

## Item 9 Policy Development Update – information only

### Recommendation

This is for information only and Members are asked to just note the progress being made.

#### 1. Introduction

- 1.1 Members will recall the Town Council entered into a 5-year contract with Peninsula for them to act as our HR advisers.
- 1.2 A key benefit of this arrangement would be the provision of a suite of current up to date “off the shelf” HR policies that can then be adapted/tailored for TTC use.
- 1.3 A list of proposed policies to be implemented was brought to the last Emergency Committee Meeting together with a schedule of likely implementation for each of the policies specified.

#### 2. Current position

- 2.1 We have now started to download their standard documents and are now working on topping and tailing these as well as reviewing the content and considering whether we need to tailor these in any way. Susan is leading on this work in between day to day priorities.

#### 3 Extent of task and Benefit if Peninsula

- 3.1 In order for Members to appreciate what Peninsula brings to the table, as well as the size of the task, listed below are some of the core policies, **and by no means all**. Some of these are short but others not – see example Appendix 1 of “Additional Policies and Procedures” which incorporate several separate policies as well.

-  TOD023- 48 Hour Opt Out
-  TOD023- Absence Long Version
-  TOD023- Additional Policies and Procedures
-  TOD023- Additional Policy Receipt Confirmation
-  TOD023- Computer Equipment Security and Clear Desk Policy
-  TOD023- Dignity and Respect Policy
-  TOD023- Employers Guidelines - Issuing Employment Documentation
-  TOD023- Home Working Policy
-  TOD023- Maternity Policy
-  TOD023- Parental Leave Policy
-  TOD023- Paternity Policy
-  TOD023- Recruitment Policy
-  TOD023- Safeguarding Policy
-  TOD023- Severe Weather and Other Travel Disruption Policy
-  TOD023- SMT1 Staff
-  TOD023- Social Networking Policy
-  TOD023- Training Agreement

#### 4 Forms and Guidance

- 4.1 Part of the Peninsula package also includes a set of guides and forms that we will be able to adapt to TTC requirements.
- 4.2 Two of these relate to a formal appraisal system that will need to be considered in detail by the Staffing Committee in due course

 Appraisal Guide for Employees	
 Appraisal Guide for Employers	
 Employer's Guide to Employment Law	
 Employers Guidelines - Essentials - Issuing Employment Documentation	
 Employers Guidelines - Issuing Employment Documentation	
 Employers Guidelines - Manager's HR Toolbox - Essentials	
 Employers Guidelines - Manager's HR Toolbox	
 England, Scotland, Wales - Application for Employment - AP1	
 England, Scotland, Wales - Essentials Induction Checklist - Form EIC	
 England, Scotland, Wales - Induction Checklist - Form IC	
 England, Scotland, Wales - Parental Leave Request - PL	
 England, Scotland, Wales - Return to Work From Maternity - Form MATRTW	
 England, Scotland, Wales - Return to Work Interview - Form RTW (1)	
 England, Scotland, Wales - Return to Work Interview - Form RTW	
 England, Scotland, Wales - Sickness Self Cert - Form SCA	
 England, Scotland, Wales - SSP Withheld - Form SPW	
 England, Scotland, Wales, Jersey - Equal Opportunity Monitoring - Form EO (1)	
 England, Scotland, Wales, Jersey - Equal Opportunity Monitoring - Form EO	
 England, Scotland, Wales, Jersey - Equal Opportunity Monitoring - Form EO	
 England, Scotland, Wales, Jersey, Isle of Man, Guernsey - Application Form Holding letter	
 England, Scotland, Wales, Jersey, Isle of Man, Guernsey - Exit Interview - Form EI	
 England, Scotland, Wales, Jersey, Isle of Man, Guernsey - Health Questionnaire - HQ	

#### 5 Additional Guidance

- 5.1 In starting to look at the extent of pre-packed guides and information available a suite of GDPR documentation is also available as reference and once all Policy work has been completed, it is proposed that a review of the Town Councils GDPR compliance is also carried out.

-  2. GDPR Main principles of GDPR (GB)
-  3. GDPR HR Data Audit Form (GB)
-  4. GDPR Guidance on carrying out a data audit in preparation for GDPR (GB)
-  5. GDPR Guidance on determining lawful basis for processing (GB)
-  6. GDPR Variation to Terms and Conditions (GB)
-  7. GDPR Data Protection Policy (GB)
-  8. GDPR Communications Policy (GB)
-  9. GDPR Policy on Your Rights in Relation to your Data (GB)
-  10. GDPR Subject Access Request Policy (NI)
-  10. GDPR Subject Access Request Policy (ROI)
-  11. GDPR Data Breach Notification Policy (GB)
-  12. GDPR Privacy Notice for Employees and Workers (GB)
-  13. GDPR Privacy Notice for Job Applicants (GB) (2)
-  13. GDPR Privacy Notice for Job Applicants (GB)
-  14. GDPR HR Data Record (GB)

