

HR policy governance document review schedule

HR Policy	Current Policy Date	Review Scheduled	
Confidential Reporting	2008	2022	
Eye Sight Testing	2003	2022	
Long Service Award and Certification	2009	2022	
Relocation Scheme	2010	2022	
Special Leave	2009	2022	
Staff Review & Development Scheme	2009	2023	
Adoption Leave	2009	2023	
Alcohol and Drug Use affecting work	2009	2023	
Career Grade Scheme Overview	2007	2023	
Harassment	2009	2023	
Health and Safety Management	2009	2023	
Time off for Trade Union Duties	2013	2023	
Trade Union Officer Group Consultation	2009	2023	
Disciplinary	2008	2024	
Employee Consultation Framework	2009	2024	
Protocol for Consultation	2009	2024	
Records Retention, control & management	2016	2024	

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Maternity leave, pay & benefits	2009	2025	
Parental Leave	2009	2025	
Parental, maternity support leave & pay	2009	2025	
Code of Conduct	2019	2025	
Computer Use (Various)	2019	2026	
Health and Work	2019	2026	
Recruitment & Selection	2019	2026	
Smoking	2019	2026	
Grievance Procedure	2021	2026	
Governance document	Date of current document	Review period	Review Scheduled
Staff Handbook and organisation chart	2022	Periodic	As required
Staff Leaving Procedure checklist	2021	Periodic	As required
Overtime Guidance	2019	Periodic	As required
Reporting Senior Officer interests procedure	2019	Periodic	As required
Records Management Plan	2018 (Formal agreement of Keeper of Records)	Annual	2022
Contingencies Plan	2018	2yr	2022
Unacceptable Actions	2016	5yr	2022
Anti-Fraud and Corruption	2019	3yr	2022

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Code of Corporate Governance	2019	3yr	2022
Financial Regulations	2019	3yr	2022
Scheme of Delegation	2020	3yr	2023
Standing Orders	2020	3yr	2023
Equalities Mainstreaming and outcomes	2021	2yr	2023
Complaints Handling	2021	5yr	2026