

## **Human Resources Policy Review**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to provide an update to the Committee on the annual HR policy review.

### **2. BACKGROUND**

- 2.1 The partnership's HR policies have been reviewed by Jenny Simpson, HR adviser. HR support is provided by Falkirk Council under the existing service level agreement, which has been renewed until May 2027.

### **3. HR POLICY CHANGES**

- 3.1 A review of SEStran's HR policies identified the following policies as requiring minor updates:

- Family Leave Policy
- Sexual Harassment Policy
- Travel and Assistance Policy

A summary of the changes to these policies is set out below.

#### **3.1.1 Family Leave Policy**

- With effect from 6 April, employees can give notice to take paternity leave and unpaid parental leave from their first day of employment
- There is a new right to Bereaved Partners' Paternity Leave from 6 April

#### **3.1.2 Sexual Harassment Policy**

- Workers who report sexual harassment at work can now benefit from protection under whistleblowing law

#### **3.1.3 Travel and Subsistence Policy**

Updated to reflect current HMRC guidance on travel and subsistence, including the increase in mileage rates to 55p per mile for the first 10,000 business miles from April 2026.

### **5. FUTURE UPDATES**

- 5.1 Members should note that the Anti-Bribery Policy is currently under review by the partnership's legal advisers. Proposed amendments will be presented to the September Performance and Audit Committee.

### **6. RECOMMENDATIONS**

It is recommended that the Performance and Audit Committee:

- 6.1 Approves the changes to following policies for implementation:
- Family Leave Policy
  - Sexual Harassment Policy
  - Travel and Subsistence Policy
- 6.2 Notes that the Anti-Bribery Policy is currently under review and will be presented to the next meeting for approval.

Angela Chambers  
**Business Manager**  
29 May 2026

**Background Papers:**

<https://sestran.gov.uk/publications/family-leave-policy/>

<https://sestran.gov.uk/publications/sestran-sexual-harassment-policy/>

<https://sestran.gov.uk/publications/travel-subsistence-policy/>

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