

CURRENT HR POLICIES

Report by Sarah Hyslop

PURPOSE

1. To update Trustees on what HR staff policies are currently in place along with dates when these were last reviewed.

TRUSTEE ACTION

2. Note the information supplied and advise if there are any which are missing and could be developed.

PROCESS

3. Each year all staff policies are checked and reviewed against current government guidance and legislation and amended as required to bring them up to date. Staff are made aware of any changes and new policies are shared via Drop Box / Google Docs
4. The revision control document on the second page is used to monitor the status of these updates.
5. The annex details a sample of one of the HR policies which has recently been reviewed by FMC at their June meeting.

CURRENT STAFF POLICIES IN PLACE FOR HR MATTERS

HR1	Retirement Guidance Note	HR6	TOIL / Flexi Policy	HR11	Code of Practice: Purchasing	HR14	Hospitality Policy
HR2	Recruitment Guidance Note	HR7	Pay Reviews and Ex Gratia Payments Policy	HR11	Code of Practice: Travel and Energy	HR15	Procurement Card Policy
HR3	Equal Opportunities Policy	HR8	IT Security Policy	HR11	Code of Practice: Waste		
HR4	Staff Expenses Guidance	HR9	Insurance Guidance	HR12	Disciplinary and Grievance Procedure		
HR5	Redundancy Guidance	HR10	Maternity and Paternity Policy	HR13	Special Leave Policy		

CURRENT STAFF POLICIES IN PLACE FOR HEALTH AND SAFETY MATTERS

HS1	Lone Working Policy
HS2	Working with VDU's
HS3	Health and Safety Statement

REVISION CONTROL DOCUMENT

Code	Policy / Guidance	Status	Date Approved	Date Revised	Date Revised	Date Revised	Date Revised	Date Revised	Proposed Revision Date
Human Resources Polices									
HR1	Retirement Guidance Note	Completed	Oct-12	Correct Nov 13	Correct Dec 14	Needs checking - auto enrolment - done	Correct March 16		As required
HR2	Recruitment Guidance Note	Completed	Jun-13	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR3	Equal Opportunities Policy	Completed	Oct-12	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR4	Staff Expenses Guidance	Completed	Jan-13	Correct Nov 13	Correct Dec 14	Reviewed Sept 15	Correct March 16		
HR5	Redundancy Guidance	Completed	Oct-12	Correct Nov 13	Correct Dec 14	Needs checking - calcs	Correct March 16		As required
HR6	TOIL / Flexi Policy	Completed	Jan-13	Correct Nov 13	JS wants to review	JJ may want to review this - currently no flexi sheets	Correct March 16	Revised June 16 - approved by JJ and FMC	
HR7	Pay Reviews and Ex Gratia Payments Policy	Completed	Feb-13	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR8	IT Security Policy	Completed	Jan-13	Correct Nov 13	Correct Dec 14	Needs reviewing	Correct March 16	Needs review – outdated - needs editing and Cloud IT review	
HR9	Insurance Guidance	Completed	Jul-13	Nov-13	Correct Dec 14	Needs updating	Correct March 16		As required
HR10	Maternity and Paternity Policy	Completed	May 2011/12	Oct 12/Nov 13	Correct Dec 14	Needs reviewing	Revised June 16 - approved by JJ and FMC		As required
HR11	Code of Practice: Purchasing	Completed	Feb-13	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR11	Code of Practice: Travel and Energy	Completed	Feb-13	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR11	Code of Practice: Waste	Completed	Feb-13	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR12	Disciplinary and Grievance Procedure	Completed	Feb-13	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR13	Special Leave Policy	Completed	Jul-14	Correct Dec 14		Correct Sept 15	Correct March 16		As required
HR14	Hospitality Policy	Completed	Oct-11	Correct Nov 13	Correct Dec 14	Correct Sept 15	Correct March 16		As required
HR15	Procurement Card Policy	Completed	Jun-14			Reviewed Sept 15	Correct March 16		As required
Health and Safety Policies									
HS1	Lone Working Policy	Completed	Feb-13	Correct Nov 13	Correct Dec 14	Reviewed Sept 15	Correct March 16		As required
HS2	Working with VDU's	Completed	Oct-12	Correct Nov 13	Correct Dec 14	Reviewed Sept 15	Correct March 16		As required
HS3	Health and Safety Statement	Completed	Feb-13	Correct Nov 13	Correct Dec 14	Reviewed Sept 15	Correct March 16		As required

Human Resources Policy Notes: Flexible working policy including flexi, TOIL and overtime

Background

1. NBN Trust has a duty to protect the health and safety of its staff by ensuring that they do not work too many hours and that they are recompensed by taking time off in lieu (TOIL) for any extra time that they do have to work.
2. TOIL is defined as 'time off which you are allowed to take, instead of overtime pay, for hours worked beyond an employees contracted hours'.
3. This policy is not part of an employee's contract of employment and may be reviewed and revised from time to time in line with current best practice and statutory requirements and to ensure that business needs are met.

Aims and Purposes

4. To set out a framework for how TOIL and flexi time is managed within the NBN Trust
5. To ensure all staff understand their responsibilities before working beyond their contracted hours and how to record and take TOIL and flexi time
6. To ensure that everyone is following defined TOIL and flexi time procedures

Types of flexible working

7. There are different ways of working flexibly.

Job sharing

8. Two people do one job and split the hours.

Working from home

9. It might be possible to do some or all of the work from home or anywhere else other than the normal place of work.

Part time

10. Working less than full-time hours (usually by working fewer days).

Compressed hours

11. Working full-time hours but over fewer days.

Flexitime

12. The employee chooses when to start and end work (within agreed limits) but works certain 'core hours', eg 10am to 4pm every day.

