

Staff Information Booklet

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1. Introduction

This booklet aims to provide the essential information that you will need during your employment with Guildford Borough Council to supplement the information that is provided in the Statement of Terms and Conditions which is your contract of employment. The booklet is, of necessity, brief but members of the Human Resources (HR) service will always be willing to answer further queries as they arise or you can search for the answers that you need on the Loop, the Council's intranet for staff, particularly the Human Resources page. Please do not hesitate to make contact, personally or by telephone (extension 4011) if you require any assistance or advice.

2. On your first day with us

An induction programme will have been arranged for you and you will be introduced to your immediate colleagues and be given a short tour of your work environment - we want you to know your way around!

2.1 The following matters should have been dealt with on your first day: -

- a. Receipt of your Income Tax Form P45 if you have been in any employment since 6 April last.
- b. Detail of your National Insurance Number (this will be on your P45).
- c. Details of the bank account to which you wish your salary to be credited if you have not already completed a bank details form. (please see note 2.2)
- d. The signed copy of your contract of employment (the Statement of Terms and Conditions) if this has not already been returned.
- e. Your pension choice option form if this has not already been returned.
- f. If you have not elected to opt out of the Local Government Pension Scheme, you will be asked to produce your birth certificate during the early days of your employment (a copy will be sufficient).
- g. Please also give consideration to completing the Nomination for Death Grant Form which forms part of the pension benefits.

2.2 National Fraud Initiative

Guildford Borough Council is required, under Section 6 of the Audit Commission Act 1998, to participate in the National Fraud Initiative (NFI) data matching exercise. This requirement applies only to public sector employees. Payroll data (including bank details) will be provided to the Audit Commission for NFI and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud. We consider it important to advise our employees that the data held by the authority in respect of their employment will be used when requested by the Audit Commission.

2.3 In case of emergency

We have a duty to hold the name, address and telephone number of anyone you would wish to be contacted in a case of an accident or emergency happening during work time. We do this on the undertaking that you will notify us in writing, and as soon as they occur, of any changes to the contact person.

2.4 Changes of personal details

Please ensure also that Human Resources are notified of any changes to your name, address or telephone number. You can do this by contacting your Human Resources team, or by letter or email as you wish.

3. The Council's Strategic Framework

3.1 Vision – for the borough

For Guildford to be a town and borough:

- with strong infrastructure
- world-class businesses with capacity to expand and deliver growth
- an evolving and vibrant economy which creates a progressive and sustainable environment
- for people today and future generations living in an ever improving society.

3.2 Five fundamental themes that support the achievement of our vision

- **Infrastructure** – working effectively with partners to drive development and business growth that will expand our economy
- **Economy** – to grow a sustainable economy that will support all aspects of life in our borough.
- **Development** – to ensure that there is appropriate infrastructure, commercial space and a range of homes, built sensitively, without damaging our heritage or countryside.
- **Sustainability** – to ensure the services we provide and the borough develops and grows, in the most sustainable way.
- **Society** – to evolve a self-reliant and sustaining community, while supporting our most vulnerable residents.

3.3 Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

3.4 Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

3.5 Developing our Council

To be a well led, collaborative organisation that has customer care and top quality at its heart. To have highly trained and proficient staff and councillors who challenge and learn.

4. Your conditions of service

The Council has, by agreement, introduced local conditions of employment. This means it is able, independently, to maintain its position as a major, forward-looking employer in the area.

In order to maintain this market position, salary increases are determined on a local basis through negotiation with local UNISON officers and employee representatives. On appointment you will be given a Statement of Terms and Conditions (your contract of employment) relating to your personal employment. It is in your interest to keep your copy of this document in a safe place. Any variations introduced while you are in the Council's service will be brought to your attention through appropriate channels.

4.2 National Insurance

Your National Insurance number will be on your P45 referred to above. If you do not have a National Insurance number you should apply for a number to the local office of the Jobcentre Plus.

If you are a married woman and currently pay reduced rate National Insurance Contributions, you must provide a valid DSS Certificate (CF383) on your first day in order to enable the Council to make the correct deductions. Holders of certificates are required to notify the Payroll section immediately if there is any material change in their circumstances, which may affect their right to make reduced rate contributions.

4.3 Local Government Pension Scheme

The Council will assist you to make provision for an income on retirement. You may join the Local Government Pension Scheme (LGPS), which provides an annual pension protected against inflation, at any age up to 75. The Council's normal retirement age for pension purposes is 65 years.

