

Policy Owner	Policy Name	Policy Group	Cohort	Associated Documents to review (letters, guidance, flow charts)	Rationale for Requirement	Policy in Place	Policy review status: needs to be Reviewed, Not-reviewed, Introduced or Not-Introduced	Recommendation/New Policy Name	Date of Implementation	Date last updated	ER Lead	Supported By
HR & OD	Grievance Resolution Procedure	Dignity and Conduct at Work	Cohort One	Yes	Statutory Requirement	Yes	Review required	Combine into one Grievance Resolution Policy and Procedure	Sep-05	Mar-12	Nigel Bloch	
HR & OD	Combatting Harassment and Discrimination	Dignity and Conduct at Work	Cohort One	Yes	Statutory Requirement	Yes	Review required		Jan-14	Sep-18	Nigel Bloch	
HR & OD	Probation Procedure	Dignity and Conduct at Work	Cohort One	Yes	Organisational review	Yes	Review required	Managing Probation Policy and Procedure	Oct-06	May-19	Farhana Nabih	
HR & OD	Standard for Managing Employees Performance	Dignity and Conduct at Work	Cohort One	Yes	Organisational review	Yes	Review required	Managing Performance Procedure	Sep-05	Mar-12	Michelle Vincent	
HR & OD	Disciplinary Procedure	Dignity and Conduct at Work	Cohort One	Yes	Statutory Requirement	Yes	Review required	Disciplinary Policy and Procedure	Jan-04	Feb-12	Lynn McKenzie	
HR & OD	Annual Leave Procedure	Terms and Conditions and Pay	Cohort One	Yes	Statutory Requirement	Yes	Review required	Annual Leave Policy and Procedure	Feb-06	Jul-20	Nigel Bloch	
HR & OD	Guide to Maternity Benefits	Family Friendly	Move to Cohort Two - will be combined with other policies to form an overarching Family Friendly suite of policies	Yes	Statutory Requirement	Yes	Review required	Maternity Policy and Procedure	May-07	May-15		
HR & OD	Flexible Working Policy	Family Friendly		Yes	Organisational review	Yes	Review required	Flexible Working Policy and Procedure	Aug-06	30-Jun-14		
HR & OD	Sickness Management Procedure	Health and Wellbeing	Cohort One	Yes	Organisational review	Yes	Review required	Managing Attendance Policy Procedure	Nov-10	15-Feb-15	Farhana Nabih	Karen Davis
HR & OD	Handling Organisational Change	Organisational Change	Cohort One	Yes	Organisational review	Yes	Review complete	Organisational Change Policy	Nov-05	Oct-20	Mala Jones	
HR & OD	Recruitment and Selection Standards	Recruitment and people checking	Cohort One	Yes	Organisational review	Yes	Review required	Recruitment and Selection Policy and Procedure	Jan-04	Dec-17	Lynn McKenzie	Gianmarco Ciavarro

Policy Owner	Policy Name	Review and Scoping (identification of which documents are needed and in which form). Identify if agreement in principle required	Date draft policy produced for review by ER Head of HR	Working group required Yes/No	Consultation - stakeholders (TUs, staff networks, DLTs)	Working/ Focus Group Meeting Date(s)	Working/ Focus Group Meeting Follow Up Date (if required)	Date circulated for comments to staff networks	Date circulated to TUs for comments*(Note - where required TUs expected to be part of working group)	Date new policy Signed-off	Proposed Implementation Date	Published on Intranet	Comms THnow	Comms Manager's Briefing	Briefing Sessions
HR & OD	Grievance Resolution Procedure	Sep-20	19/11/2020	Yes	All	w/c 23/11/20	w/c 30/11/20	w/c 30/11/20	w/c 30/11/20	w/c 04/01/21	Jan-21	w/c 18/01/2021	w/c 18/01/2021	Jan-21	w/c 25/01/2021
HR & OD	Combatting Harassment and Discrimination	Sep-20													
HR & OD	Probation Procedure	Sep-20	19/11/2020	TBC	All	w/c 23/11/20	w/c 30/11/20	w/c 30/11/20	w/c 30/11/20	w/c 11/01/21	Jan-21	w/c 25/01/2021	w/c 25/01/2021	Jan-21	w/c 01/02/2021
HR & OD	Standard for Managing Employees Performance	Sep-20	19/11/2020	Yes	All	w/c 23/11/20	w/c 30/11/20	w/c 30/11/20	w/c 30/11/20	w/c 11/01/21	Jan-21	w/c 25/01/2021	w/c 25/01/2021	Jan-21	w/c 01/02/2021
HR & OD	Disciplinary Procedure	Sep-20	19/11/2020	Yes	All	w/c 23/11/20	w/c 30/11/20	w/c 30/11/20	w/c 30/11/20	w/c 04/01/21	Jan-21	w/c 18/01/2021	w/c 18/01/2021	Jan-21	w/c 25/01/2021
HR & OD	Annual Leave Procedure		19/11/2020	No	No	n/a	n/a	27/11/2020	27/11/2020	10/12/2020	Jan-21	w/c 11/01/2021	w/c 11/01/2021	Dec-20	not required
HR & OD	Guide to Maternity Benefits			No	No										
HR & OD	Flexible Working Policy														
HR & OD	Sickness Management Procedure	Sep-20	09/11/2020	Yes	All	09/11/2020	16/11/2020	16/11/2020	16/11/2020	w/c 14/12/20	Jan-21	w/c 11/01/2021	w/c 11/01/2021	Jan-21	w/c 18/01/2021
HR & OD	Handling Organisational Change	Aug-20	19/11/2020	Yes	All	n/a	n/a	tbc	tbc	Sep-20	Oct-20	w/c 26/10/20	w/c 26/10/20	Oct-20	w/c 26/10/20
HR & OD	Recruitment and Selection Standards	Sep-20	19/11/2020	TBC	All	w/c 23/11/20	w/c 30/11/20	w/c 30/11/20	w/c 30/11/20	w/c 04/01/21	Jan-21	w/c 18/01/2021	w/c 18/01/2021	Jan-21	w/c 25/01/2021

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HR & OD	Grievance Resolution Procedure	
HR & OD	Combatting Harassment and Discrimination	
HR & OD	Probation Procedure	
HR & OD	Standard for Managing Employees Performance	
HR & OD	Disciplinary Procedure	
HR & OD	Annual Leave Procedure	
HR & OD	Guide to Maternity Benefits	
HR & OD	Flexible Working Policy	
HR & OD	Sickness Management Procedure	
HR & OD	Handling Organisational Change	
HR & OD	Recruitment and Selection Standards	