

POLICY SCHEDULE - 2011

Appendix 2

Policy	Reason	Policy Writing	Consultation	EIA date	JCC	Staffing Policy	Sign Off	Legal review
Smoking Policy	Consistency	December / January	December/January	1st March	27th April	18th May		
Paternity leave	Legislation change	January / February	February	N/A	16th Feb	9th March		
Appointments process - Chief Officers	Operational requirement	February / March	March	1st March	27th April	18th May		
Flexible Working (re-write)	Transformation requirement	January	January	check	16th Feb	9th March		
Honoraria	Operational requirement	September	27th Sept - 8th Oct	3rd Feb	N/A	N/A		
Appeals against overpayments	Operational requirement	January	November/December	12th January	End January	9th Feb		
Redundancy - chief officers	Operational requirement	December	January	12th January	End January	9th Feb		
Flexible working for parents / carers	New template/legislation	March	N/A	check	check	check		
Bribery act	New legislation	(checking with legal)	tbc	tbc	tbc	tbc		
Equal Opps policy	New legislation	December/January	January	3rd Feb	16th Feb	9th March		
Disability support	Update required	January / February	February	29th March	27th April	18th May		
Religion in the workplace	Update required	January / February	February	29th March	27th April	18th May		
Work Performance	Operational requirement	December / January	December/January	12th January	End January	9th Feb		
Recruitment	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Starting salaries and incremental progression	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Acting up	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Secondments	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Employment of children	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Employment of ex-offenders	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Criminal Record Disclosures	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Storage of Disclosure information	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Probationary periods	Operational requirement	December - March	December - March	1st March	27th April	18th May		
Magistrates time off	Operational requirement	December/January	December / January	29th March	27th April	18th May		
Election time off	Operational requirement	December/January	December / January	29th March	27th April	18th May		
Retirement age	Legislation change	January	February	1st March	16th Feb	9th March		
Employment break scheme	New template	December/January	N/A	check	N/A	N/A		
Market plussages	Update required	On hold	On hold					
Job evaluation - GLPC	Update required	Jan/ Feb 2011	N/A	29th March	N/A	N/A		
Job evaluation - Hay	Update required	Jan/ Feb 2011	N/A	29th March	N/A	N/A		