The LGPS offers a wide range of benefits that include:

- A pension payable for life with guaranteed cost of living increases.
- Tax savings and lower National Insurance contributions for most members.
- The option to receive a tax-free lump sum in exchange for part of your pension.
- Immediate payment of pension for early retirement due to permanent ill-health.
- Dependants pensions.
- Tax free lump sum life cover of three years' pensionable pay.
- Transferable pension rights if you leave before retirement
- Contribution flexibility allows short term reduced contribution.

The contribution rate that you pay is based on your actual yearly pensionable pay. This includes any overtime or extra hours that you are paid for.

Contribution Rate Per Year

£0 to £13,600	5.5%
£13,601 to £21,200	5.8%
£21,201 to £34,400	6.5%
£34,401 to £43,500	6.8%
£43,501 to £60,700	8.5%
£60,701 to £86,000	9.9%
£86,001 to £101,200	10.5%

£101,201 to £151,800	11.4%
More than £151,801	12.5%

The Council also pays contributions to meet the total cost of your pension. The rate of contribution changes every three years but, as a rough guide, it is approximately 2/3rds of the total contribution paid into the pension fund.

To help you make an informed decision about joining the LGPS, you will be sent an explanatory leaflet and booklet prior to taking up your appointment. It may be possible to transfer pension rights from other employment.

The LGPS gives discretionary powers to Employing Authorities and each Council has to publish its policy on the discretions that it has adopted. The current policy of this Council is set out on the Loop (the Council's intranet for staff).

4.4 Annual leave and public holiday leave

Your leave entitlement, which is in addition to public holiday leave, will depend on your salary grade and will increase on completion of 5 years' continuous service in Local Government.

Salary Scale	Annual Leave	Annual Leave After 5 years
Up to Band 3	22 days	27 days
Bands 4 and 5	24 days	28 days
Bands 6 and 7	26 days	28 days
Bands 8 and above	28 days	30 days

The additional annual leave will be pro rata to service in the leave year in which the fifth anniversary falls. This will be expressed to the nearest half day, rounded up where appropriate.

An extra leave day is granted to employees to reflect long service with Guildford Borough Council for every 10 years continuous service up to 30 years.

Part time staff are entitled to annual leave and public holiday leave proportional to the number of hours worked per week. In respect of public holiday leave, part-time staff who work a standard working week, that includes more public holidays than their pro rata entitlement, will be required either to work additional hours or to use their annual leave to account for the excess. Part-time staff who have less public holiday than their pro rata entitlement will be granted additional leave to bring them up to their full pro rata entitlement. Details of public holiday entitlement will be provided to part-time staff at the start of their appointment.

Employees transferring to or from another local authority can carry their leave entitlement with them but only by prior agreement. New entrants to local government service are entitled to annual leave proportionate to their completed months of service during the leave year of entry.

The annual leave year is from **1 April to 31 March** except for staff at Grounds Maintenance Services, their annual leave year is from **1 January to 31 December**. You will be advised of your

leave entitlement shortly after you join your service unit and each March thereafter. Providing that staffing requirements are met and reasonable notice is given, you will be able to take leave at times you choose. After discussing the matter with your line manager you may request leave. Leave cannot be carried forward to the next year except in exceptional circumstances and then only by mutual agreement with your line manager or Head of Service.

Annual leave is accrued for each completed calendar month's service. A member of staff who terminates their employment during the course of the leave year will accrue a proportion of their entitlement depending on how many completed months service they have in that year.

4.5 Other leave

For details of sick pay entitlements, sickness absence guidance, maternity and paternity leave please refer to the policies and procedures on the Loop.

4.6 Special leave

Subject to prior approval, special leave can be granted to enable you to: -

- serve as a Member of a local authority
- serve as a Magistrate
- attend training as part of service in the non-regular forces.
- be a member of the Staff Side of an established joint negotiating body within local government.
- serve as a jury member.

Your manager may also grant special leave with or without pay on compassionate grounds.

4.7 Emergency leave

Employees may take, by agreement with their manager, a reasonable period of unpaid time off work to deal with an emergency involving a dependant, which may be any person who relies on the employee for assistance or provision of care. For further details please speak to a member of Human Resources.

4.8 Request for flexible working

Employees have a legal right to request flexible working and the Council has a duty to consider their requests seriously. Where a request can be met without unreasonably compromising the functions of the Council, then agreement will be given. Otherwise, the request will be refused or a compromise offered.

