

Document	Outline of changes
Annual Leave and Bank Holidays Policy	<ul style="list-style-type: none"> • General tidying up. • Reference to annual leave given in hours as this is how it is booked within iTrent, the HR/Payroll system • Updated entitlements in line with an extra day being awarded with effect from 1 April 2023. • Removed examples of how to calculate annual leave due to explanation being within iTrent. Removed due to the explanation being on itrent.
Court Attendance	<ul style="list-style-type: none"> • General tidy up.
Compassionate leave	<ul style="list-style-type: none"> • Increase in entitlement to compassionate leave from five to ten days. • Added statutory parental bereavement entitlement
Employee Code of Conduct	<ul style="list-style-type: none"> • General tidy up • Clarification on permission to seek additional employment opportunities at different grades • Clarification on expectations of employees around declarations of gifts and hospitality
Statutory Officer Disciplinary and Dismissal Policy and Procedure	<ul style="list-style-type: none"> • General tidy up • Acknowledgement of updates to the Chief Executive Handbook