

Changes in Policies

Title of Policy	Version	Brief Summary of Policy	Date of Changes Made	List of Changes Made	Date approved by Unison	Comments / Concerns raised by Unison	Date notified to Council
Improving Performance Policy & Procedure Toolkit	1	The purpose of this policy and procedure is to provide information and guidance on the performance improvement process for employees of Maldon District Council.	11/07/14	To include employee assistance programme (EAP) within policy and HR Toolkit letter templates	N/A	N/A	Jan-15
Grievance Policy & Procedure Toolkit	1	The purpose of this policy and procedure is to provide information and guidance on how to raise grievance for employees of Maldon District Council. This policy also deals with grievances arising from harassment and bullying.	11/07/14	To include employee assistance programme (EAP) within policy and HR Toolkit letter templates	N/A	N/A	Jan-15
Managing Attendance Policy & Procedure Toolkit	3	The purpose of this policy and procedure is to provide information and guidance on managing employee's attendance of Maldon District Council. The policy and procedure provides a guide on sickness, medical appointments and exceptions including short and long term absences, occupational health and ill health retirement.	11/07/14	To include employee assistance programme (EAP) within policy and HR Toolkit letter templates	N/A	N/A	Jan-15
Flexible Working Policy & Procedure Toolkit	4	The policy covers the statutory provisions in relation to eligibility to apply for flexible working and the procedure that should be followed. In addition to statutory provisions, the Council will accommodate where possible, requests from any employee who requests to make a temporary or permanent change to their hours or pattern of work.	11/07/14	To include employee assistance programme (EAP) within policy and HR Toolkit letter templates	N/A	N/A	Jan-15
Disciplinary Policy & Procedure Toolkit	1	Provide information and guidance on conduct and the disciplinary process for employees.	11/07/14	To include employee assistance programme (EAP) within policy and HR Toolkit letter templates	N/A	N/A	Jan-15
Medical / health incapacity Policy & Procedure	1	Guidance on medical and health issues as they relate to the employee's ability to undertake their duties.	11/07/14	To include employee assistance programme (EAP) within policy and HR Toolkit letter templates		N/A	
Whistleblowing Policy & Procedure	2	Information and guidance on how to disclose malpractice.	01/06/14	Annual review was due June 2014. Only amendment that was made was to the position held by the Monitoring Officer, now Peter Wyatt. It was recognised that all positions will need to be amended when the restructure is implemented.	N/A	N/A	Jan-15
Flexible Working Policy & Procedure	5	The policy covers the statutory provisions in relation to eligibility to apply for flexible working and the procedure that should be followed.	30/06/14	Changes made to reflect the legislation changes which came into effect on 30 June 2014. These changes allow for all employees to apply for flexible working and therefore the elements referring to careers and those with dependents was removed to make it open to all.	14/07/14	<i>The extended working hours of the Council are 7.30 am to 6.30 pm Monday to Thursday and 7.30am to 6.00pm on Friday during which time employees can work additional hours in accordance with operational need'</i> This does not appear to incorporate members of staff work whose work includes weekends, bank holidays and evenings. These are not additional hours as required but normal working hours for these staff. This appears to be a theme not only with this policy but MDC policies in general. We would wish that these people are applied the same considerations as other staff and this is reflected in policy.	Jan-15
Safer Recruitment Policy & Procedure	1	The purpose of this policy and procedure is to provide information and guidance on safe recruitment practise for managers of Maldon District Council. The policy and procedure and supporting documents provides a guide for employees on all aspects of recruitment and selection	02/01/14	Deleted all references to Brussels and Romania on 02 January 2014 given that nationals from these countries are now within the EU and eligible to work within the UK.	Changes to the EU rules.	N/A	Jan-15
Managing Attendance Policy & Procedure	3	The purpose of this policy and procedure is to provide information and guidance on managing employee's attendance of Maldon District Council. The policy and procedure provides a guide on sickness, medical appointments and exceptions including short and long term absences, occupational health and ill health retirement.	15/11/13	Added disability leave at 2.3 agreed by Human Resources Management Board November 2013.	Dec-13	Agreed.	Jan-15
Cycle to Work	1	Staff purchase of cycles and how repayments are calculated.	24/07/14	Additional supplier added, Pauls Cycles. Confirmed agreed supplier by Emma Foy, Head of Financial Services.	N/A	N/A	Jan-15
Parental Leave Policy & Procedure	2	The purpose of this policy and procedure is to provide information and guidance on parental leave for employees of Maldon District Council.	20/05/14	Right for employees who take unpaid parental leave to elect to buy back any lost pension during a period of unpaid absence.	N/A Changes due to changes in the pension scheme. Compulsory.	N/A	Jan-15
Redeployment Policy & Procedure	3	Maldon District Council aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocated to take up a position.	26/11/14	3. Benefits: Maximum financial assistance updated to the current HM Revenue and Customs 'qualifying' costs exemption, up to £7,500 plus removal and travel expenses. A Claims Form was also added at Appendix 2. Previously there was not one.	N/A Changes due to HM Revenue and Customs uplift.	N/A	Jan-15

