

## EMPLOYEE HANDBOOK

**Summary:** to present the new Employee Handbook.

**Recommendation:** that the Executive Committee approves the new Employee Handbook and recommends that it is taken forward to the March 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 at the March meeting, 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