For further details, please refer to the Flexible working pattern requests guidance on the Loop.

4.9 Flexi-time Scheme

The Flexible Working Hours Scheme is designed as a staff benefit to allow staff more freedom to arrange their working hours to suit their individual needs. Domestic and personal commitments can, for example, be more readily accommodated in a flexible hours arrangement without conflict or special concessions. (This scheme does not apply to all posts of the council).

4.10 Childcare Vouchers

Childcare vouchers are a government initiative designed to help working parents pay for childcare. You can convert part of your salary into vouchers saving the tax and NI you would normally pay on that amount. Our childcare voucher scheme provider is Childcareplus.

The vouchers are ordered and issued through Payroll, so you will receive your childcare vouchers more or less at the same time as your pay.

You can go online and make direct payments into your carer's bank account or you can arrange payments to your carer via the telephone.

For further information and to apply to join the scheme please visit the Council's benefits portal (see 5.5 below) on the Loop.

5. Your expenses and other benefits

5.1 Relocation scheme

The Council is aware that moving to the Guildford area may be relatively expensive. It therefore operates a Relocation Scheme to assist appointees in approved cases. The relocation package provides assistance with costs involved in choosing and moving to a house in the Guildford area. The Schemes are outlined on a leaflet available from Human Resources. Prior agreement must be sought from the Human Resources by a new employee, who has been offered relocation support, wishing to use any element of the overall scheme.

5.2 Car Loans

Loans for the purchase of a car for private and business use are available to all staff who have passed their probation period.

5.3 Contract car-hire

The Council operates a Lease Car Scheme which, in approved cases, provides an alternative to the allowances indicated above. Under the scheme an individual may have the use of a vehicle of their choice at an agreed personal contribution. Car choice is subject to a range of factors such as the CO₂ emissions level and that it is listed in the Lease Car Scheme Summary. The scheme agreement includes provision for maintenance, insurance, road fund licence and most other motoring costs. Individuals are eligible for entry into the scheme either through annual business mileage or through job grade. Enquiries regarding eligibility to join the scheme and general scheme enquiries should be directed to the Fleet Administrator based at Woking Road Depot.

This is an optional benefit and staff who are eligible for the Scheme are not obliged to take a lease car.

For details of mileage rates please refer to the Loop, Revenues and Payments Service, Payroll and Insurance, car allowances rates.

5.4 Sports and leisure concessions

The Council operates a scheme of concessionary admissions at its various sports and leisure facilities, including Guildford Spectrum. Full details are available from Human Resources.

5.5 Benefits Portal

The Council is a member of a nationwide scheme that offers a wide range of discounts to all our staff. Among the offers are discounts on most major retailers, cinema tickets, high street gift cards, package holidays and visitor attractions. Special online discount codes are also available just for scheme members. Employees can access the full range of discounts available by visiting the Council's benefits portal and registering. Full details are available from Human Resources.

5.6 Employee Assistance Programme (EAP)

The scheme is open to all employees and is run by Health Assured. It offers a confidential helpline for all staff (including telephone and face to face counselling), online self help resources and professional support for stress and serious illness.

6. Your training

It is the Council's aim to support individuals in their employment by the provision of appropriate training. Details can be found on the Human Resources intranet pages.

6.1 Investors in People

Guildford Borough Council is committed to maintaining its status as an Investors in People employer. This sets a level of good practice for improving an organisation's performance through its people. Training and development activities are tied directly to business objectives, which ensure resources are put to the most effective use. The standard is about results rather than procedures and is a practical tool for continuous improvement.

7. Customer care

Responding quickly and efficiently to communications from customers shows that we are an efficient and professional organisation that responds to our customers when they communicate with us face to face or by letter, phone, fax or e-mail.

The Customer Care Policy can be found on the Loop.

8. Equality and Diversity

We are committed to supporting equal opportunities for all and we value the diversity of thought and attitude that our community brings.

Commitment

Guildford Borough Council has a longstanding track record of working to ensure quality of opportunity in both service delivery and employment.

- We recognise our community has diverse needs.
- We regard diversity as a strength in our community.
- We work hard to make sure that, within reason; all customers can access our services.
- We work hard to make sure that, within reason; all customers have access to our job opportunities.

We do this by identifying and correcting any direct, indirect or intended discrimination. We also identify and correct any institutional discrimination arising from the procedures and practices of the Council. We promote:

- Equal opportunities,
- the value of diversity, and

- understanding the needs of others.

