**HR COMMITTEE**

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| **DATE:** | February 2022 |
| **TITLE OF REPORT:** | 06-22 Policy and Procedure Prioritisation & Approval |
| **AUTHOR AND CONTACT DETAILS** | Gary McIntosh, Head of Human Resources<br>gary.mcintosh@slc.ac.uk |
| **PURPOSE:** | Provide the HR Committee with a status overview of HR policies and procedures to allow discussion and a decision on prioritisation and approval. |
| **KEY RECOMMENDATIONS/ DECISIONS:** | The Committee is asked to:<br>1. Review the details of this report.<br>2. Discuss and agree on the prioritisation of policies and procedures.<br>3. Discuss and agree which policies and procedures the Committee would like to review and approve prior to implementation. |
| **RISK** | 1. Breach of legislation due to datedness of policies and procedures and missing policies and procedures.<br>2. Non-renewal of accreditations.<br>3. Lack of guidance for colleagues on several matters. |
| **RELEVANT STRATEGIC AIM:** | Successful Students – skilled & knowledgeable staff<br><br>Highest Quality Education & Support – valued & enthusiastic staff; high-quality support services; productive partnerships<br><br>Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management |
| **SUMMARY OF REPORT:** | The report will provide insight into each of the following areas:<br>• Summary of the Review.<br>• Proposal actions to existing policies and procedures.<br>• Policy and Procedure Maps for employee journey.<br>• **Not for publication** |

## 1 INTRODUCTION

1.1 This paper provides an overview of policies and procedures for South Lanarkshire College.

## 2 SUMMARY OF REVIEW

The following pages review the extent of requirements, including the status of policies and procedures. Each policy and procedure have been colour coded to determine:

- If they are urgently required as part of accreditation renewals
- If it has been created
- If it is an urgent business need to enhance the policy or procedure – either prioritised through immediate business requirements, risk of legal breaches or contentious with trade unions
- Whether or not it is more than 5 years' old

The colour Key is shown in the bottom of each page.

This review concludes that:

- 12 policies / procedures / guides / templates are needed to be created or enhanced urgently for **accreditation renewals**
- 45 policies / procedures / guides / templates **do not currently exist**
- 11 policies / procedures / guides / templates are required to be upgraded for an **urgent business need**
- 16 policies / procedures / guides / templates are **more than 5 years' old**
- 10 policies / procedures / guides / templates are **deprioritised and less than 5 years' old**

## 3 PROPOSED ACTIONS TO EXISTING DOCUMENTS

The following policies are either being proposed to be deleted or replaced.

| Policy Name | Last Review | Proposal |
|---|---|---|
| Business Travel Overseas | Aug 2014 | Delete |
| Code of practice on employee competence | Aug 2014 | Replace with Employee Capability |
| Equality Policy | Apr 2019 | Expand policy to include diversity requirements. Rename to Equality, Inclusion, Diversity & Belonging |
| Managers Charter | No date | Delete. Replace in future with manager and leader competencies |

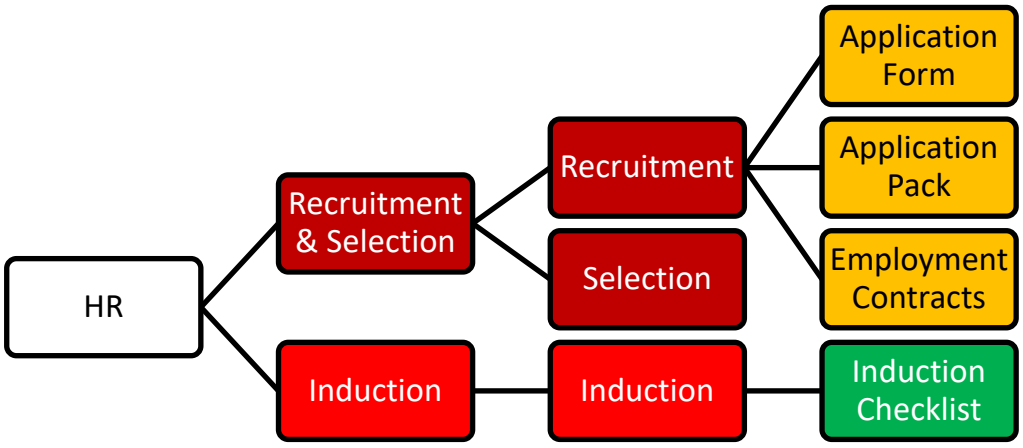
**Note:** Redundancy is currently on the list but this is open for a sector review

