

HR POLICY INDEX

Policy Reference	Policy Name	Policy Description
HR02	Absence Management Policy	Covers the responsibilities of employees and managers in relation to sickness absence. This includes; how to report sickness, by when and to whom and process of Return to Work meetings. It addresses short term and long term absence and the trigger points at which a formal attendance monitoring meeting would be required, the stages of warnings and the appeal process. Advice on when referral to Occupational Health would be appropriate is also included. Occupational sick pay entitlements are detailed in the policy and information on areas requiring specific action such as disability related absence, substance misuse and maternity related absence.
HR03	Adoption Policies	Details the entitlements to statutory and occupational adoption leave and pay, the use of keep in touch (KIT) days, and the process of applying for adoption leave.
HR04	Annual Leave Policy	Details the annual leave period – 1 April to 31 March each year – and the annual leave and public holiday entitlements for full and part time staff under Agenda for Change Terms and Conditions. It includes the calculation for staff starting part way through the year or on changing their hours.
HR05	Career Break Policy	Details the process of an employee applying for an unpaid break from their employment for up to five years.
HR07	Disciplinary Policy	Details the process which takes place when employees fail to meet the required standards of conduct within the work place and explains the informal and formal stages, levels of warnings and the duration they apply. It also gives examples of gross misconduct and the scheme of delegation detailing the level of managers authorised to take disciplinary action against their staff. The policy explains the circumstances when suspension may be appropriate and that employees have a right to be accompanied to any formal meetings. The procedure details how a disciplinary hearing or appeal hearing should be carried out.
HR08	Equality & Diversity Policy	Describes the strategy that all CCG employees and potential employees should receive fair, equitable and fair treatment and not be subject to direct or indirect discrimination. There are definitions of direct and indirect discrimination and a description of the protected characteristics within the Equality Act 2010.

HR09	Flexible Working Policy	Describes the statutory right of parents and carers to apply for flexible working though the option is open to all employees. Various examples of flexible working practices are highlighted. The policy outlines the procedure to be followed by both the organisation and the employee when an application is made and lists the reasons a request may be denied.
HR10	Further Education & CPD Policy	Describes the process employees need to follow in order to apply for financial assistance and time off to undertake further education courses.
HR11	Grievance Policy	Describes the process to be followed if an employee (or group of employees) becomes dissatisfied (or aggrieved) regarding an aspect of their employment or terms and conditions of employment. There are informal and formal stages including an appeal process. The procedure also describes a mediation process. Employees have a right to be accompanied to any formal meetings.
HR12	Harassment & Bullying Policy	outlines the process to be followed when a complaint of harassment or bullying is made and includes definitions and examples of harassment and bullying. There are informal and formal stages and may lead to a disciplinary process should an investigation reveal potential wrongdoing. Employees have a right to be accompanied to any formal meetings.
HR13	Induction Policy	Outlines the importance that CCG employees have a structured induction programme in order to ensure that they are clear about the requirements of their roles and have an overall understanding of the CCG.
HR14	Job Evaluation Policy	Sets out the procedure to be followed in order to job match or evaluate new posts and re-banding applications. It details the make-up of the panels (management and staff side) and consistency checking and the review (appeal) process.
HR16	Managing Work Performance Policy	Describes the process to be followed should an employee's performance fall below an agreed standard. There are informal and formal stages – formal stages potentially falling under the Disciplinary Policy. Employees have a right to be accompanied to any formal meetings
HR17	Maternity Policy	Details the entitlements to statutory and occupational maternity leave and pay, the use of keep in touch (KIT) days, and the process of applying for maternity leave.
HR18	Ongoing Review and Objectives Policy / Appraisal Policy	Sets out the CCG's approach to performance review and guides managers and employees in the process during the appraisal meeting and the definition of the performance bandings.

HR20	Parental Leave Policy	Describes the statutory right for parents to request a period of unpaid leave to care for their children and the procedure to follow when making an application.
HR22	Paternity Policy	Describes the entitlements to statutory paternity leave and the process for applying for this
HR24	Professional Registration Policy	Aims to ensure that all staff required to be registered with a statutory regulatory organisation in order to practice their speciality/field are fully aware of their contractual obligation to maintain their registration. The document sets out the responsibilities of the individual employee, their manager, the monitoring arrangements and the implications for lapsed registrations.
HR25	Recruiting Ex-Offenders Policy	Details the process in identifying posts requiring a Disclosure Barring Service (DBS) check and the procedure should a positive disclosure occur. It also defines the level of check available.
HR26	Recruitment and Retention Premia Policy	Defines what is meant by a RRP and details the circumstances where such a short term or long term payment may be considered.
HR27	Recruitment & Selection Policy	Designed to support managers in providing a fair, consistent and effective approach in the recruitment of all employees. It details all stages of recruitment from identifying a vacant post to agreeing a starting salary.
HR28	Redeployment Policy	Designed to assist all employees who are at risk of losing their job as a result of ill health capability, performance, redundancy or end of a fixed term contract of over a year. It outlines the procedure including the redeployment period, trial periods, salary protection and appeal process.
HR29	Retirement Policy	Outlines the retirement options available to CCG employees, including voluntary early retirement, retirement at normal retirement age, flexible retirement, ill health retirement and late retirement.
HR30	Secondment Policy	Outlines the process and responsibilities for employees seconded into and out of the CCG. It also details the application process to request a secondment and the appeal process.
HR31	Substance Misuse Policy	guides managers in dealing with the effects of substance misuse by employees including the role of Occupational Health and Human Resources.
HR32	Temporary Promotion Policy	ensures a fair and equitable approach to situations where an individual is asked to perform temporary work in a higher pay band for a significant period of time.

HR33	Training & Development Policy	ensures that the CCG is resourced with people who have the appropriate competence and experience to fulfil their roles. It includes the responsibilities of employees and managers in relation to ensuring appropriate training needs are met for the individual and the organisation.
HR35	Whistleblowing Policy	This policy aims to: <ul style="list-style-type: none"> • Encourage employees to feel confident in raising serious concerns regarding the practice of the organisation and outlines a reporting process and investigation process. • Ensures that employees receive a response to their concerns • Reassure employees that they will be protected from possible reprisals, subsequent discrimination, victimisation or disadvantage if they have made any disclosure in good faith.
HR36	Working Time Directive Policy	Outlines the requirements of the Working Time Regulations including hours of work, rest periods, paid leave allowances and opt out clauses.