

Title of Report	DELEGATION OF APPROVAL OF EMPLOYEE RELATED POLICIES	
Presented by	Councillor Nicholas Rushton Infrastructure Portfolio Holder PH Briefed Yes	
Background Papers	None	Public Report: Yes
		Key Decision: No
Financial Implications	There are no financial implications arising from this report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Council must ensure it has all relevant HR policies and procedures in place, and that they are up to date with any changes in employment law.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications		
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	This report seeks to transfer authority for approval of Human Resources Policies and Procedures from Cabinet to the Head of Paid Service, to ensure that these policies and procedures are aligned with the Council's strategic objectives and legal requirements, and aligning this function with the Head of Paid Service's authority to carry out actions relating to Human Resources.	
Reason for Decision	Having up to date HR Policies and Procedures is a critical step in ensuring that the Council operates in compliance with legal standards and best practices.	
Recommendations	THAT CABINET DELEGATES AUTHORITY TO THE HEAD OF PAID SERVICE TO REVIEW AND APPROVE ANY POLICIES RELATED TO THE COUNCIL'S HUMAN RESOURCES FUNCTION AS AN EMPLOYER.	

1.0 BACKGROUND

- 1.1 The Council employs more than 570 members of staff. It is, therefore, important that the policies and procedures relating to their employment are up to date, and comply with current employment laws and best practices. These policies are designed to provide clear guidelines for managing various aspects of employment, including

recruitment, performance management, employee relations, and compliance with statutory requirements.

2.0 DELEGATION OF AUTHORITY

- 2.1 The Constitution delegates authority to the Head of Paid Service “to carry out all activities in connection with the Council’s Human Resources function” (paragraph 1.6 of Section G3 of Part 2 of the Constitution). It has, therefore, been the case in practice that employee-related policies have been signed off by the Head of Paid Service. However, the Council’s Constitution provides that Cabinet is responsible for “the development of policy/strategy for the Council” (paragraph 10.3.3 of Section E of Part 2 of the Constitution). This could be interpreted as a requirement for Cabinet to approve policies related to the Council’s human resources function, notwithstanding the delegation to the Head of Paid Service.
- 2.2 In light of this potential ambiguity, changes to the constitution to clarify this aspect will be considered as part of the review due to be commenced by the Constitution Working Group. Whilst that review is ongoing, Cabinet is asked to specifically delegate the authority to review and approve policies related to the Council’s human resources function, so that the Head of Paid Service can continue to review and approve policies as appropriate.

Policies and other considerations, as appropriate	
Council Priorities:	A well-run council
Policy Considerations:	Ensuring HR policies are up to date and comply with legal requirements
Safeguarding:	None.
Equalities/Diversity:	Some HR policies relate directly to Equalities and Diversity, and it is important that these are refreshed when required and always comply with relevant laws.
Customer Impact:	None.
Economic and Social Impact:	None.
Environment, Climate Change and Zero Carbon:	None.
Consultation/Community/Tenant Engagement:	None.
Risks:	If this step was not taken, there would continue to be ambiguity as to how approval for these policies should be obtained.
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