

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Employment References Policy

Meeting/Date: Employment Committee – 24 November 2021

Executive Portfolio: Cllr David Keane (DK)

Report by: Strategic HR Manager (AW)

Wards affected: N/A

Executive Summary:

The References Policy is a new employment policy, the purpose is to formalise the existing current practice and provide clarity to former and existing employees; new employees and the organisation on our approach to giving and receiving employment references (including financial references such as mortgage references). The factual approach to references (standard practice amongst employers) removes potential litigation and by formalising in a policy we avoid any challenges/concerns about provision of 'simple factual references'.

The Employee Reps Group and Senior Leadership Team have reviewed and endorsed the policy.

Recommendation(s):

The Committee is asked to comment on and endorse the References Policy.

1. PURPOSE OF THE REPORT

- 1.1 To formalise the current practice of providing standard factual employment references and to set this out to former, existing and future employees.

The report draws Committee attention to References Policy, that we are seeking endorsement from Committee to introduce.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 We currently provide factual employment references, using a standard template providing information on only employment dates, position title and if requested details on sickness absence levels.

- 2.2 By introducing a policy we avoid any concerns about our approach to providing only factual references; employees can see this is a consistent approach and managers are provided with clarity that this is the organisational preference.

3. KEY IMPACTS / RISKS

- 3.1 This approach minimises the risks, as consistent factual references avoid any potential litigation, by removing any subjective decisions other employers may take about employing individuals, that may arise from provision of non-factual information in references.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 Shared with workforce and uploaded to Intranet.

5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

Engaged and Motivated Workforce, as part of Being a More Efficient & Effective council – through updated, clear employment policies.

6. CONSULTATION

Senior Leadership team and Employee Reps Group have been briefed and been given opportunity to review the policy and support the implementation.

7. LIST OF APPENDICES INCLUDED

Appendix 1 – References Policy

CONTACT OFFICER

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