

Document	Outline of changes
<p>Staff disciplinary and dismissal policy and procedures</p>	<p>General tidying up</p> <p>1.2 replaced the previous 1.2 and explains the purpose of the policy</p> <p>Added at 1.4 the procedure does not form part of any contract of employment</p> <p>Remove the original 1.4 as not needed.</p> <p>Removed 3. Rules</p> <p>Potential removal of Principals.</p> <p>Tighten up under Suspension, the line manager should provide updates on the case not the investigation officer.</p> <p>Additional information provided under 15.1.5 relating to ‘alternatives to dismissal’</p> <p>‘warnings’ moved within policy</p> <p>Remove Interview type questions to be in a different document or appendix</p>
<p>Disciplinary and Dismissal policy and procedure for statutory officers</p>	<p>General tidying up</p> <p>Update to Committee references</p> <p>Removal of reference to settlement agreements</p> <p>Review of references to relevant documentation</p>
<p>Capability Policy</p>	<p>Removal of section 1.1 however 1.3 is a much more detailed explanation on the purpose of the policy.</p> <p>Added this policy does not apply to agency staff workers, etc.</p>

	<p>Under stage two, more thorough explanation on process and what will happen.</p> <p>Proposal made to issue warnings for six months and remove existing timeframe.</p> <p>Overhaul of appeal process (prior to dismissal).</p>
Sickness Absence Policy	<p>17.1 Progression to Stage 2 may occur where: there has been a failure to meet the targets set out in Stage 1, an employee has two Stage 1 discussions within the previous 3 year period or where the total period of absence in any 2 year period exceeds 6 months</p> <p>14.9 Added a phased return will be over a four week period and if more it will be paid for the hours worked. The remaining hours would be unpaid or the employee can use annual leave, where available.</p> <p>Increased the time from 2 years to 3 years to cover when there has been two stage ones in a period.</p>
Grievance Policy	<p>General tidy up, simplifying it.</p> <p>Removal of grievance against Chief Executive – not needed,</p> <p>Removal of natural justice,</p> <p>Removal of 'After the investigation is complete'</p> <p>Too much detail, a lot of the deletions are because there was far too much detail in this policy.</p>
Employee code of conduct	<p>General tidying up</p> <p>References to other related documentation added, specifically the Constitution.</p>
Organisational Change	<p>General tidying up, minimal changes</p>
Time off For Dependents	<p>Addition of the following:</p>

	<p><b>Special Paid Leave</b></p> <p>In exceptional cases, Special Paid Leave of up to five days may be granted in any one leave year by the line manager to enable an employee to face an emergency situation or to cope with a critical situation involving a dependant / close family member / someone who depends on them.</p> <p>An example could be:</p> <ul style="list-style-type: none"><li>• Employees whose partner or close family member have a terminal/life threatening illness</li></ul> <p>Special paid leave is not suitable for situations where advance notice is given (i.e. to take a dependant to hospital for an appointment or planned school inset days).</p>
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