

# West Suffolk Joint Staff Consultative Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title of Report:</b>	<b>Human Resources Policies</b>	
<b>Report No:</b>	<b>JSP/JT/16/003</b>	
<b>Report to and date/s:</b>	West Suffolk Joint Staff Consultative Panel	25 July 2016
<b>Portfolio holder:</b>	Councillor Stephen Edwards Portfolio Holder for Resources and Performance <b>Tel:</b> 07904389982 <b>Email:</b> stephen.edwards@forest-heath.gov.uk	Councillor Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 07597961069 <b>Email:</b> ian.houlder@stedsb.gov.uk
<b>Lead officer:</b>	Karen Points Head of HR, Legal & Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> karen.points@westsuffolk.gov.uk	
<b>Purpose of report:</b>	The Panel are asked to recommend approval of the attached HR policies to both Authorities' Cabinets.	
<b>Recommendation</b>	<b>The West Suffolk Joint Staff Consultative Panel, RECOMMEND to Cabinet to approve:</b> <ul style="list-style-type: none"> <li>• <b>the Workplace Wellbeing Strategy;</b></li> <li>• <b>the Mental Health At Work Policy;</b></li> <li>• <b>the Mentoring Policy; and</b></li> <li>• <b>the Mediation Policy.</b></li> </ul>	
<b>Key Decision:</b>	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• Leadership Team, Unison, Joint Staff Consultative Panel</li> </ul>	
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Implications:</b>		
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• Policies require adoption by the West Suffolk Authorities</li> </ul>	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Lack of written policy to support consistent welfare of staff leading to disputes and formal procedures	Medium	Approval of Policy	Low
<b>Ward(s) affected:</b>		None directly	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		Appendix 1: Workplace Wellbeing Strategy Appendix 2: Mental Health at Work Policy Appendix 3: Mediation Policy Appendix 4: Mentoring Policy	

## 1. Key issues and reasons for recommendation(s)

- 1.1 The Human Resources Service has been working on new policies and strategies for West Suffolk, in accordance with the current employment legislation and good practice. Policies and procedures are also written with ACAS best practice in mind.
- 1.2 The Leadership Team and Unison have had involvement in the development of these policies. Consultation continues at the West Suffolk Joint Staff Consultation Panel, with Portfolio Holders and finally with Cabinets, who will be asked to approve the final versions subject to recommendation from the Panel. Where minor statutory changes are made subsequently, in consultation with Unison, policies will be amended.
- 1.3 The Workplace Wellbeing Strategy is the overarching strategy which encompasses our commitment to the health and wellbeing of our staff through a range of initiatives. The Mental Health At Work, Mentoring and Mediation policies underpin our commitment and strengthen the approach to the wellbeing of our staff and are stand alone documents specific to their content.