Annualised hours

13. The employee has to work a certain number of hours over the year but they have some flexibility about when they work. There are sometimes 'core hours' which the employee regularly works each week, and they work the rest of their hours flexibly or when there's extra demand at work.

Staggered hours

14. The employee has different start, finish and break times from other workers.

Phased retirement

15. Default [retirement age](#) has been phased out and older workers can choose when they want to retire. This means they can reduce their hours and work part time.

Flexi Time

16. The flexi-time system works on a monthly cycle. The hours worked must be verified by the Chief Executive, who will sign off log sheets at the end of each month. (For out posted employees this may vary.)
17. A maximum debit or credit of eight hours may be carried forward from one monthly period to the next. At the end of the monthly cycle any surplus credit (more than eight hours) will be eliminated and any surplus debit will be deducted from annual leave.
18. A maximum of two periods of core time may be taken off as flexi-time in any month. (eg a morning and afternoon, or two mornings, or two afternoons)
19. Staff should upload their flexi sheets to Google Drive at the start of the month and shared with their Line Manager. Log sheets should be completed on a daily basis where possible. Flexi should be logged on the Flexi sheet which is shown in Annex 1.

Process

20. The 'working day' is defined as 7.00 am - 7.00 pm, with usual working hours being 9.00am – 5.00pm. There are two core periods of work 10.00 am - 12 noon and 2.00 pm - 4.00 pm, over which time there is no flexibility, unless in exceptional circumstances.
21. A minimum period of ½ hour must be taken for lunch between 12 noon and 2.00 pm.

22. Time worked outside the 'working day' cannot be recorded as flexi-time. It is recorded separately on the TOIL log sheet. Line managers are responsible for monitoring the amount of time worked outside the 'working day'. If it is excessive, it may be credited with time off in lieu.
23. Some jobs require employees to travel either occasionally, regularly or frequently and this is stated within the relevant job specifications. Where travel requirements exist as an integral part of the job, employees are expected to travel accordingly and the normal flexi-time conditions apply. E.g. catching 7.00 am train, returning 8.00 pm, would be logged as flexi-time for the hours from 7.00am – 9.00am and 5.00pm – 7.00pm (4 hours total) and the additional hours from 7.00pm – 8.00pm would be recorded as time worked outside the 'working day' (1 hours total – TOIL)
24. When staff are required to stay overnight for the purpose of a meeting or training course, flexi time / TOIL can be claimed up to the time of arrival at the overnight base; e.g. hotel or friend / family members home. The working day commences from the time staff leave their overnight base to travel to the meeting / training course.
25. These guidelines apply to full-time employees, therefore, the specified times should be calculated on a pro rata basis for part-time employees.
26. There is a requirement for staff to log time worked on flexi sheets to ensure that staff are not working excessive hours. The flexi sheet template is shown in Annex 1.

Responsibilities for NBN Trust Management and Staff

27. The NBN Trust recognises that TOIL allows staff to respond flexibly to service needs. In order for TOIL to be managed appropriately, the management and staff will adhere to the following principles,
 - TOIL is not to be used to accrue time to enable extra days leave to be taken. Staff should generally carry out their duties within their contracted hours.
 - TOIL is an exceptional rather than a routine occurrence. It is to ensure that when employees have to work beyond their contracted hours, this time can be taken back.
 - Employees should plan to work in advance and any TOIL that is to be accrued must be agreed in advance with the employee's line manager.
 - TOIL should not result in changes to normal contracted hours or arrangements, such as particular afternoon becoming a 'TOIL afternoon'
 - The scheme must be utilised in the best interests of effective service provision. This requires co-operation between staff and managers to ensure adequate cover is provided as necessary.

Guidance for claiming TOIL

28. In addition to flexi-time, time off in lieu may be allowed for additional hours worked outside the normal working day. Job descriptions and employment statements will, where necessary, reflect the expected requirement for working outside normal working hours.
29. TOIL should be logged on the TOIL sheet which is shown in Annex 2.
30. TOIL **may** be reimbursed on an hour for hour basis but will only be granted for work done on specific request and authorisation from the line manager. It will relate to a specific task i.e. meeting a specific deadline, attendance at meetings and events and overnight stays away from home.
31. TOIL must be taken as soon as possible after the event and where possible within one month of this being accumulated. Days taken off as TOIL must be authorised by the line manager in advance of the leave being taken.
32. If it is not possible to take your TOIL within the specified time period due to critical workload or if your line manager cannot authorise this time to be taken, any TOIL accumulated will be paid as overtime. This will need to be approved by your line manager.

Overtime Pay

33. Occasionally employees may be asked to work extra hours, which cannot be recovered through the TOIL system, in order for a specific task to be completed. In these exceptional circumstances overtime pay, at standard rate, may be offered and paid upon authorisation by the Chief Executive.

Annex 1
Flexi Log sheet

Name

Month:

Credit/Debit Carried forward									
	Time In	Time Out		Time In	Time Out		Total	CREDIT / DEBIT	CUM. CR/DB
1									
2									
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CREDIT/DEBIT TO BE CARRIED FORWARD TO NEXT PERIOD

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