

Staffing Committee Meeting

Thursday 16th July 2026

Clerk's Report – Peninsular HR

Following a meeting with **Peninsular HR** a review was undertaken of current employment practices, documentation, and staff support arrangements.

Updates were recommended to ensure compliance, consistency, and improved employee wellbeing.

Key points arising from the consultation:

- **Streamlining of Employment Contracts** Existing contracts should be updated to ensure consistency of wording, alignment with current legislation, and removal of legacy variations. A single, standardised contract format is recommended for all roles.
- **Staff Handbook Review** The staff handbook requires updating to reflect current HR guidance, including leave entitlements, pro-rata calculations, conduct expectations, and support services. A revised version will be drafted for Council approval.
- **24/7 Legal Advice Provision** is included which provides a 24/7 legal advice service for staff and management, ensuring immediate access to employment-related guidance when required.
- **Tribunal Insurance** is included to ensure appropriate protection against potential claims and to support compliant handling of employment matters.
- **Employee Assistance Programme (EAP)** is included ahead of the sector-wide requirement coming into effect in **2027**. This will provide confidential wellbeing support, counselling access, and structured well-being assistance for all staff.