Resources

We have committed the following resources to equality:

- Equality leads at management team level,
- a steering group involving Councillors, and
- an equality and diversity action group including representatives from protected groups and all services.

Policy

The Council's approach to equalities and diversity is set out in the Equality and Diversity Policy Statement, which can be found on the intranet and Council's website

<http://www.guildford.gov.uk/equalities>

8.1 Anti harassment

The Council wishes to promote positive working relationships in a safe and non-threatening working environment where the dignity of all employees is respected and where employees feel able and are encouraged to reach their full potential and effectiveness. The Council does not condone any instance of racial or sexual harassment, or harassment on the grounds of disability, age, religion or belief, marital status or sexual orientation.

Staff who do not comply with the requirements of the Equality and Diversity Policy and the Bullying and Harassment Policy & Procedure will be dealt with under the Council's Disciplinary Procedure.

Both policies are available on the Human Resources pages of the Loop.

9. Your progression and promotion

9.1 Probation

If you are a new entrant to local government service, the first 6 months of your employment will be a probationary period. During this time all aspects of job performance, conduct, time keeping and attendance are monitored. If at the end of the probationary period your work and conduct have been satisfactory, your employment will be confirmed.

9.2 Promotion

All posts, which become vacant within the Council, are open to existing staff. Vacancies can be found on the Council's intranet site, the 'Loop' called Jobline. Appointments are preceded by a competitive selection process and are made on qualifications, experience and merit. Canvassing of any member or senior employee of the Council directly or indirectly will disqualify the candidate for consideration of the vacancy or impending vacancy.

Both policies are available on the Human Resources pages of the Loop.

10. Your rights and representation

10.1 Grievance procedure

If you are dissatisfied with an aspect of your employment, you have a right to express it and the agreed way for you to do so is set out in the Council's Grievance Procedure. This explains both how to raise your point and who will reply to it and is intended to ensure a prompt settlement of the difficulty.

This procedure can be found on the Loop under Human Resources, please request a written copy if you do not have access to the intranet.

The procedure does not apply in the case of grievances relating to salary grades or salary levels which are dealt with separately. If you are dissatisfied in this way, a member of Human Resources will advise you of the appropriate procedure to adopt.

10.2 Trade Union membership

It is entirely your decision whether or not you join a trade union. The Authority, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relation problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and employees. If collective bargaining of this kind is to benefit, effectively, both parties, it is essential that the employees' organisations should be fully representative. UNISON is the trade union recognised by Guildford Borough Council for this purpose. Your authority is, associated with other local authorities, represented on the National and Provincial Councils dealing with Local Authorities' Services. The Staff Side of the Local Joint Panel will be fully consulted in any review of local terms and conditions of employment.

Your Trade Union subscription can be deducted from your pay on request, please obtain the appropriate form from your union representative.

10.3 Consultation with staff – Staff Forum

The Staff Forum is an effective voice for employees. It enables any member of staff to put forward ideas and concerns which are then discussed by the Staff Forum group and if appropriate raised directly with the Managing Director and Human Resources and Business Improvement Manager. This has led to a number of issues being successfully resolved.

Who is my Staff Forum representative?

Each service unit has at least one Staff Forum representative. An up-to-date list of these representatives can be found in the Staff Forum section of the Loop.

11. Your conduct

As a local government employee, your conduct must be beyond reproach and you must do nothing that might give rise to suspicion, however ill-founded, that you are in any way influenced by improper motives. Your off-duty hours are your personal concern but you must not subordinate your work to your private interests or put yourself in the position where your work and your private interests conflict. If you are in any doubt whatsoever that any outside activities might be detrimental to the Council's interests, you must discuss the matter with your line manager in the first instance.

11.1 Acceptance of gifts and hospitality

Acceptance of gifts and hospitality in the course of your duties is permitted only in very specific circumstances and these are set out in the policy and procedures of the Human Resources pages found on the Loop.

11.2 External interests

If it comes to your knowledge that you have a financial interest (directly or indirectly) in any contract, which has been, or is proposed to be, entered into by the Council, you must report this in writing to your Director without delay.

Senior members of staff must complete the Register of External Interests, which is held by the Head of Human Resources.

11.3 Disciplinary procedure

Order and discipline in any organisation is essential to its continual well being. The Council would wish to treat employees whose conduct is unacceptable in a firm, fair and consistent manner.

