AGENDA ITEM 6

**Title of report: HR Policies**

**Author of the paper: Kay Odubanjo**

**Officer to present the paper to Schools Forum: Kay Odubanjo**

**Details on who has been consulted with on this paper to date:** School leaders and Unions were consulted on the HR Policies.

**Executive summary:**

This paper outlines the newly updated HR policies, their implementation, and accessibility. It aims to ensure that school leaders are empowered to utilise these policies effectively, promoting consistency, alignment with organisational values, and adherence to legal and regulatory requirements.

**Details of recommendations and timescales for decisions:**

**HR Policies**

**Updated HR Policies and Procedures have been shared on**

* THEP Website – Tower Hamlets Education Partnership
* e-Headteachers Bulletin (link to the intranet)
* Services for Schools Website – Model HR Policies

**Recently updated Policies**

* Pay Policy 2025
* Maternity Leave Policy
* Menopause Policy
* Adoption Leave Policy and Guidance
* Shared Parental Leave Policy
* Paternity Leave Policy
* Organisational Change Procedure

**Policy Updates and Alignment with Tower Hamlets Corporate HR**

To maintain consistency across the organisation, we are working on a **systematic process** for reviewing and updating HR policies:

1. Corporate Review – Corporate HR teams review policies regularly in line with legislative changes, best practice, and organisational priorities.
2. Adaptation for Schools – Where required, policies are adapted for the school context while ensuring alignment with corporate policy.
3. Approval and Publication – Updated policies are approved and published promptly after consultation.
4. Communication and Awareness – Updates are highlighted through the Headteachers Bulletin, THEP and Service for Schools Websites channels to ensure leaders are aware of changes.
5. Consultation – Unions are invited to provide response on the practical application of policies, and headteachers would be consulted for this academic year on the Pay Policy.

By aligning school HR policies with corporate HR policies and communicating updates effectively, we are ensuring that school leaders have the tools, guidance, and confidence needed to manage people effectively. This approach provides consistency across the organisation while recognising the specific context of schools, ultimately supporting strong leadership, staff wellbeing, and positive outcomes for pupils

**How HR Policies Support School Leaders**

The policies provide:

* Clarity and consistency – offering clear guidance on procedures and expected standards.
* Legal and regulatory compliance – ensuring schools meet employment law requirements.
* Decision-making support – enabling leaders to address people management issues fairly and confidently.
* Workforce wellbeing – embedding supportive practices that promote staff welfare and positive working cultures.
* Alignment with organisational values – ensuring schools reflect the standards as the wider organisation.