KEY:

| | | | | | |
|---|---|---|---|---|---|
| | Need for accreditation | | Urgent business need | | Less than 5 years old – review after priorities |
| | Not created | | More than 5 years old | | |

## 4 POLICY AND PROCEDURE MAPS

### 4.1 Candidates & New Employees

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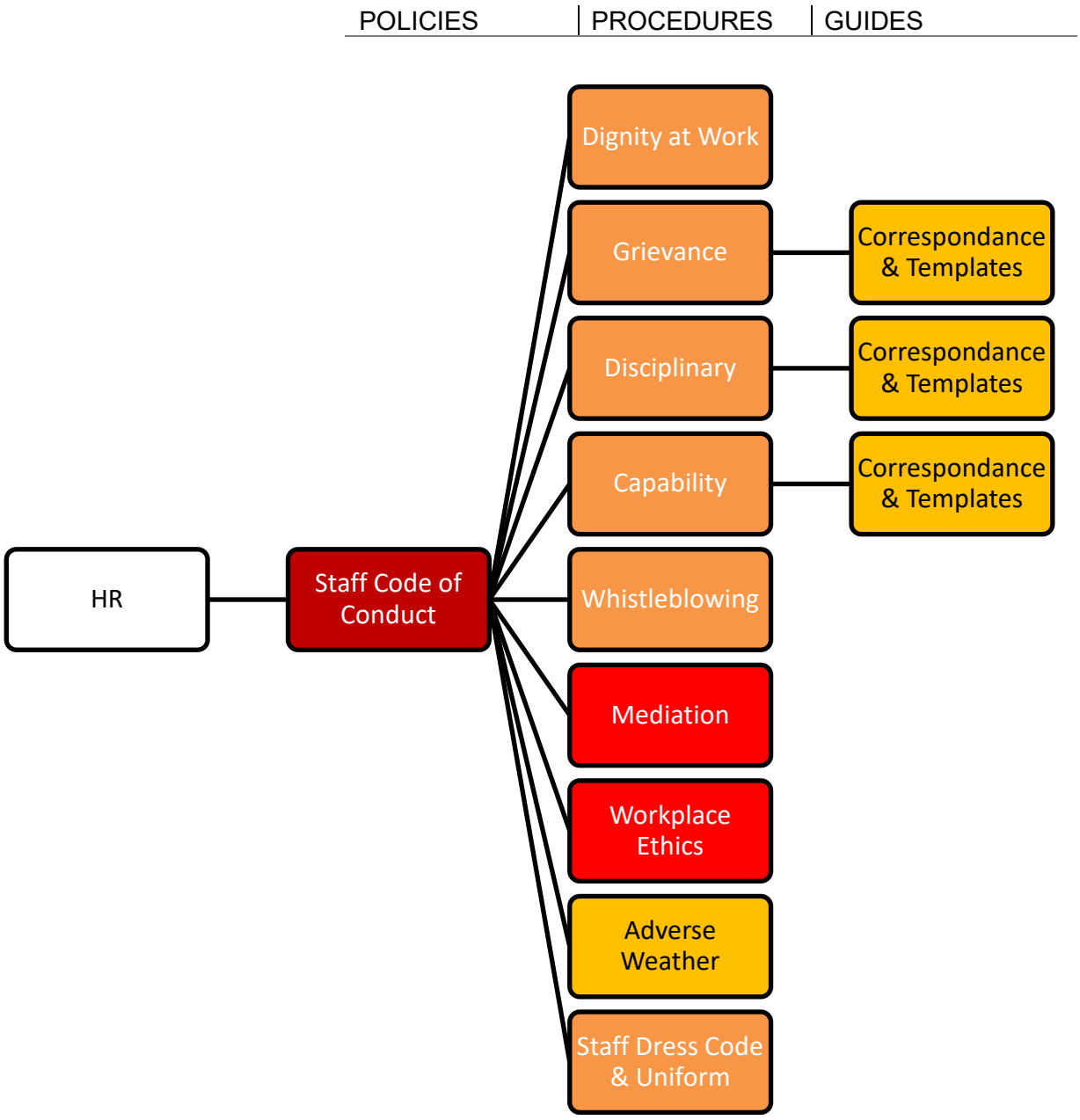
|---|---|---|---|---|---|
| | Need for accreditation | | Urgent business need | | Less than 5 years old – review after priorities |
| | Not created | | More than 5 years old | | |

