

<b>PROPOSED CLUSTER</b>	<b>AREAS TO BE INCLUDED</b>	<b>PRACTICE NOTES TO BE INCLUDED</b>
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• Annual leave</li> <li>• Buying additional annual leave</li> </ul>	Yes
<b>Flexible employment</b>	<ul style="list-style-type: none"> <li>• Flexible working arrangements</li> <li>• Flexible retirement</li> <li>• TOIL / Flexi time scheme</li> </ul>	Yes
<b>Managing performance at work</b>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Disciplinary</li> <li>• Capability</li> <li>• Probation</li> <li>• Bullying &amp; Harassment</li> </ul>	Yes
<b>Attracting &amp; Keeping People</b>	<ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Off payroll workers</li> <li>• Induction</li> </ul>	Yes
<b>Employment checks</b>	<ul style="list-style-type: none"> <li>• Disclosure &amp; Barring Service</li> <li>• Right to Work</li> <li>• Qualifications and professional status</li> </ul>	No
<b>Family friendly</b>	<ul style="list-style-type: none"> <li>• Maternity &amp; premature babies leave</li> <li>• Shared parental leave</li> <li>• Adoption</li> <li>• Carers leave</li> </ul>	Yes
<b>Employment relationship</b>	<ul style="list-style-type: none"> <li>• Grievance</li> <li>• Restructuring</li> <li>• Redundancy &amp; redeployment</li> <li>• Sickness absence</li> <li>• Ill health retirement</li> <li>• Whistle blowing</li> <li>• Anti-fraud</li> </ul>	Yes