

STAFFING POLICY COMMITTEE

9 September 2009

CORPORATE SWINE FLU HUMAN RESOURCES POLICY

Purpose of Report

1. The purpose of this item is:

- i) To propose a Corporate Human Resources Swine flu policy and procedure to be used in the event of a swine flu pandemic.
- ii) To seek any comments/observations necessary to enable Human Resources to improve the draft as provided.
- iii) To agree that Human Resources is authorised to implement this new policy from September 2009.

Background

2. A Corporate Swine flu policy and procedure has been developed to address the likely staffing issues arising from a Swine flu pandemic. The policy aims to;-
- i) Enable services to be maintained with minimum disruption.
 - ii) Provide guidance in accordance with advice from the Government, NHS and Health Protection Agency.
 - iii) Assist managers to balance the needs of the organisation and individual members of staff when high levels of absence may be experienced.

Main considerations for the Council

- 3. The advice contained in the policy may need to change in the light of updated Government advice.
- 4. Staff have been informed about matters relating to Swine flu through the Wire, via FAQ's and guidance, and this advice will be updated as necessary.
- 5. General Personal Safety advice has been prepared; including the potential use of face masks and hand gel, and this is awaiting approval.

6. Discussions are taking place to ensure that maximum use can be made of IT in the event that staff are unable to access their usual workplace.
7. The information contained in this policy is consistent with the HR advice contained in the HR section of the Corporate Business Continuity Plan.

Environmental Impact of the Proposal

8. None.

Risk Assessment

9. This policy contributes to addressing the risk associated with a pandemic.

Financial Implications

10. Depending on the decision taken, costs may be incurred relating to Personal Protective material/equipment.

Recommendations

11. Staffing Policy Committee are asked to approve the new Policy and Procedure as presented and agree to any associated costs as per paragraph 5 above.

Barry Pirie

Service Director Human Resources and Organisational Development

September 2009