

**APPENDIX A6****SCHEDULE FOR REVIEW/DEVELOPMENT OF HR POLICIES – OCT 07**

<b>Policy</b>	<b>In Hand Book?</b>	<b>Need Updating?</b>	<b>Comments</b>	<b>Time Scale</b>
<b>Travel related:</b>				
Car Allowances And Business Mileage	Yes	Yes	Benchmark with other Districts	March 2008
Car Leasing Scheme	No	Yes	Review in line with Green Travel	March 2008
Travel & Subsistence Allowance	Yes	Yes	Benchmark with Other Districts	March 2008
<b>Performance Management:</b>				
PDRS Scheme	Yes	Yes	Reviewing Competencies	March 2008
Job Evaluation Policy	N/A	Yes	Policy required	April 2008
<b>Health &amp; Safety:</b>				
Bomb Procedure	Yes	Yes	To be integrated into Fire Safety Operation	March 2008
Departmental Safety Co-ordinators	Yes	Yes	Review of Responsibility following SM Training	Feb 2008
Fire Procedures	Yes	Yes	Currently under review	Dec 2007
Management of Stress at work	No	Yes	SMG	27 <sup>th</sup> Oct 2007
Workplace Inspections	No	Yes	Time table to be agreed Inspections tbd	April 2008
DSE Assessment	Yes	Yes	Contract up for renewal	March 2008
<b>Resourcing:</b>				
Recruitment Policy	Yes	Yes	Policy required	April 2008
Probation	Yes	Yes	Policy Required	April 2008
Work Placements	No	Yes	Policy Required	May 2008

Workforce Plan	No	Yes	Policy Required	May 2008
<b>Training:</b>				
Training & Development Policy	Yes	Yes	Policy Required	March 2008
Supervision	No	No	Training Required	July 2008
Pension	No	No	Training Required	December 2007
<b>Health:</b>				
Access to Medical Records	Yes	No	OH Provider to formulate forms and procedures	April 2008
<b>Equal Opportunities:</b>				
Equal Opportunities Policy	Yes	Yes	Policy and Statement of intent needs updating.	August 2008
Code of Conduct	Yes	Yes	Produced – Training required	March 2008