

## Appendix 1: Proposed Policy Clustering – mapped against current policies

Proposed policy cluster	Policy name	Document type	Status /Last review date
Employee relationship management	Grievance Procedure	Procedure	Oct -12
Employee relationship management	Whistle blowing	Policy	Jul-15
Employee relationship management	Trade Union Facility Time	Policy	Undated
Employee relationship management	Trade Union Accord		Undated
Family friendly	Adoption Leave Guidance for Managers	Management guidance notes	May-12
Family friendly	Maternity Guidance for Managers	Management guidance notes	May-12
Family friendly	Shared parental leave	Policy	New
Getting and Retaining the Right People	Criminal Records Bureau (C.R.B.) POLICY STATEMENT	Policy	Undated
Getting and Retaining the Right People	Induction Policy	Policy	Jan-05
Getting and Retaining the Right People	Political Restrictions Exemption Procedure	Procedure	Nov-12
Getting and Retaining the Right People	Recruitment Policy	Policy	Nov-12
Managing People and their Performance	Alcohol & Substance Misuse Policy	Policy	Apr-99
Managing People and their Performance	As and When Workers Complaints Procedure	Procedure	Feb-12
Managing People and their Performance	Capability Procedure	Procedure	Oct-12
Managing People and their Performance	Code of Conduct	Policy	Feb-12
Managing People and their Performance	Disciplinary Procedure	Procedure	Oct-12
Managing People and their Performance	Harassment and Bullying	Policy	Mar-09
Managing People and their Performance	Mediation Policy	Policy	Jun-10
Managing People and their Performance	Probation Policy	Policy	Jan-05
Managing People and their Performance	Sickness Absence and Monitoring Policy	Policy	Oct-12
Managing People and their Performance	Sickness Absence Management Guidelines	Management guidance notes	Oct-12
Succession Planning and Development	Additional Duties (Acting up) Policy	Policy	Aug-12
Succession Planning and Development	Secondment Policy	Policy	Mar-06
Pay, Rewards and Benefits	Elections Staffing Protocol	Policy	May-14
Pay, Rewards and Benefits	Ill Health Retirement	Policy	Apr-08
Pay, Rewards and Benefits	Pension Sharing on Divorce	Policy	May-02
Pay, Rewards and Benefits	Survivor Benefits Changes Jan 2010	Information sheet	Jan-10
Transition and change management	Flexible Retirement Policy	Policy	Jul-13

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Transition and change management	Redeployment Policy	Policy	Jun-12
Transition and change management	Redundancy and Pension Benefits Non-teachers	Information sheet	Dec-10
Transition and change management	Redundancy Benefits	Information sheet	Mar-15
Transition and change management	Restructuring Policy	Policy	Jun-15
Transition and change management	Voluntary Redundancy Procedure	Procedure	Jun-15
Work-life balance and well-being	Display Screen Equipment (DSE) Policy and Guidance	Policy	Aug-12
Work-life balance and well-being	Flexible Working Policy	Policy	Oct-12
Work-life balance and well-being	Leave and Time off policy(inc. Special leave)	Policy	Sept-12