

# Management Issues – Human Resources

The table provides a checklist of East Herts Council policies and procedures that have been audited to support the C3W programme.

NAME OF POLICY	DATE OF CURRENT POLICY	OWNERSHIP	AUDIT COMPLETED (DATE)	CHANGES NEEDED? Y/N	CHANGES PLANNED (DATE)
Absence Management	08/06	Claire Burton	Dec 2008	Y	Jul 2009
Acceptable Use of Emails	07/08	ICT			
Achieving Organisational Change	12/06	Gill Coleman	Dec 2008	Y	Oct 2009
Appeals Policy	N/A	Claire Burton	Apr 2009	Y	Jul 2009
Capability	08/06	Claire Burton	Dec 2008	Y	Jul 2009
Contracts of Employment	N/A	Claire Burton	Dec 2008	Y	Oct 2009
Data Protection & Information Exchange	06/06	Audit			
Disciplinary	08/06	Jaleh Nahvi	Dec 2008	Y	Jul 2009
Disturbance Allowance	03/08	Jaleh Nahvi	Dec 2008	N	N/A
Equality and Diversity Policy		Mekhola Ray			
Duty to Consider Extending Employment Beyond Normal Retirement Age	01/08	Jaleh Nahvi	Dec 2008	N	N/A
Employing & Retaining People with Disabilities	08/06	Jaleh Nahvi	Dec 2008	Y	
Ending of Fixed Term Employment	08/06	Helen Farrell	Dec 2008	Y	
Equality Impact Assessments	N/A	Jaleh Nahvi	N/A	Y	
Exit Interview	N/A	Claire Burton	Mar 2008	Y	
Flexible Working	12/06	Helen Farrell	Dec 2008	Y	Oct 2009
General Leave including flexi time	09/06	Helen Farrell	Dec 2008	Y	
Grievance	08/06	Jaleh Nahvi	Dec 2008	Y	Jul 2009
Harassment & Bullying at Work	09/06	Jaleh Nahvi	Mar 2009	N	

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Health, Safety & Welfare	08/05	Peter Dickinson	Dec 2008	Y	Oct 2009
Home Working	N/A	Helen Farrell/Jane Sharp	N/A	Y	Oct 2009
Use of ICT & Equipment	04/08	ICT	Dec 2008	Y	Jul 2009
Managing Violence & Aggression in the Workplace	06/07	Peter Dickinson	Dec 2008	Y	
Maternity, Paternity & Adoption Leave	07/07	Helen Farrell	Dec 2008	N	N/A
Performance Development review process	11/08	Helen Farrell	Dec 2008	N	N/A
Professional, Career & Vocational Study	10/08	Helen Farrell	Dec 2008	N	N/A
Recruitment	06/03	Jaleh Nahvi	Dec 2008	Y	Apr 2009
Redeployment	12/06	Jaleh Nahvi	Dec 2008	Y	
Relocation	N/A	Claire Burton	Dec 2008	Y	
Retirement	N/A	Gill Coleman	Mar 2009	Y	
Secondment	01/08	Helen Farrell	Dec 2008	N	N/A
Smoke Free Work Place	06/07	Peter Dickinson	Dec 2008	N	N/A
Stress Management	10/08	Helen Farrell	Dec 2008	N	N/A
Training & Development	10/08	Helen Farrell	Dec 2008	N	N/A
Travelling Green Policy	N/A	Graham Mully/ HR	N/A	Y	Oct 2009