The Disciplinary Policy and Procedure can be found on the Human Resources pages of the Loop, please request a written copy if you have no access to website.

11.4 Fraud and corruption

The culture of the Council is one of honesty and opposition to fraud and corruption. To assist staff the Council has adopted a policy which gives advice on the prevention of fraud, its detection and investigation and the training available to staff.

This procedure can be found on the Human Resources pages of the LOOP – please request a written copy if you have no access to website.

11.5 Whistleblowing

As part of the Council's strategy against fraud and corruption, a separate 'Whistleblowing' Policy has been adopted. The Policy has been written and introduced so that staff can be certain that any concerns they have can be voiced confidentially and without the fear of reprisal. This policy implements the provisions contained within the Public Interest Disclosure Act 1998.

11.6 Bribery and Corruption

The Bribery Act 2010 covers the offences of offering or accepting a bribe. You as a public official are subject to the Act and we as an organisation have to ensure that you are aware that bribery not acceptable within this organisation. The penalty on conviction is up to 10 years imprisonment for an individual or an unlimited fine for an organisation. If you have any questions relating to this you should raise them with the Governance and Review section of Corporate Development.

11.7 Internet and electronic mail use

Employees are encouraged to use the internet and electronic mail to manage and deliver our services and for communicating with the public. Occasional personal use is permitted at the discretion of the manager however the systems should be used responsibly and legally. Misuse will be regarded as a serious disciplinary offence. Detailed guidance is available in the Council's 'Acceptable Use of ICT Equipment and Systems' policy a copy of which is available on the Human Resources pages of the Loop.

11.8 Local Government and Housing Act – Politically restricted posts

Under the terms of the Local Government and Housing Act 1989, certain posts are restricted from involvement in political activities. If your post is affected by the political restrictions contained in this Act you will be informed accordingly and further advice will be provided, as necessary, by Human Resources.

11.9 Confidentiality and data protection

Employees of the Council will often come into contact with information of a confidential nature. Care needs to be taken to respect that confidentiality. Your line manager can give guidance as to how such information should be handled.

11.10 Giving of employment references

The giving of employment references in support of job applications by current and former members of staff places a complex legal responsibility on the Council in terms of a need to be both complete and accurate.

If you receive a request to provide a reference for a colleague in another capacity (e.g. as a friend or neighbour) you may do so but you must make it clear as to the capacity in which it is given (i.e. as a neighbour, etc.). In such cases, of course, you must not use Council headed notepaper nor should you imply that the Council supports the reference in any way.

Please contact Human Resources when providing a reference.

12. Your health and safety at work

The Council has undertaken to conduct its affairs in such a way that the health and safety of its Members, employees and the general public will, as far as reasonably practicable, not be put at risk. A statement of this policy and how it is implemented is included with your contract of employment. A more specific policy statement relating to your own area of work will be given to you by your line manager who has the responsibility for monitoring its general implementation.

It is, however, your responsibility to ensure that your duties are conducted in a manner which is safe to yourself, other employees and members of the public and that you obey advice and instructions on safety and health matters issued by your line manager, or by the Council's Health and Safety Officer.

12.1 Accidents and first aid

It is inevitable, despite all precautions that accidents and emergencies will occur. All locations are provided with first aid equipment and this will be in the charge of a member of staff who is qualified in or familiar with first aid. A first aid room is located at the rear of the reception area in Millmead House and at Woking Road Depot. The names of "first aiders" are posted on notice boards, in the internal telephone directory and main reception.

You must record every accident, however minor, in a DSS B1510 Accident Book available in the office at each location and the First Aid Rooms. It is essential that you also advise your line manager so that an accident report form can be completed. Failure to report any accident may jeopardise your rights to certain benefits.

12.2 Fire safety

For staff working in Millmead House, instructions in case of fire notices are posted around the building normally outside of the kitchen areas on each floor. Please familiarise yourself with these on your first day of employment and following the instructions in the event of a fire.

Instructions for other locations have been given to managers. Please familiarise yourself with these on your first day of employment.

Fire doors must always remain closed when not in use. Ensure you know the location of fire extinguishing equipment.

Consult your line manager about health and safety for your work area, particularly in respect of the Display Screen Regulations and the Control of Substances Hazardous to Health (COSHH).

12.3 Smoking at work policy

The Council recognises the dangers to health associated with exposure to tobacco smoke and has created a smoke-free environment in all its work places.

