



# RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

DELEGATED  
OFFICER DECISION  
TAKEN BY:  
PORTFOLIO  
AREA:

David Fairclough - Director of HR,  
Governance & Engagement

Schools and Education

**SUBJECT: Update of Various Schools HR Policies**

## 1. DECISION

The Strategic Director Children's & Education & the Director of HR, Governance & Engagement are asked to approve the revised School Policies.

## 2. REASON FOR DECISION

These Policies have been updated to ensure that they are fit for purpose and up to date in line with employment legislation and best practice.

The changes have been consulted with key stakeholders and through the LA Schools' Policy Development Group and agreed at the Local Joint Negotiating Consultative Committee (Schools & Teaching) and included on the Directors Report.

## 3. BACKGROUND

Schools HR Policies and procedures require updating from time to time to ensure they remain accurate and reflect current legislation and good practice. In updating the policies and procedures, senior Education department staff, Schools, and trades unions are consulted. Over recent months the following policies and procedures have been agreed for update.

Summary details of all the Policies reviewed and updated as appropriate are set out below.

### **Probationary Policy** (Appendix 1)

This is a new policy for schools and has been developed to support schools with understanding and following the requirements of the probation period for support staff. The aim of the probationary period is to ensure that new appointees can meet the basic requirements of the role to the standards expected. New appointees will be subject to the satisfactory completion of the probationary period, normally 6 months, in which the new appointee must demonstrate suitability for the post including the core aptitudes, behaviours and ethos detailed in the School's Mission Statement.

In developing the policy, account has been taken of best practice and current employment legislation. It is important to ensure that new employees to the school are provided with the appropriate induction to support them to settle into their new role so they can effectively perform their duties and responsibilities as quickly as possible. The policy supports both the employee and

the school in monitoring progress in that reviews are conducted and any improvements highlighted to allow the new employee time to meet the standards required.

### **Paternity Policy** (Appendix 2)

This policy was reviewed and no amendments were required. The LA has a responsibility to review all policies and guidance regularly in order to ensure they remain up to date and contain current information. Evidence that this review has been undertaken is reflected in the date displayed on the document and the review is noted at the Local Joint Negotiating Consultative Committee (Schools & Teaching). The wording remains in line with guidance and best practice.

### **Shared Parental Leave Policy** (Appendix 3)

The LA's revised statutory policy now includes an update on those who are using a surrogate parent and what procedure needs to be followed to make an application for leave. The wording of the policy has also been changed to reflect the wording on the Government website and make it easier to read/understand.

### **Bribery Act Statement** (Appendix 4)

This statement was reviewed and no amendments were required. The wording remained in line with guidance and best practice. Please see above regarding the LA's responsibility to review policies and guidance.

### **Continuous Professional Development Policy** (Appendix 5)

This policy was reviewed and no amendments were required. The wording remains in line with guidance and best practice.

### **Cycle to Work Policy and FAQ's** (Appendix 6)

This policy was reviewed and amendments were made to the process these included

- There is no longer an upper limit on the hire agreement value.
- At the end of the hire period you can decide to have an extension to the hire period of up to 3 years by paying a small refundable deposit (with an option to retain ownership at the end of that period); this has increased from 2.5 years to 3 years.
- Certificates will be emailed, not posted to employees.

In updating this policy this has ensured that the procedure to be followed is up to date

### **Special Leave Policy and Guidance for Teachers** (Appendix 7)

These documents were identified as requiring a review to ensure that they remained current in terms of employment legislation and best practice.

Apart from changes to ensure employment legislation was up to date there was also elements of the process contained in the Policy and this has been moved into the Guidance.

### **Code of Conduct** (Appendix 8)

This new document was requested by schools in order to support them with ensuring that they remained current in terms of employment legislation and best practice. This guidance is intended to:

- Give clear guidance to all concerned regarding appropriate conduct in the workplace;
- Enable schools to set out clear expectations of all staff in order to minimise the likelihood of misconduct in the workplace;
- Comply with legislation that affects staff employed in educational settings.

In developing the Code, account has been taken of best practice and current employment legislation. It is important to ensure that all employees are treated equally and this guidance will support equality of treatment for all.

#### **Smokefree Policy for Schools** (Appendix 9)

These documents were identified as requiring a review to ensure that they remained current in terms of employment legislation and best practice.

In updating this policy this has ensured that the procedure to be followed and the information around this procedure is up to date.

#### **Fixed Term Contract Guidance (Schools)** (Appendix 10)

This new piece of guidance has been developed in order to support schools with understanding and following the requirements of offering and ending a fixed term contract. Ending a fixed term contract is a dismissal in law and a three step dismissal process must be followed to ensure that the required statutory notice periods and any termination payments are applied. In developing the guidance, account has been taken of best practice and current employment legislation. It is important to ensure that all employees are treated equally and this guidance will support equality of treatment for all.

#### **Menopause Policy** (Appendix 11)

This is a new policy for schools and has been developed to support schools with understanding and supporting employees in the workplace who may be facing the menopause. This policy is intended to:

- Help create an environment where women feel confident enough to raise issues about their symptoms and ask for adjustments at work. The school will treat all individuals with dignity and respect during this time and to ensure that the workplace provides support that may be needed.
- Educate and inform employees and managers about the potential symptoms of menopause and how they can be supported at work.

Reduce absenteeism due to menopausal symptoms.

#### **4. OPTIONS CONSIDERED AND REJECTED**

N/A

#### **5. DECLARATION OF INTEREST**

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

None

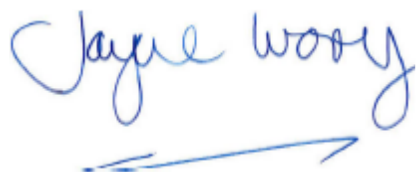
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| <b>VERSION:</b> | <b>4.0</b> |
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| <b>CONTACT OFFICER:</b> | <b>Gillian Shaw</b> |
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| <b>DATE:</b> | 23/4/21 |
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| <b>BACKGROUND DOCUMENTS:</b> | Appendices 1 to 12 |
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Signed:

A handwritten signature in blue ink that reads "Jayne Woollam". Below the signature is a horizontal line with an arrow pointing to the right.

**Strategic Director Children's & Education**

**Date: 04/05/2021**

Signed:

A handwritten signature in blue ink, appearing to be "DGP".

**Director of HR, Governance & Engagement**

**Date: 29/04/2021**