

POLICY SCHEDULE

APPENDIX 1

| Policy | Reason | Policy Writing | Consultation | EIA date | JCC | Staffing Policy | Full Council | Legal review | Implementation date |
|--|--------------------------------------|-------------------|-----------------------|-----------------------|---------------------|----------------------|--------------|-----------------|--|
| Smoking Policy | Consistency | December | To be confirmed | To be confirmed | To be confirmed | To be confirmed | N/A | To be confirmed | To be confirmed |
| Consultancy / Temp agency | New initiative | August/September | 4th - 15th Oct | 12th October | 3rd Nov info only | 24th Nov | N/A | Yes | 28th Nov 2010 |
| Maternity / Adoption | New legislation | April/May | 19th - 31st May | N/A | Informally agreed | N/A | N/A | Yes | 1st June 2010 |
| Equality Act 2010 | New legislation | November | To be confirmed | To be confirmed | To be confirmed | To be confirmed | N/A | To be confirmed | To be confirmed |
| Politically Restricted Posts | New legislation | July | 9th - 20th Aug | 17th August | 2nd Sept | 22nd Sept | N/A | Yes | To be confirmed |
| Time off to train | New legislation | June/July | 28th June - 9th July | 5th July | 2nd Sept info only | 28th July | N/A | No | On hold - pending decision by coalition government |
| Absence policy amendment - FIT notes/reporting | New legislation | May/June | May/June | N/A | Informally agreed | N/A | N/A | No | 21st June 2010 |
| Disciplinary | Operational requirement | August/September | 6th - 24th Sept | 12th October | 3rd Nov | 24th Nov | N/A | Yes | 1st Dec 2010 |
| Capability | Operational requirement | August/September | 4th - 15th Oct | 12th October | 3rd Nov | 10th Dec | N/A | Yes | 1st Jan 2011 |
| Volunteer policy | Operational requirement | September | 6th - 24th Sept | 12th October | N/A | N/A | N/A | No | 15th Nov 2010 |
| Redundancy Policy | Operational requirement | July | 22nd July - 30th Sept | 15th Sept and 4th Oct | N/A | 12th Oct | N/A | Yes | 25th Oct 2010 |
| Redundancy Pay Policy | Operational requirement | July | 22nd July - 30th Sept | 15th Sept and 4th Oct | N/A | 12th Oct | N/A | Yes | 25th Oct 2010 |
| Member appointments process - Chief Officers | Operational requirement | To be confirmed | To be confirmed | To be confirmed | To be confirmed | To be confirmed | N/A | To be confirmed | To be confirmed |
| Appeals against overpayments | Operational requirement | November | To be confirmed | To be confirmed | To be confirmed | To be confirmed | N/A | To be confirmed | To be confirmed |
| Recruitment | Operational requirement | October/November | To be confirmed | To be confirmed | To be confirmed | To be confirmed | N/A | To be confirmed | To be confirmed |
| Magistrates/Election time off | Operational requirement | To be confirmed | To be confirmed | To be confirmed | To be confirmed | To be confirmed | N/A | To be confirmed | To be confirmed |
| Absence / Sickness | Operational requirement | August/September | 6th - 19th Nov | 17th Sept | 6th Dec | 10th Dec | N/A | Yes | 1st Jan 2011 |
| Grievance | Operational requirement | August/September | 27th Sept - 8th Oct | 28th October | 3rd Nov | 24th Nov | N/A | Yes | 1st Dec 2010 |
| Honoraria | Operational requirement | September | 27th Sept - 8th Oct | 28th October | N/A | N/A | N/A | No | To be confirmed |
| Dignity at Work (re-write) | Operational requirement | July | 2nd - 13th August | 3rd August | 24th June | 28th July | N/A | Yes | 15th Nov 2010 |
| One appeal process | Operational requirement | June | 19th - 30th July | 3rd August | 3rd Nov | 24th Nov | N/A | Yes | 1st Dec 2010 |
| Probationary periods | Operational requirement | November | To be confirmed | To be confirmed | To be confirmed | To be confirmed | N/A | To be confirmed | To be confirmed |
| Lone Working (re-write) | Workplace Transformation requirement | June/July | 5th - 16th July | 23rd June | N/A | N/A | N/A | No | 1st August 2010 |
| Home Working - Bourne Hill | Workplace Transformation requirement | June/July | 5th - 16th July | 5th July | 2nd Sept | N/A | N/A | No | 1st November 2010 |
| Code of Conduct | Workplace Transformation requirement | May | 4th - 15th May | 5th May | N/A | 19th May | 13th July | Yes | 13th July 2010 |
| Flexible Working (re-write) | Workplace Transformation requirement | June/July | On-going | To be confirmed | To be confirmed | To be confirmed | N/A | No | To be confirmed |
| Employment Break Scheme | Update required | July | 27th Sept - 8th Oct | 12th October | 3rd Nov info only | 24th Nov | N/A | No | 1st Dec 2010 |
| Job evaluation (re-write) | Update required | November | N/A | 14th December | N/A | N/A | N/A | No | 1st Jan 2011 |
| Market plussages | Update required | September/October | 8th - 19th Nov | 14th December | 1bc Jan | 12th Jan | N/A | Yes | To be confirmed |
| Appointment process | Update required | July | 22nd July - 30th Sept | 15th Sept and 4th Oct | N/A | 12th Oct | N/A | Yes | 25th Oct 2010 |
| Business Continuity Policies | Update required | September | 4th - 15th Oct | 28th October | 6th Dec (info only) | 10th Dec (info only) | N/A | Yes | To be confirmed |
| Time Off for Exceptional Circumstances | Update required | May | 4th - 31st May | 5th July | N/A | 19th May | N/A | No | 1st May 2010 |
| Staff Fatalities/Death in Service | Business Continuity | September | 4th - 15th Oct | 28th October | 6th Dec (info only) | 10th Dec (info only) | N/A | Yes | To be confirmed |
| Moving Home Allowances - New Employees | Update required | May/June | March | done | N/A | 10th March | N/A | No | 1st June 2010 |

| JCC Dates | Staffing Policy Dates | EIA Dates |
|-----------|-----------------------|------------|
| 24th June | 28th July | 23rd June |
| 2nd Sept | 22nd Sept | 5th July |
| 3rd Nov | 24th Nov | 3rd August |
| | 12th Jan | 17th Aug |
| | 9th March | 17th Sept |
| | | 12th Oct |
| | | 28th Oct |
| | | 16th Nov |
| | | 14th Dec |