Probation Policy & Procedure	2	Made 8 week probation 12 weeks and 24 week probation throughout	02/11/15	Made 8 week probation 12 weeks and 24 weeks throughout document.	12-Nov-15	N/A	Jan-15
Code of Conduct	2	Conduct expected of all employees during their employment.	10/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Parental Leave Policy & Procedure	2	The purpose of this policy and procedure is to provide informatino and guidance on parental leave for employees of Maldon District Council.	10/11/15	Updated policy in line with legislation, right for all eligible employees to have up to 18 weeks Ordinary Parental Leave up until the 18th birthday in respect of each child.	N/A Changes due to legislation from 01 April 2015. Approved by Unison 11/12/15	No comments other than we must ensure that requests for leave are treated consistently across the council.	Jan-15
Disciplinary Policy & Procedure	2	Provide informatino and guidance on conduct and the disciplinary process for employees.	10/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Early Retirement Policy & Procedure	2	Information and guidance on early retirement for employees who contribute to the LGPS.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Flexible Retirement Policy & Procedure	2	Information and guidance on flexible retirement for employees who contribute to the LGPS.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Flexible Working Policy & Procedure	6	Details as above.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Grievance Policy & Procedure	2	How to raise graivance and how to deal with grievances arising from harassment and bullying.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Improving Performance Policy & Procedure	2	Guidance on the performance and improvement process for employees.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Managing Attendance Policy & Procedure	2	Information and guidance on managing employee's attendance. Provides a guide on sickness, medical appointments and exceptions including short and long term absences, occupational health and ill health retirement.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Medical / health incapacity Policy & Procedure	3	Guidance on medical and health issues as they relate to the employee's ability to undertake their duties.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Organisational Change Policy & Procedure	2	Managing organisational change and the redundancy process, providing a guide on all aspects of managing organisational change which may lead to redundancy.	13/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Paternity Policy & Procedure	3	Paternity leave and pay entitlement for employees.	24/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager. In addition, added reference to Shared Parental Leave Policy and Procedure.	N/A Changes due to restructure	N/A	Jan-15
Safer Recruitment Policy & Procedure	2	Provide information and guidance on safe recruitment practices for managers on all aspects of recruitment and selection.	24/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Whistleblowing Policy & Procedure	3	Information and guidance on how to disclose malpractice.	24/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Honorarium Policy & Procedure	3	Internal process for awarding Honorarium payments.	24/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Maternity Policy & Procedure	2	Maternity leave and pay entitlement for employees.	24/11/15	Updated policy with new structure i.e. Strategic Director amended to Director and Head of Service, Group Manager.	N/A Changes due to restructure	N/A	Jan-15
Smoking Policy & Procedure	1	Guidance for all employees and agency workers on the Council's policy on smoking.	01/08/16	New policy	11/12/15	To incorporate TIC and Parks Depot.	Sep-16
Shared Parental Leave Policy & Procedure	1	New policy in line with legislation effective from 01 April 2015.	01/08/16	New policy	11/12/15	No comments other than we must ensure that requests for leave are treated consistently across the council.	Sep-16
Attendance Management Policy & Procedure	1	This Procedure provides a framework for managers and staff to follow to ensure a fair and consistent approach to the management of ill health and sickness absence.	01/08/16	Introduction of the Bradford Factor for identifying triggers – please note that we have used the same thresholds as used by many organisations; New approach to managing long term absence.			Sep-16