

Human Resources Policy Review

1. INTRODUCTION

- 1.1 The purpose of this report is to present to the Board a summary of the new and revised HR policies which were approved by the Performance and Audit Committee at their meeting of 12 September 2025.
- 1.2 Members should note that staff will be provided with training on the new and revised policies, and that a review of the general wording of policies will be discussed with the SEStran HR Adviser.

BACKGROUND

- 2.1 The organisational HR policies have been reviewed by Jenny Simpson, the partnership's HR adviser. HR support services are provided by Falkirk Council through our existing service level agreement. This agreement will be subject to review before May 2026.

3. SEXUAL HARRASSMENT POLICY

- 3.1 The Worker Protection (Amendment of Equality Act 2010) Act 2023, places a legal duty on employers to proactively take reasonable steps to prevent sexual harassment in the workplace.
- 3.2 The Act sets out new responsibilities for employers. This means employers must take preventative measures to protect employees from harassment in the workplace by colleagues and also third parties such as clients and customers.
- 3.3 It also places enhanced accountability on employers as tribunals can increase compensation for affected individuals by up to 25% if a breach is found.
- 3.4 The policy sets out SEStran's commitment to a working environment that is free from sexual harassment. It includes a definition of sexual harassment, including examples of behaviours that may constitute sexual harassment. The policy sets out how an employee can report sexual harassment and how such a report would be handled.
- 3.5 **Equal Opportunities & Dignity at Work Policy** – a minor change has been made to reference the Sexual Harassment Policy.

4. HR POLICY CHANGES

- 4.1 A review of SEStran's policies was carried out and the following policies were identified as requiring revision.

- Flexible Working Policy
- Family Leave Policy
- Recruitment Policy

The following is a summary of the changes made to those policies:

4.1.1 **Flexible Working Policy**

Changes have been made in line with the Flexible Working Bill. These include changes to timescales relating to the process and eligibility for applying for flexible working.

Guidance has also been added on making a reasonable adjustment request for employees with disabilities.

4.1.2 **Family Leave Policy**

Changes have been made in line with legislation. These include changes to maternity and adoption

4.1.3 **Recruitment Policy**

Updated guidance is provided on eligibility to work in the UK checks, including changes in how biometric residence permits are treated.

5. **FUTURE UPDATES**

- 5.1 Members should note that the Anti-Bribery policy and procedures will be reviewed in the near future and any proposed amendments will be subject of a future report to the Performance and Audit Committee.

6. **RECOMMENDATIONS**

- 6.1 It is recommended that the Partnership notes the contents of this report.

Angela Chambers
Business Manager
 September 2025

Policy Implications	As outlined in the report
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None