**4.2 During Employment (1 of 4 – Code of Conduct, part A)**

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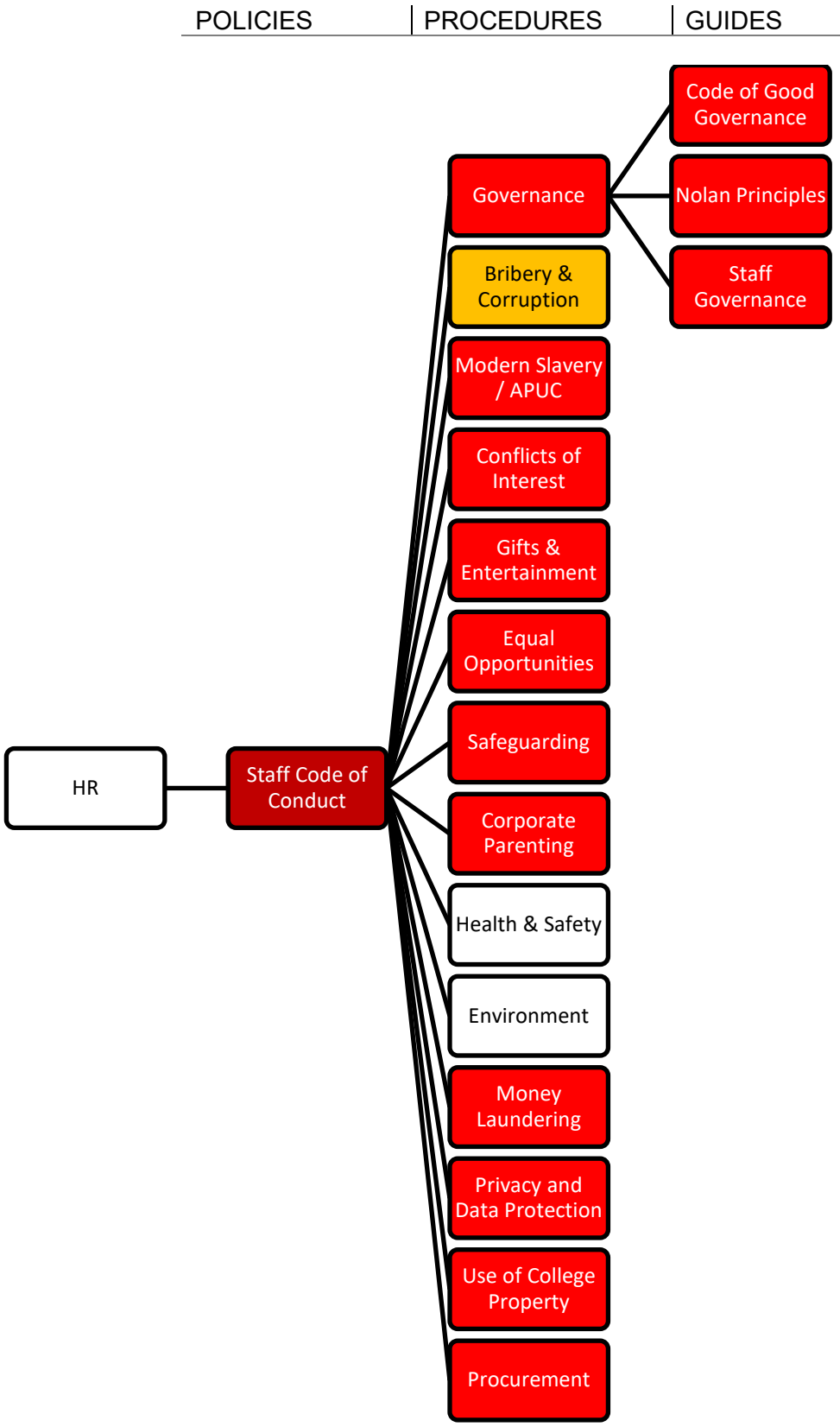
| | Need for accreditation | | Urgent business need | | Less than 5 years old – review after priorities |
| | Not created | | More than 5 years old | | |

