



NORTH HORSHAM PARISH COUNCIL

Staff Handbook Contents

	Policy name	Adopted	Reviewed by full Council	Next Review Date
1.	General Information and Workplace Rules and Guidance	Feb 2012	Nov 2014 Sept 2018	Sept 2020
	Includes:- Personnel Records Time Sheets Claims for Expenses Customer Relations Appearance and Dress Code Cash Handling Use of Mobile Phones Key Holders Work Keys Personal Property			
2.	Terms and Conditions of Service	Feb 2012	Sept 2018	Sept 2020
	General Information.			
3.	General Privacy Policy	July 2018		July 2020
	Includes:- Your personal data – what is it. Information about how sensitive data is processed, what personal data is used for, the legal basis for processing personal data, how long it is stored and rights associated with personal data.			
4.	Absence Management Policy	July 2011	Sept 2018	Sept 2020
	Includes:- Sickness Absence - Continued Sickness Absence Frequent/ Intermittent Sickness Absence Annual Leave Time Off in Lieu			
	Other Absence- Dependent Leave Compassionate Leave			

	Public Duty Volunteer Reservists Jury Service Adverse Weather Conditions.			
5.	Staff Performance and Development Policy	Sept 2011	Nov 2018	Nov 2020
6.	Training and Development Policy	July 2018		July 2020
7.	Communications Policy (Use of Internet, Email and IT equipment, Media Policy, Social Media Policy)	Nov 2014	May 2018	May 2020
8.	Secondary Employment, Volunteering and Political Work Policy	Oct 2011	Nov 2018	Nov 2020
	Secondary Employment Application Form.			
9.	Equal Opportunities Policy	Nov 2018		Nov 2020
10.	Dignity at Work Policy	Oct 2011	Nov 2018	Nov 2020
	Disability Discrimination Race Relations Harassment and Bullying in the workplace			
11.	Standards of Behaviour at Work Policy	Oct 2011	Nov 2018	Nov 2020
	Confidentiality Relationships Councillors Personal Interests Contractors Hospitality			
12.	Disciplinary Policy and Procedure		Jan 2017	
13.	Grievance Policy and Procedure		Jan 2017	
14.	Pensions Policy	Nov 2014	Nov 2018	Nov 2020

Updated November 2018