

HR Policy Amendments Tracker

Policy Section Number (new number)	Existing/New Section	Section Heading	Amendment/addition Notes
Volunteering			
N/A	N/A	Branding	Policy re branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive provisions.
		Purpose	Feedback from JCC to include: The purpose of the policy is also to support the voluntary sector where we recognise that we may not be able to financially support external organisations, but where we acknowledge our biggest resource, our staff may be able to help.
Sexual Harassment			
N/A	N/A	Branding	Policy branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive provisions.
N/A	N/A	N/A	Substantive provisions include explanation of what sexual harassment is, informal and formal steps to take to raise a complaint, support and protection offered, and a commitment to confidentiality where possible.
		Who does this policy apply to?	Following feedback from JCC incorporated Members into the scope of the policy.
		3.1	Following feedback from JCC amended 3.1 to change employees being “encouraged” to report sexual harassment to “expected” to report sexual harassment.
Dignity, Equity and Inclusion			
N/A	N/A	Branding	Policy introduced with branding to match new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the entitlements and procedure to be followed.
N/A	N/A	Consolidation	Consolidated the Dignity at Work policy and the various roles and responsibilities set out therein, with the Diversity and Inclusion policy, which set out a zero-tolerance approach to discrimination.
6.1	Existing section – new information	Employee groups and networks	New inclusion on who to contact to set up any new internal Network.

7.1	Existing section – new information	Support and advice	Signposting the support and availability of mental health first aiders.
8	New	Breaches	Inclusion of a specific section to address breaches of the policy to reinforce zero tolerance approach to bullying, harassment and all types of discrimination.
5.9	New		Following feedback from the JCC, we have incorporated a new 5.9 as follows: It is important to remember that religious and philosophical beliefs are protected by the Equality Act, and that sometimes those beliefs may conflict with others. We want to encourage a workplace where colleagues feel comfortable to exercise their beliefs, but all colleagues must also understand the importance of dignity and respect and understand that complaints of bullying, harassment or discrimination will be taken seriously.
Honoraria and Acting Up			
N/A	N/A	Branding	Policy re branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive provisions.
N/A	N/A	Job title references	Clarifying the responsibilities in the process due to job title/process changes. Line manager must create change of conditions form, to be endorsed by HR, finance, Chief Officer and Chief Executive.
2.1	Existing	Purpose	Following JCC feedback incorporated We aim to develop talent that is prepared to lead and sustain organisational priorities over time. Honoraria and Acting Up can be useful ways to enable employees to gain new skills and experience while meeting short-term staffing needs
Secondments			
N/A	N/A	Branding	Policy branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive provisions.
N/A	N/A	N/A	Substantive provisions include explanation of different types of secondment (either internal, external or inward), the possible duration of secondments (up to 2 years as a maximum), the contractual arrangements i.e. confirming that any changes to an employee's role will be captured in a letter or an agreement, and reference to organisational change i.e. to ensure that employees are aware that if there are any changes to their substantive post proposed during the secondment, they will be consulted with by their substantive line manager.
2.2	Existing	Purpose	Following feedback from JCC added at 2,2 The Secondment Policy should be read in conjunction with the Recruitment and Selection policy
	Existing	External Secondment	Following feedback from monitoring officer, it has been made clear that external secondments will be possible only with CO approval.