## 4.3 During Employment (2 of 4 – Code of Conduct, part B)

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| | Need for accreditation | | Urgent business need | | Less than 5 years old – review after priorities |
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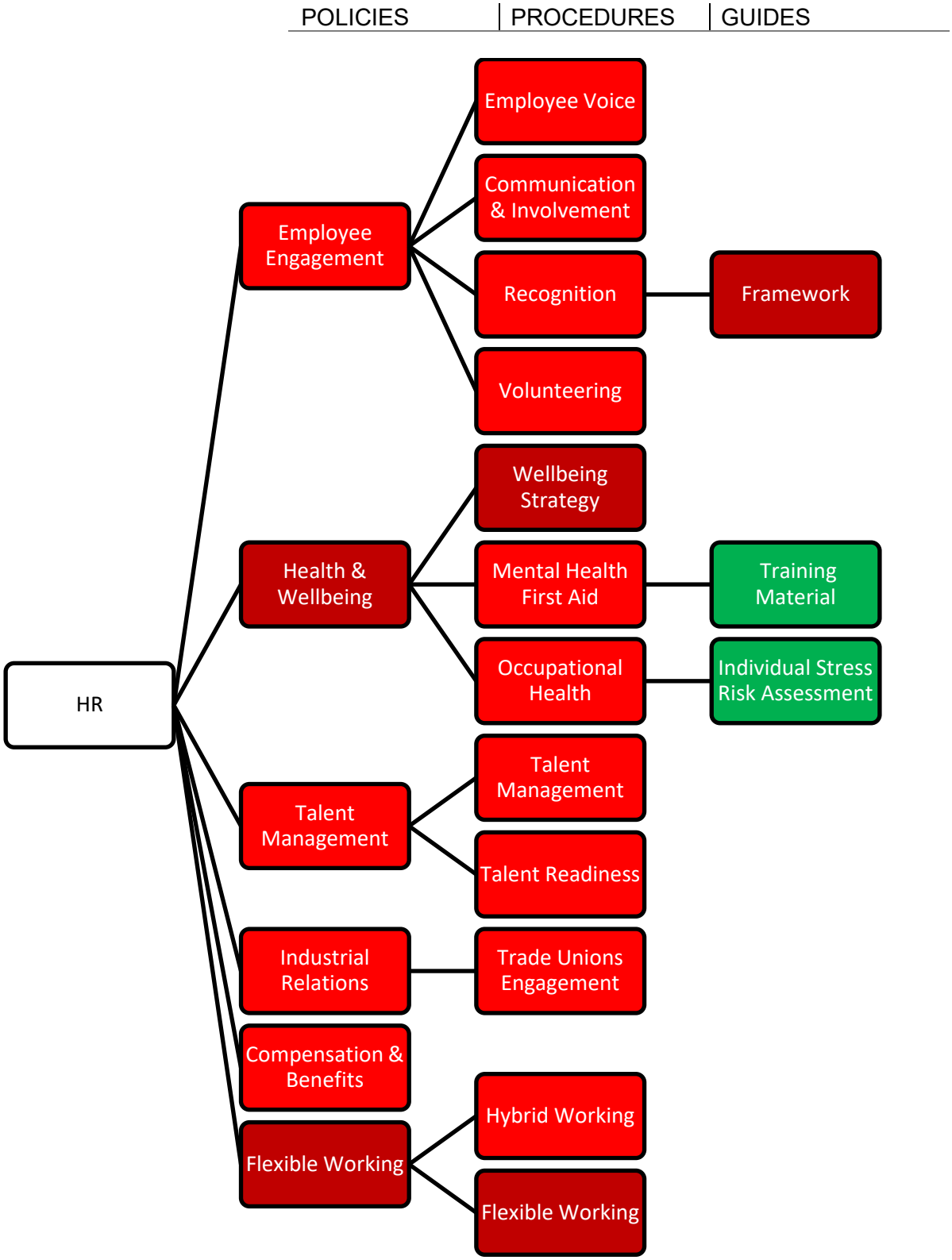
## 4.4 During Employment (3 of 4)

