

HR4: HR POLICY SET

1. Cognus has contracted out its HR support function to the HR Shared Service, operated jointly by LBS and Kingston. The Shared HR Service provides all HR services under agreed SLAs managed by the Executive. It also provides a full policy and procedure framework for personnel recruitment and management.
2. Given this, it is deemed practical that as far as possible, Cognus should continue to use the HR policies and procedures active within the Council, but minor amendments to adapt to the Cognus context.
3. This policy is for Cognus, and sets out our expectations of managers and staff (including contractor and agency workers) as a generic policy for HR Management.
4. Managers and staff who work in multiple locations – particularly those who work in a school environment – should also be aware of any local HR policies and procedures which apply to the locations they are using, and comply with them as required.
5. LBS HR policies are available on the Sutton Intranet site. In due course, they will be published on the Cognus website, once established. iTrent is available for all staff to access HR services.
6. Union recognition was TUPE'd along with staff when Cognus was established.
7. A Cognus Employee Handbook and Induction process will be created during 2017-18. In the meantime, the Council equivalents are available where appropriate.
8. There are a range of LBS HR related policies which all staff must read and follow, subject to the provisos given below. These are:
 - i) Access to Personnel Files
 - ii) Accommodation and Hot-desking
 - iii) Additional Leave Policy
 - iv) Adoption Policy
 - v) Alcohol and Drug misuse at work
 - vi) Annual Leave
 - vii) Capability and Toolkit
 - viii) Declaration of Interest
 - ix) Disciplinary and Toolkit
 - x) Domestic Violence
 - xi) Equality and Diversity
 - xii) Flexible Retirement Policy
 - xiii) Flexible Working

- xiv) Grievance and Toolkit
- xv) Home Working
- xvi) Job Share Policy
- xvii) Managing Personal Relationships at Work
- xviii) Managing Sickness Absence and Toolkit
- xix) Maternity Policy
- xx) Minimising Stress at Work
- xxi) Paternity
- xxii) Pay Policy
- xxiii) Probation Procedure
- xxiv) Recruitment and Selection
- xxv) Redundancy and Toolkit
- xxvi) Relocation
- xxvii) Remote Working
- xxviii) Reorganisation and Toolkit
- xxix) Secondment
- xxx) Smoke Free
- xxxii) Surrogacy Leave
- xxxii) Time off to Train
- xxxiii) Unpaid Parental Leave
- xxxiv) Violence at Work
- xxxv) Working Hours

9. Any questions, queries or issues relating to the HR policies should be raised with the individual's line manager in the first instance and then passed to the HR team for further clarification where necessary.

Policy Provisos

10. The LBS HR policies listed above are adopted for use by Cognus with the following provisos:
- i) References to the Council and Council employees, staff and managers or to School and School managers and staff should be transferred to mean Cognus and Cognus employees, staff and Managers;
 - ii) References to Councillors or elected Members should be considered as referencing members of the Cognus Board;

- iii) A Hearing Officer under the Absence, Capability and Disciplinary policies will be an EMT member, rather than Director or Head of Service;
- iv) An Appeal under any policy is made to the Managing Director. HR will attend in advisory capacity. Appeals relating to the decisions or actions of the Managing Director should be submitted to the Chair of the Board via HR;
- v) Requests for access to HR files should be made to the Managing Director in the first instance;
- vi) Consideration of applications for Additional Leave will be considered by the Managing Director;
- vii) We have our own Code of Conduct and Leadership Competencies setting out our expectations of managers and staff. References to Council values and behaviours, such as in the Disciplinary policy, should be taken to refer to the Cognus Code of Conduct and Leadership Competencies;
- viii) Declarations of Interest should be made the Managing Director for consideration. Board members, including the Managing Director, keep a register of Interests and hold each other to account;
- ix) Suspension under the Disciplinary policy is given by the Managing Director. Similarly, decision to Dismiss with or without pay, and action short of Dismissal is the Managing Director's;
- x) We assume Cognus staff who are in the LGPS retain their rights to Flexible Retirement as per Council policy;
- xi) Requests for Time off to Train, Job Sharing, Special Leave or Flexible Working should be made to the Managing Director who will involve HR in considering the request;
- xii) Cognus vacancies and relocation applications will be approved by the Managing Director;
- xiii) Cognus redundancy and reorganisation situations must also be notified to the Cognus Board prior to the commencement of staff and union consultation.

Training

11. The HR team provides a range of corporate training programmes in HR policy and procedure areas, such as Safeguarding. Cognus can access these for free under

the current SLA. Any additional or non-standard training would be charged by the HR service.

12. It is the responsibility of managers and staff to identify any HR related training needs they may have and to ensure training is undertaken as part of an agreed CPD plan.