Board for adoption.

Report by: Andy Parsons - Chief Executive

INTRODUCTION

1. The old version of the Employee Handbook was both out-dated and, to a great extent, difficult to understand and use. Therefore, it became apparent that a new version was required to support team members in their role as employee and, in some circumstances, line manager.

PROCESS

2. Between November and January, Kathryn Dowell (our HR Business Partner at Publica) redrafted/ updated existing policies covering the following topics:
 - Bullying and Harassment
 - Disciplinary
 - Equalities and Diversity
 - Expenses
 - Flexible Retirement
 - Flexible Working
 - Flexi-Time Scheme
 - Grievance
 - Managing Performance
 - Maternity Scheme
 - Paternity Scheme
 - Probationary
 - Redundancy
 - Shared Parental Leave
 - Sickness Absence
3. Employees were consulted on the policies and encouraged to provide feedback for further consideration. The consultation was between 20 January and 5 February.
4. Kathryn Dowell then produced a final version, having given consideration to the consultation feedback.

NEXT STEPS

5. Subject to the Employee Handbook gaining Board adoption, the full handbook - including policies and processes - will be saved on the organisation's intranet and employees will be made aware of where to find the information.

SUPPORTING PAPERS

- Appendix 1 – Employee Handbook Policies (sent electronically to all Board Members)

MARCH 2021