

**Policy Development Plan 2015/16**

<b>Policy title</b>	<b>Revision required</b>	<b>Progress</b>	<b>Approved by HRC</b>
Retirement Policy	Updated to include the Council’s discretionary powers under the regulations.	Revised	Approved January 2015
Bribery Policy	Updated to reflect best practice	Revised	Approved January 2015
Carers Policy	This policy has been introduced after feedback from the Health and wellbeing Panel.	Revised	Approved January 2015
Flexible Working Policy	This policy has been updated to reflect new statutory rights. All employees can request flexible working after 26 weeks employment service.	Revised	Approved January 2015
General Leave Policy	This policy is being updated to ensure it is fit for purpose.	Revised	Approved January 2015
Job Evaluation Policy	The policy is being review in consultation with the trained JE assessors from HR, Unison and independent staff	Revised	Approved March 2015
Handling Personal Data	The policy has been updated to support the Council’s Data Protection Action Plan	Revised	Approved July 2015

**Essential Reference Paper “B”**

Family Friendly Policy	The policy has been updated to reflect changes in employment law in April 2015	Revised	Approved July 2015
Shared Parental Leave	The policy has been updated to reflect changes in employment law in April 2015	Revised	Approved July 2015
Professional Career & Vocational Study Policy	The policy has been updated to reflect changes to the process.	<b>Subject to approval by HRC October 2015</b>	
Managing Violence and Aggression in the Workplace, 2007	Guidance notes have been updated and included on the intranet under Health and Safety to ensure the Council meets its obligations and best practice in this area.	<b>Subject to approval by HRC October 2015 to delete Policy</b>	
Smoke Free Work Place, 2007	This policy is being updated to ensure it is fit for purpose.	<b>Subject to approval by HRC October 2015</b>	
Expenses Policy, 2010	The policy has been revised and HMRC rates have been introduced.	The current Expenses Policy has been referred to the Local Joint Secretaries as local agreement was not reached by the Local Joint Panel in August 2014. Local Joint Secretaries on 5 March 2015 recommended that a Travel Green Policy and survey is completed to support the Expenses Policy	

**Essential Reference Paper “B”**

		Travel Green Policy 1 <sup>st</sup> draft and survey completed July 2015	
Recruitment Policy, 2013	The policy is being reviewed to support the recommendations made in the Recruitment Review June 2015	1 <sup>st</sup> draft	
Alcohol, Drug & Substance Misuse Policy, 2007	This policy is being updated to ensure it is fit for purpose.	1 <sup>st</sup> draft	
Learning and Development Policy, 2008	This policy is being updated to reflect the recommendations made in the Learning and Development 2014/15 annual report	1 <sup>st</sup> draft	
Secondment Policy, 2011	This policy is being updated to ensure it is fit for purpose.	1 <sup>st</sup> draft	
Stress Management Policy, 2008	This policy is being reviewed. Consideration to this policy becoming part of the Absence Management Policy to reduce duplication of process.	1 <sup>st</sup> draft	
Probationary Policy, 2011	This policy is being updated to ensure it is fit for purpose.	1 <sup>st</sup> draft	

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Redeployment Policy, 2006	This policy is being updated to ensure it is fit for purpose	1 <sup>st</sup> draft	
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