

# CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 3 June 2024

**Title:** New H R Policies

**Purpose of the report:** To review new and revised policies.

## **Background:**

The People & Organisation Service has been continuing to review, develop and update key policies. Following consultation, the following policies have been discussed, amended and agreed by the recognised corporate trade unions:

- Family Leave and Support Policy
- Leave and Absences Policy
- Flexible Working Policy
- Prevention and Management of Stress Policy
- Driving at Work Policy – Council Fleet (revised)

The purpose of all employee policies and procedures is to clearly set out the behaviours, processes and procedures required, how they can gain advice and support and, where applicable, the consequences of not adhering to the policy and/or procedure. The introduction of these policies has a negligible financial impact and it expected result in an overall cost saving through the reduction of sickness absence and the associated cost of providing cover for that absence.

## **Recommendation(s):**

1. To recommend the approval of the Family Leave and Support Policy by Cabinet
2. To recommend the approval of the Leave and Absences Policy by Cabinet
3. To recommend the approval of the Flexible Working Policy by Cabinet
4. To recommend the approval of the Prevention and Management of Stress Policy by Cabinet
5. To recommend the approval of amendments to the Driving at Work – Council Fleet Policy by Cabinet

Following discussion, Members agreed to recommend that Cabinet approve recommendations 1 to 5 above, subject to the following:

Recommendation number 2, Policy titled Leave and Absences Policy, to include Adult Volunteers for the Cadet Force are entitled to up to 5 days paid leave. This will place the Authority in a position to apply for the ERS Gold Award (currently achieved Silver Award).

## **Reasons for decision:**

- To ensure compliance with new legislation
- To support recruitment and retention, employee health and wellbeing, and operational effectiveness

It was agreed that the Committee would request an update report on Hybrid Working at the May 2024 meeting.

**Councillor Rhodri Evans**  
***Chairman of the Corporate Resources Overview and Scrutiny Committee***