

## **BOARD OF MANAGEMENT**

### **Report to the Human Resources Committee**

**11 November 2020**

**Subject: Review of HR Policies**

#### **Introduction**

The HR Department holds a list of all HR Policies and their review dates and a copy is attached below. This list has been shared with JNC in order that we can agree the initial priority policies and agree dates for review.

The priority policies that the JNC have recommended are:

- Code of Practice for Employee Competency
- Dignity at work
- Grievance Policy and Procedure
- Disciplinary Policy
- Code of Practice on Whistleblowing
- Managers' Charter

It is recommended that in future, HR policies are reviewed and agreed by the JNC and the Senior Leadership Team *prior* to formal approval by the HR Committee.

Once a policy is approved by the HR Committee, it will be communicated to all staff by publishing on the staff portal.

For information, the Social Media Policy that was discussed at the last HR Committee is under further discussion and will be referred back to the HR Committee for approval prior to the next meeting.

#### **Recommendation**

The HR Committee are asked to support this change in procedure.

Lindsey Ferries  
Interim Head of HR

3 November 2020

## HR Policies

Policy Name	Date of last Review
Absence Management Policy and Procedure	Aug-14
Adoption Policy and Procedure	Aug-14
Adverse Weather Policy	Aug-14
Alcohol, Drug and Substance Abuse Policy	Aug-14
Anti-Bribery Policy	Sep-14
Business Travel Overseas	Aug-14
Code of Practice on Whistleblowing	Oct-17
Caring for Carers Guidance	Jun-20
Dignity at Work Policy	Aug-14
Disciplinary Policy and Procedure	Aug-14
Code of Practice on Employee Competence	Aug-14
Employee Privacy Notice	May-18
Equality Policy	Apr-19
Expense Procedural Manual	Apr-13
Equality Safe Gender-Based Violence Prevention Action Plan	
Student and Staff Gender-Based Violence Prevention & Support Policy	May-19
Grievance Policy and Procedure	Aug-14
Managers Charter	
Menopause Policy	Mar-20
New and Expecting Mother	Aug-14
Data Protection Privacy Notice for National Fraud Initiative	Sep-19
Parental and Family Leave Policy and Procedure	Aug-14
Personal and Domestic Leave Policy and Procedure	Aug-14
Data Protection Recruitment Privacy Notice	Sep-19
Retirement Policy	Aug-14
Shared Parental Leave Policy (children expected to be born on or after 5th April 2015)	Apr-15
Smoking and Vaping Policy	Feb-19
Social Networking and Media Policy	Aug-14
Staff Dress Code and Uniform Policy	Aug-14