

Appendix 1

Changes to Policies

Policy	Changes
Organisational Change	<p>Added in a section relating to the requirement of managers to operate within area establishments and actions to take should the establishment need to increase or reduce.</p> <p>Reviewed wording around assimilation and ring-fencing to ensure clarity and transparency.</p>
Paternity Leave	Updated the policy to reflect that paternity leave can now be taken up to 12 months after the birth of the child, and not within 56 days.
Carers Leave	This a new policy, following legislative change, that allows employees to request up to one week of unpaid leave per annum to provide care for a dependent who has long-term care needs.
Drugs and Alcohol Policy	Reviewed to ensure up-to-date and minor amendments to ensure ease of use.