Smoking is not permitted in any of the Council's indoor workplaces (including Council vehicles and Council-owned properties) and meeting areas (including the Members' room). Full details are set out in the Council's Policy on Smoking at Work which is available on the Human Resources pages of the Loop.

Complaints involving transgression against this policy will be considered under the terms of the Council's Disciplinary Procedure.

12.4 Alcohol and substance misuse at work

The Council has a policy relating to the misuse of alcohol and drugs, which affect performance at work. The policy is available on the Human Resources pages of the Loop.

12.5 Violence at work

The Council recognises that certain members of staff are vulnerable to aggressive incidents due to the nature of their employment and has adopted a policy and range of working practices to reduce such incidents. The policy is set in the context of the Authority's responsibilities under the Health and Safety at Work Act 1974 and Safety Policy Statement distributed to all employees.

This procedure can be found on the Human Resources pages of the Loop, please request a written copy if you have no access to website.

Regular training is provided to staff who are in potentially vulnerable positions to help them in undertaking their duties. Details can be found in the Corporate Training Programme.

13. If you leave us

13.1 Notice

The Council requires written notice, as indicated in your contract of employment, to terminate your appointment. Please address your letter to your Head of Service and inform the Human Resources at the same time. If you are joining another local authority, your notice should end on the day before you take up the appointment even if this is a Sunday. If you are leaving local government service, your period of notice should end on the last working day.

The period of notice required varies according to your salary grade as follows:

Band 1 – Band 6	- One month
Band 7 – Band 9	- Two months
Head of Service and above	- Three months

14. Miscellaneous

14.1 Staff restaurant

Subsidised lunches can be obtained in the staff restaurant between noon and 1.30 p.m., while sandwiches and drinks are also available between 8.00 a.m. and 9.00 a.m. and 2.30 p.m. and 3.00 p.m. Menus change weekly and can be found on the Loop, the intranet for staff. Facilities for making tea and coffee are provided in kitchenettes on each floor of Millmead House. A lounge area is provided for employees wishing to bring sandwiches or other refreshments to eat away from the office.

14.2 Car parking

The Council regrets that car-parking facilities at Millmead House are limited and, therefore, available only for designated car users. Such staff will be issued with an appropriate parking badge for their car which must be displayed at all times and must park only in the area to which their badge applies.

Policies and Procedures on the Intranet

Employee Relations
Redundancy Policy and Procedure
Restructure Procedure
Bullying and Harassment Policy and Procedure
Disciplinary Policy, Procedure and Dismissal Procedure
Grievance Policy and Procedure
Guidance on conducting workplace investigations
Violence at Work Policy and Violent Incident Report form
Violent Warning Markers Policy
Industrial Action Days Guidance
Performance Management
Capability Procedure and Guidance Notes for Managers
Performance Appraisal guidance notes
Alcohol and Substance Misuse at Work Policy
Probation Guidance notes and reports
1:1 Guidance Notes and Meeting Template
Pensions
Discretionary Payments Policy
Pensions Policy (Flexible Retirement Policy)
Equalities
Equality and Diversity Handbook
Family Friendly
Maternity Pay and leave Scheme
Paternity Leave and Pay Policy and Procedure
Adoption Leave and Pay Policy and Procedure
Parental Leave Policy and Procedure
Manager's Checklist Pregnant Employees
Guidance on Jobs Appropriate for Homeworking
Homeworking Risk Assessment
Flexible Working Guidance notes and forms
Flexi time scheme
Absence
Sickness Absence Management Handbook, procedure and forms
Managing Unauthorised Absence
Recruitment and Selection
Recruitment and Selection Handbook, forms and Induction Checklist for Managers
CRB Guidance

Exit Interview Guidance and Form
Relocation Scheme
Staff Handbook
Policy on the Recruitment of Ex Offenders
Pay and Benefits
TOIL and Overtime Guidance Notes
Working Time Guidance and Opt out form
Professional Subscriptions Procedure
Learning and Development
Training and Development Policy
Evaluation of Learning Forms
Induction Nomination Form
Personal Development Plan
Training Assistance Claim
Miscellaneous
Smoking Policy
Acceptable use of ICT equipment and systems policy (Business Systems pages)
Dress code
Hot weather strategy
Transport policy
Gifts and Hospitality
Job Evaluation policy and procedure

For a full list of policies and procedures please check the intranet

<http://loop.guildford.gov.uk/HR/Pages/PPF.aspx>