**Scope of Work**

A group of policies have been identified for urgent review and they are listed below with an indicative deadline:

* Schools Organisational Change Procedure/Guidance 31/03/2020
* Sickness Procedure/Sickness Guidance and template letters 31/03/2020
* Schools Capability Procedure 31/05/2020
* Grievance Procedure Policy 31/05/2020
* Disciplinary Procedure 31/05/2020
* Pay Policy 01/09/2020

The consultant engaged to undertake this work has been instructed to produce supplementary guidance, letters and flowcharts where appropriate for each of these policies. There is a further instruction to identify all current H.R policies and to create a review plan over 5 years to ensure that all policies are reviewed regularly and consistently. It is anticipated that the policy review cycle will align with the cycle for review of Corporate H.R policies.

Headteachers from the Consultative Groups will support the review process as required.

**Rationale**

It has been a longstanding practice for schools in the Local Authority to adopt locally agreed policies relating to all employment matters. The process of policy formulation, consultation and review has been undertaken this way in the understanding that, as the Council is the named Employer on school staff contracts, consistency ensures equality for all school staff in the Borough.

The reduction of capacity for dedicated schools H.R support at the Local Authority has meant that ongoing work to update and review previously locally agreed policies has not been undertaken recently and some policies do not reflect current legislation and best practice. Schools have requested that all current H.R Policies are urgently reviewed and updated so that they provide greater consistency for school leaders. There is also a lack of supporting guidance and materials with the current group of policies and this review is an opportunity to provide quality templates, flowcharts and implementation guidance.

The consultation stage of the policy review will take place through the existing Children (and Young People’s) Trade Union Forum (CYPTUF). The review of the Terms of Reference for this forum will form part of this work. It is unreasonable to expect that each individual school should undertake consultation on these policies (although there may be groups of schools or academies who do not adopt these policies and who will undertake their own consultation).

**Further Policies and Timescales**

* Flexible Working Policy 01/09/2020
* Annual Leave/Special Leave/Extended leave 01/09/2020
* Redeployment Procedure for Schools tbc
* Anti-Bullying and Harassment Policy tbc
* Adoption Leave tbc
* Guide to Maternity Policy tbc
* Shared Parental Leave tbc
* Long Service Awards - 25 years service 01/01/2021
* Appraisal Policy for Support Staff 01/01/2021
* Appraisal Policy for Teachers 01/01/2021
* Recruitment and Selection Standards 01/04/2021
* Probation procedure for support staff in school 01/04/2021
* Staff Induction Policy 01/04/2021
* Training and Development policy 01/04/2021
* Guidance on Employing Fixed Term Workers 01/09/2021
* Equal Opportunities and Anti-Discrimination Policy 01/09/2021
* Code of Conduct 01/01/2022
* Job Evaluation procedure 01/01/2022
* Drugs and Alcohol policy 01/04/2022
* Carers policy 01/04/2022
* Gifts and Hospitality policy 01/09/2022
* Flexible Retirement policy and procedure 01/09/2022
* Managing Allegations against staff tbc

**Costs**

The estimate for the first round of review is for approximately 30 days work at £500 per day. The remaining policies are currently estimated to be costed at a further 30 days work but over a period of 2 years.

It is anticipated that this work should be funded via centrally retained budgets held by the Local Authority.