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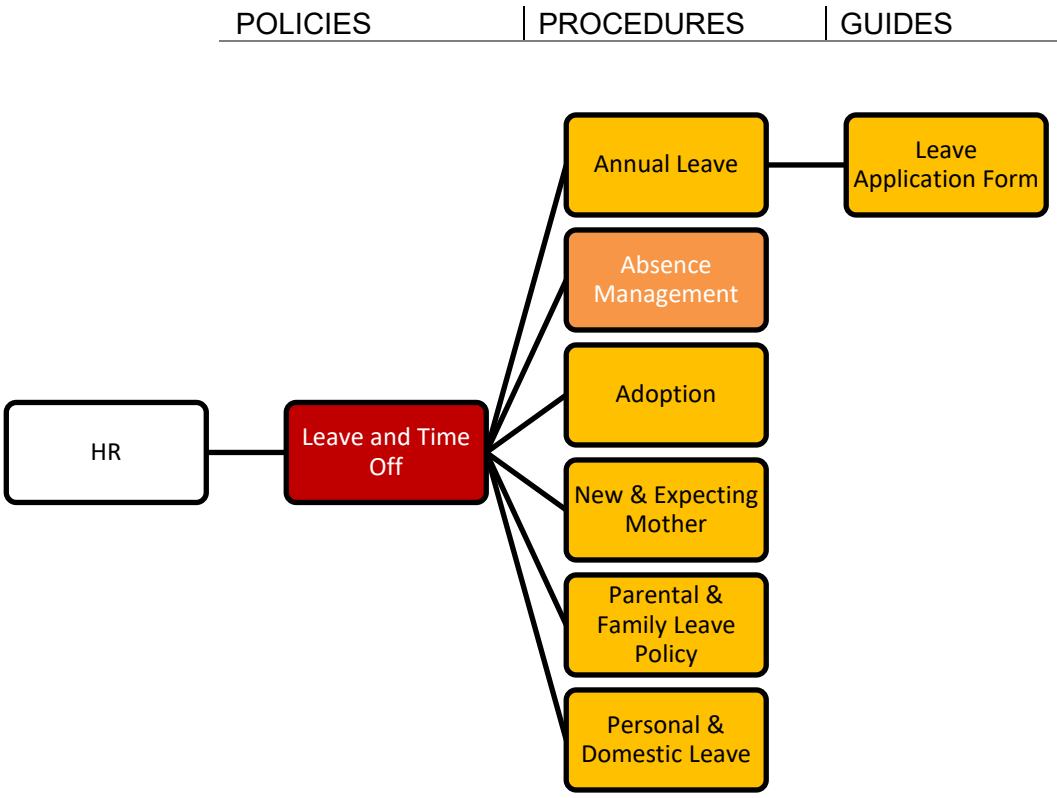
## 4.5 During Employment (4 of 4)

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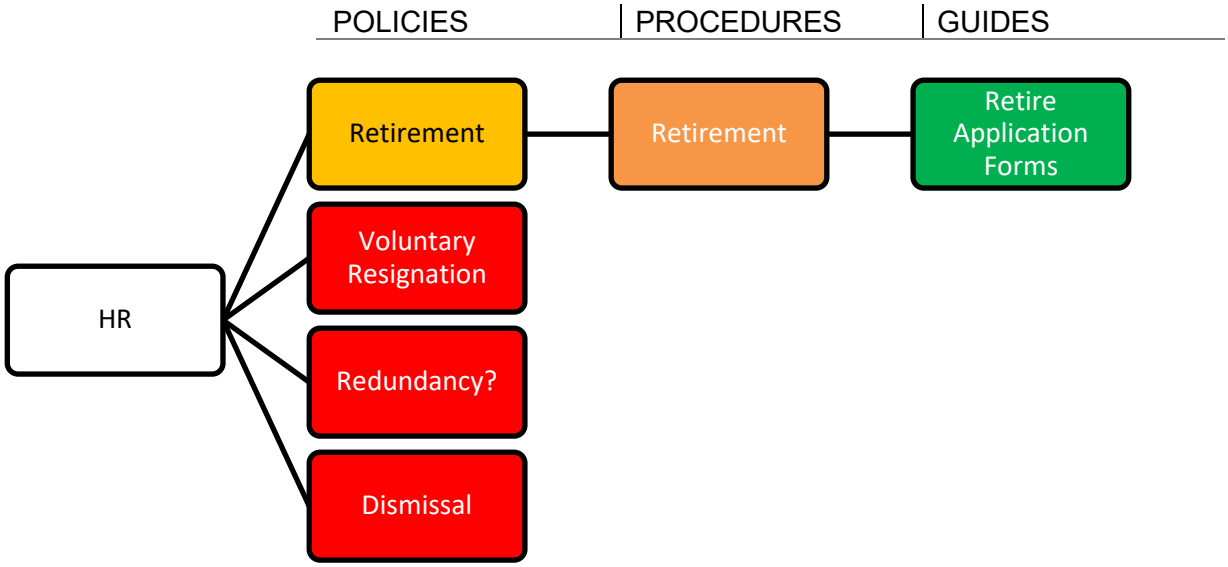
### 4.6 Ending Employment

