

Subject:	Review of Policies and Procedures	Status:	For Publication
Report to:	Overview and Scrutiny Committee	Date:	17 th September 2018
Report of:	HR Manager	Portfolio Holder:	Regulatory Services
Key Decision:	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	Yes	Attached: Yes
Biodiversity Impact Assessment	Required:	No	Attached: No
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1.	RECOMMENDATION(S)
1.1	Members to review the Homeworking Policy, as attached, which has been revised as part of the Council's policy review cycle in line with best practice and make recommendations to Cabinet.
1.2	Members to review the Family Friendly Policies, as attached, which have been revised/ introduced as part of the Council's policy review cycle in line with best practice and to ensure compliance with legislation.
1.3	All future minor amendments to the policies to be delegated to the Chief Executive in consultation with the Portfolio Holder.

2. PURPOSE OF REPORT

2.1 To seek members agreement to the policies set out in Section 1 (above).

3. CORPORATE PRIORITIES

3.1 The matters discussed in this report impact directly on the following corporate priorities:

- **A clean and green Rossendale:** our priority is to keep Rossendale clean and green for all of Rossendale's residents and visitors, and to take available opportunities to recycle and use energy from renewable sources more efficiently.
- **A connected and successful Rossendale that welcomes sustainable growth:** our priority is to ensure that we are well connected to our residents, key partners and stakeholders. We want to make the most of every pound we spend and we are always looking for new and innovative ways to make the resources we do have, work harder for us.
- **A proud, healthy and vibrant Rossendale:** our priority is to ensure that we are creating and maintaining a healthy and vibrant place for people to live and visit.

4. RISK ASSESSMENT IMPLICATIONS

4.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- Failure to have robust policies and procedures could leave the Council at risk to liability claims, which could potentially lead to legal, financial and reputational risks to the Council.

5. BACKGROUND AND OPTIONS

5.1 In drafting new policies and amending existing policies research has been undertaken, for the purpose of best practice, with other Local Authorities, industry experts and professionals, professional bodies and organisations.

5.2 **Homeworking Policy**

See Appendix 1a for a summary of changes.

5.3 **Family Friendly Policies**

See Appendix 2a for a summary of changes.

5.4 Formal consultation with Trade Union for the Homeworking policy and Family Friendly policies was held on 23rd May 2018 and 17th July 2018 respectively.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 There are no direct financial implications arising from the report.

7. MONITORING OFFICER

7.1 It is important to have robust and up to date policies in place to ensure the Council's fully protected in the event of a legal challenge.

8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

8.1 Full consultation has been undertaken with the Trade Union, portfolio holder and members of the Management Team.

9. CONCLUSION

9.1 Periodic review and refresh of policies will make them robust and ensure they are in-line with current legislation and protect the Council from any litigation or financial claims.

Background Papers

Document	Place of Inspection
Homeworking Policy Summary of Changes Equality Impact Assessment	Appendix 1 Appendix 1a Appendix 1b
Family Friendly Policies Summary of Changes Equality Impact Assessment	Appendix 2 Appendix 2a Appendix 2b