

Cabinet



Forest Heath
District Council

Title of Report:	Recommendations of the West Suffolk Joint Staff Consultative Panel: 25 July 2016 – West Suffolk Human Resources Policies	
Report No:	CAB/FH/16/038	
Report to and date:	Cabinet	13 September 2016
Portfolio holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	
Chairman of the Panel:	Mark Johnson (Employees' Side) Tel: 01284 757051 Email: mark.johnson@westsuffolk.gov.uk	
Lead officer:	Karen Points Head of HR, Legal and Democratic Services Tel: 01284 757015 Email: karen.points@westsuffolk.gov.uk	
Purpose of report:	On 25 July 2016, the West Suffolk Joint Staff Consultative Panel considered the following substantive items of business: <ol style="list-style-type: none">(1) Human Resources Policies; and(2) Workforce Data. Recommendations for Cabinet consideration emanated from Item (1) above.	
Recommendation:	It is <u>RECOMMENDED</u> that subject to the addition of a paragraph to the Workplace Wellbeing Strategy to explain the role of the Workplace Wellbeing Charter, the following West Suffolk Human Resources Policies, as contained in Appendices 1 to 4 respectively to Report No: JSP/JT/16/003, be approved: <ul style="list-style-type: none">• Workplace Wellbeing Strategy 2016-2019;• Mental Health at Work Policy 2016;• Mentoring Policy 2016; and• Mediation Policy 2016	

Key Decision:	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> See Report No JSP/JT/16/003 		
Alternative option(s):	<ul style="list-style-type: none"> See Report No JSP/JT/16/003 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		<ul style="list-style-type: none"> See Report No JSP/JT/16/003 	
<i>Are there any staffing implications? If yes, please give details</i>		<ul style="list-style-type: none"> See Report No JSP/JT/16/003 	
<i>Are there any ICT implications? If yes, please give details</i>		<ul style="list-style-type: none"> See Report No JSP/JT/16/003 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		<ul style="list-style-type: none"> See Report No JSP/JT/16/003 	
<i>Are there any equality implications? If yes, please give details</i>		<ul style="list-style-type: none"> See Report No JSP/JT/16/003 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No JSP/JT/16/003			
Ward(s) affected:		None directly	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No: JSP/JT/16/003 Appendix 1: Workplace Wellbeing Strategy 2016-2019 Appendix 2: Mental Health at Work Policy 2016 Appendix 3: Mentoring Policy 2016 Appendix 4: Mediation Policy 2016	
Documents attached:		None	

1. West Suffolk Human Resources Policies (Report No: JSP/JT/16/003)

- 1.1 The Human Resources Service had been working on new policies and strategies for West Suffolk, in accordance with current employment legislation and good practice. Policies and procedures were also written with ACAS best practice in mind.

The following documents are attached as Appendices to Report No JSP/JT/16/003:

Appendix 1: Workplace Wellbeing Strategy

Appendix 2: Mental Health at Work Policy

Appendix 3: Mediation Policy

Appendix 4: Mentoring Policy

- 1.2 The Workplace Wellbeing Strategy is the overarching strategy which encompasses the West Suffolk Authorities' commitment to the health and wellbeing of staff through a range of initiatives. The Mental Health At Work, Mentoring and Mediation policies underpin the commitment and strengthen the approach to the wellbeing of the West Suffolk Councils' staff and were stand-alone documents specific to their content.
- 1.3 The Leadership Team and Unison have had involvement in the development of the documents. Consultation continued at the West Suffolk Joint Staff Consultative Panel, with Portfolio Holders and finally with Cabinets, who are now being asked to approve the final versions on the recommendation of the Panel.

Where minor statutory changes are made subsequently, in consultation with Unison, policies will be amended.

- 1.4 The West Suffolk Joint Staff Consultative Panel recommended approval of all four documents, subject to a paragraph being added to the Workplace Wellbeing Strategy to explain the role of the Workplace Wellbeing Charter.