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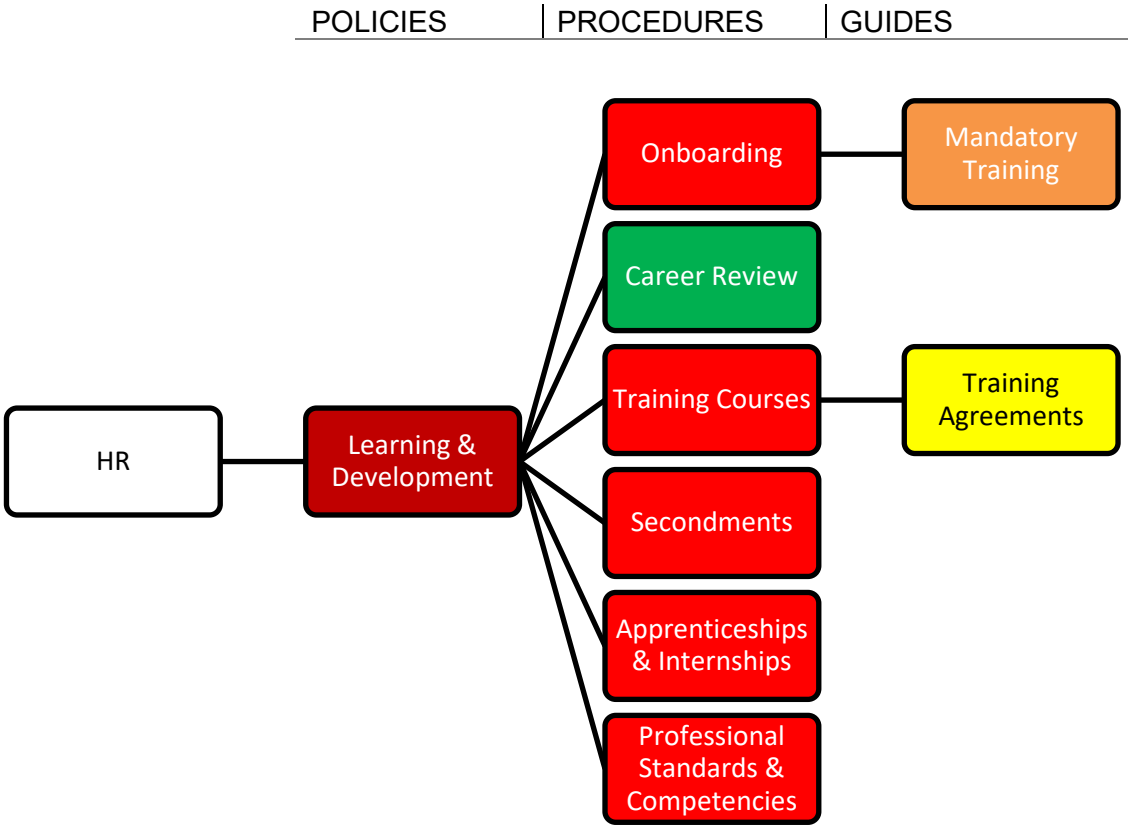
## 4.7 Throughout Employee Journey (1 of 2)

