

## HR policy governance document review schedule

HR Policy	Date	07/02/2020 review schedule	05/02/2020 review schedule
Confidential Reporting	2008	2020	2021
Eye Sight Testing	2003	2020	2021
Grievance Procedure	2008	2020	2021
Long Service Award and Certification	2009	2020	2021
Relocation Scheme	2010	2020	2021
Special Leave	2009	2020	2021
Staff Review & Development Scheme	2009	2020	2021
Adoption Leave	2009	2021	2022
Alcohol and Drug Use affecting work	2009	2021	2022
Career Grade Scheme Overview	2007	2021	2022
Harassment	2009	2021	2022
Health and Safety Management	2009	2021	2022
Time off for Trade Union Duties	2013	2021	2022
Trade Union Officer Group Consultation	2009	2021	2022
Disciplinary	2008	2022	2023
Employee Consultation F/work	2009	2022	2023

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Protocol for Consultation	2009	2022	2023
Records Retention, control & management	2016	2022	2023
Maternity leave, pay & benefits	2009	2023	2024
Parental Leave	2009	2023	2024
Parental, maternity support leave & pay	2009	2023	2024
Code of Conduct	2019	2024	2025
Computer Use (various)	2019	2024	2025
Health and Work	2019	2024	2025
Recruitment & Selection:	2019	2024	2025
Smoking	2019	2024	2025

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Governance document	Date	Review period	Next review
Staff Handbook and organisation chart	2018	Periodic	As required
Staff Leaving Procedure checklist	2018	Periodic	As required
Overtime Guidance	2019	Periodic	As required
Reporting Senior Officer interests procedure	2019	Periodic	As required
Contingencies Plan	2018	2yr	Delayed to 2021
Records Management Plan	2018	2yr	Delayed to 2021
Complaints Handling	2016	5yr	2021
Equalities Mainstreaming and outcomes	2019	2yr	2021
Unacceptable Actions	2016	5yr	2021
Anti-Fraud and Corruption	2019	3yr	2022
Code of Corporate Governance	2019	3yr	2022
Financial Regulations	2019	3yr	2022
Scheme of Delegation	2020	3yr	2023
Standing Orders	2020	3yr	2023