

## Record of operational decision

<b>Decision title:</b>	Creation of HR guidance regarding the mobilisation of Armed Forces Reservists
<b>Date of decision:</b>	6 March 2020
<b>Decision maker:</b>	Assistant Director, People (formerly Head of HR and OD)
<b>Authority for delegated decision:</b>	Under the Corporate Support Directorate's scheme of delegation (item 44), Assistant Director for People has authority for approval of HR procedures and guidance in consultation with Management Board
<b>Ward:</b>	Countywide
<b>Consultation:</b>	The Council's recognised Trade Unions will be informed of this new guidance at the next available Joint Partnership Forum meeting. Formal consultation with the Trade Unions is not required in respect of the creation of HR guidance documents.
<b>Decision made:</b>	To create HR guidance explaining how the mobilisation of employees who are Armed Forces Reservists should be handled.
<b>Reasons for decision:</b>	<p>The Armed Forces Covenant is a promise by the nation that those who serve or who have served in the armed forces, and their families, will be treated fairly. The Council, together with local partners signed the Herefordshire Armed Forces Community Covenant in May 2012.</p> <p>In 2018, the Council received the Silver Award from the Armed Forces Covenant Employer Recognition Scheme. The Council is now actively working towards the Gold Award.</p> <p>As part of its commitment to the Armed Forces Covenant, the Council already provides support to employees who are Armed Forces Reservists, for example through paid time off to attend training. The Council did not, however, have any HR guidance explaining how the mobilisation of employees who are Armed Forces Reservists should be handled. It was therefore necessary to create this guidance which is published on the Council's staff intranet.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>The risks of not creating this guidance are that:</p> <ul style="list-style-type: none"> <li>• the Council's employees, managers and HR advisors are not clear about how mobilisations should be handled;</li> <li>• the Council could therefore handle mobilisations incorrectly and in contradiction to its commitment to the Armed Forces Covenant; and</li> <li>• the Council may not be able to maintain and/or strengthen its position under the Armed Forces Covenant Employer Recognition Scheme.</li> </ul> <p>There are no financial, legal or equality considerations arising from this decision.</p>

	Similarly, there are no health and safety implications arising from this decision.
<b>Details of any alternative options considered and rejected:</b>	The option of not creating this HR guidance was considered but rejected, on the basis that this would not support the Council's commitment to (a) supporting its employees who are Armed Forces Reservists or (b) the Armed Forces Covenant.
<b>Details of any declarations of interest made:</b>	None.

Signed:

Date: 6 March 2020