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| | Need for accreditation | | Urgent business need | | Less than 5 years old – review after priorities |
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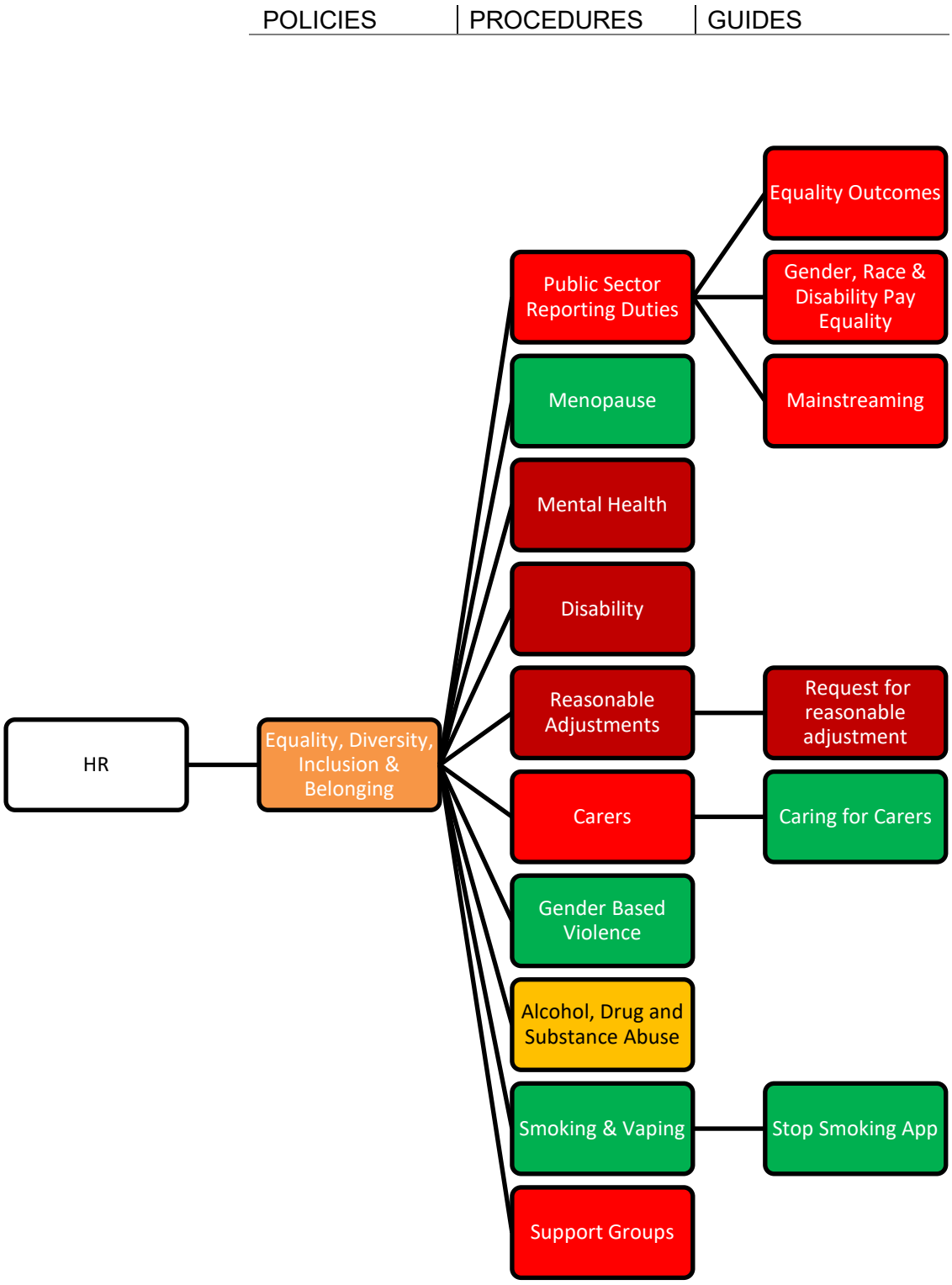
## 4.8 Throughout Employee Journey (2 of 2)

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