

Changes in Policies

APPENDIX 1

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
Improving Performance Policy & Procedure	2	The purpose of this policy and procedure is to provide information and guidance on the performance improvement process for employees of Maldon District Council.	01/02/2017	Updated policy with amended Appeals Procedure (agreed May 2016 by Cmte)	N/A	N/A
Grievance Policy & Procedure	2	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.	01/02/2017	Updated policy with amended Appeals Procedure (agreed May 2016 by Cmte)	N/A	N/A
Organisational Change and Redundancy Policy & Procedure	3	Managing organisational change and the redundancy process, providing a guide on all aspects of managing organisational change which may lead to redundancy.	01/02/2017	Updated policy with amended Appeals Procedure (agreed May 2016 by Cmte)	N/A	N/A
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.	01/02/2017	Updated policy with amended Appeals Procedure (agreed May 2016 by Cmte)	N/A	N/A
Flexible Working Policy & Procedure	6	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.	01/02/2017	Updated policy with amended Appeals Procedure (agreed May 2016 by Cmte)	N/A	N/A
Probation Policy & Procedure	4	To provide a framework to judge the suitability of an employee, to discuss any shortcomings and agree action to help the employee achieve the required standards.	May-17	In line with Terms and Conditions of Employment: Deleted Appeals Procedure / amended one weeks notice to be one months notice. Also, changes made to reflect sickness during probation as the current sickness policy does not refer to those during probation. Existing employees to now be managed through Performance Management and not through probation.	05/07/2017	Requested change to sentence when KPI is stated to extend the decision for employee exceeding the target from dismissal to consider other options such as extension to probation.
Safer Recruitment Policy & Procedure	2	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	14/06/2017	Changes made to guidance document, Employing people with disabilities in line with new 'disability confident status'	N/A	N/A
Terms & Conditions of Employment	Update June 2017	T&C's of employment provided to all employees with contracts.	03/07/2017	Incorporated Smoking Policy & Procedure, highlighted probation period notice is different to those in confirmed employment, incorporated Code of Conduct, updated Disciplinary Policy & Procedure section. Tracked changes version saved to New HR Policies, Old versions.	N/A	N/A
Off-Payroll worker Procedure	1	A framework for all individual officers responsible for hiring and line managing agency workers, consultants or self-employed individuals on behalf of the Council.	New	New procedure	24/08/2017 (Although not necessary as a procedure)	Appears ok provided it complies with the most recent legislation
Training Policy (as amended 27 August 2013)			Deleted	Deleted in agreement with Cally Darby. August 2017. Not fit for purpose and out of date.	N/A	N/A
One to One Meeting Template			Deleted	Deleted in agreement with Cally Darby. August 2017. Not fit for purpose and out of date.	N/A	N/A
Appraisal and Development Policy			Deleted	Deleted in agreement with Cally Darby. August 2017. Not fit for purpose and out of date.	N/A	N/A
Disability - The Legal Definition	N/A	Guidance document on employing people with disabilities	30/08/2017	Added link to new guidance released by government.	N/A	N/A
Grievance Policy for JE			Deleted	Deleted as this was only relevant for the period of JE implementation in 2010. As stated 'This policy will lapse once the JE process is complete'.	N/A	N/A
Smoking Policy & Procedure	2	The purpose of this policy and procedure is to inform employees and agency workers of the Council's Smoking Policy.	Oct-17	Added paragraph 6.3 to confirm location for those wishing to vape, previously was not identified. Added to clarify.	N/A	N/A
Managing Attendance Policy & Procedure	4	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 lo	Dec-17	Amended notification of days from 7 working days notice to 10 working days notice in line with Medical /Health Incapacity Policy & Procedure. Sections 1.48 & 1.49.	Sent to Unison for information 11.12.2017	Noted.
Childcare policy and procedure	2	Child care payment scheme.	Nov-17	Government Tax Free childcare now provided as new entrants are not able to join this policy from April 2018. This will continue to run for those at present already in the scheme until the government advises otherwise or the individuals cease to use the scheme.	15.02.18	Requested to be published to staff as soon as possible because of the deadline. Advised Intranet post requested.