

HR POLICY FRAMEWORK

April 2007

Policy Family	Policy	Actions		Policy Review Group	Legal	SMB	JCC	Executive Board	Council
Organisational Change	Change Redundancy Flexible Retirement DCR Pension	New policies to replace: Stability Policy Consultation required Significant change	SS FJ AB	April	April	1 st Draft Final Draft 24.04.07	April & May	14.05.07	TBC
Equalities	Equal Opportunities Diversity Disabilities Religious Holidays	Implemented Review date TBA Implemented Final draft	SW	May	May	May	June	TBC	TBC
Recruitment & Selection	Continuous Employment CRB Establishment Controls Exit Interviews Pre-Employment Health Probationary Periods Psychometric Testing References Relocation	Implemented, review TBA Revised March 07, guidelines 20.03.07 To be drafted Implemented Implemented Update required In draft Implemented, review TBA Implemented, review TBA	CC	June	June	June	July	TBC	

Discipline & Grievance	Capability Disciplinary Staff Complaints Dispute Resolution Email and Internet	Draft 1 Draft 1 + appeal process Implemented Implemented Draft 1	JT	02.08.06 02.08.06			10.07.06		
			RS	May 07	May 07	May 07	June 07	TBC	
Attendance Management	Annual Leave Compassionate leave Special Leave Unpaid Leave Flexitime Sickness Absence	Draft 1 Draft 1 Draft 1 Draft 1 Draft 1 Review TBA	SW SW SW SW SW	June 07	June 07	June 07	June/July	TBC	
Pay and Reward	Bicycle Allowance	Implemented, review TBA							
	Cycle to Work Scheme	Implemented, review TBA							
	Car Allowance	Implemented, review TBA							
	Car Sharing Scheme	Implemented, review TBA							
Childcare Vouchers	Implemented, review TBA								
Eye Test Vouchers	Implemented, review TBA								
Gifts, Rewards and Hospitality	Implemented, review TBA								
Grading Appeals	Implemented, review TBA			June 07	June 07	June 07	June 07	TBC	
Job Evaluation	To be drafted								
Long Service Awards	Review TBA								
Maternity Leave	Implemented, review TBA			02.08.06					
Professional Subscriptions	Implemented, review TBA								
Public Transport Tickets	Implemented, review TBA								
Pay Structure	To be drafted			October 07	Autumn	Autumn	Autumn	December 07	TBC
Review Conditions of Service	To be drafted			October 07	Autumn	Autumn	Autumn	February 08	
Honorarium Payments	To be drafted			May 07	May 07	May 07	June 07	TBC	

Learning & Development	Career Training Examination Leave Performance Management Secondments	Implemented, review TBA Implemented, review TBA Implemented, review TBA Draft 1	AB	02.08.06	May 07	May 07	May 07	TBC	
Work-Life Balance	Adoptive Parent Leave Annualised Hours Flexible Working Parenthood Leave	To be agreed Draft 1 Draft 1 Implemented, review TBA	SW SW	02.08.06 02.08.06	June 07 June 07	June 07 June 07	June 07 June 07	TBC	
General Policies	Additional Employment	Implemented, review TBA	ED	May 07	May 07	May 07	May 07	TBC	
	Political Activities	Implemented, review TBA							
	Data Protection	Draft 1							
Fixed-Term Workers	Freedom of Information	Implemented, review TBA	FJ	02.08.06	May 07	May 07	May 07	TBC	
	Mobile Phone Use	Draft 4							
	Rights of Representation	Implemented, review TBA							
Time Off Trade Union	Implemented, review TBA	FJ	02.08.06	May 07	May 07	May 07	TBC		
Alcohol & Drugs Policy	Draft 2								

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27.03.07