

**ITEM: 15**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY  
COMMITTEE**

**DATE: 30 October 2017**

**REPORT TITLE: OPERATIONAL POLICIES FOR WEST OF ENGLAND  
COMBINED AUTHORITY**

**AUTHOR: SUE EVANS INTERIM HRD**

**Purpose of Report**

- 1 The Purpose of this report is to inform the Board of the operational policies being developed by the West of England Combined Authority:

**Issues for Consideration**

- 2.1 The Board are requested to note the policies being developed by WECA as we seek to align terms, conditions and policies from predecessor bodies whilst also recognising our responsibilities as an employer. The draft policies are listed below:
  - 2.1.1 Disciplinary and Grievance Procedures
  - 2.1.2 Dignity at Work Policy and Resolution Procedure
  - 2.1.3 Acceptable Internet and Email Usage Policy
  - 2.1.4 Learning and Development Policy
  - 2.1.5 Performance Management Policy
  - 2.1.6 Whistleblowing Policy
  - 2.1.7 Managing Attendance Policy
  - 2.1.8 Health, Safety and Wellbeing Policy
- 2.2 An interim pay policy was agreed at the WECA Committee meeting on 15<sup>th</sup> September and an updated pay policy will be brought to a future meeting.

**Consultation**

3. The policies will be subject to Union and officer consultation as part of the adoption and implementation process.

**Public Sector Equality Duties:**

4. The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
- 4.1 The Act explains that having due regard for advancing equality involves:
- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
  - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
- 4.2 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.
- 4.3 There are no equalities implications

**Economic Impact Assessment:**

5. There is no Economic Impact.

**Finance Implications:**

6. There are no financial implications identified from the draft policies

**Legal Implications:**

7. There are no legal implications that arise directly from this report. However, following adoption of the policies, failure to follow adopted policy/procedure could expose the authority to challenges.

Advice given by: Gill Sinclair, Interim Deputy Monitoring Officer, WECA

**Environmental Implications:**

8. There are no environmental implications

**Land/Property Implications;**

9. There are no land/property implications.

**Human Resources Implications:**

10 HR is the subject matter of this report.

Advice given by: Sue Evans HRD

**Recommendation:**

11 It is recommended that the WECA Board note the operational policies being developed for the West of England Combined Authority

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*Background Documents: Draft Policies as set out in Para 2.1 – these are available from West of Combined Authority Offices, 3 Rivergate, Temple Quay, Bristol, BS1 6ER*