

Employee Staff Handbook – Changes

The following table lists all of the policies incorporated into the Handbook and shows the changes made

Policy Title	Breckland Council
Recruitment & Selection	Vacancies have been internally advertised for 5 days before externally advertised. The new policy does not make this as a requirement
Managing Attendance	No change – high level only
Special Leave	<p>Compassionate Leave; currently up to 5 days paid leave. This policy increases the leave to up to 7 days paid in line with SHDC policy.</p> <p>Maternity Support Leave (to be added into the handbook if approved); SHDC currently offer 5 days leave with pay at the time of birth to support their partners in addition to the Statutory Paternity Leave.</p> <p>Why change? To provide further support to the health and well-being of staff.</p>
Maternity/Paternity/Adoption and Shared Leave	Other changes reflect new legislation only. Currently separate policies so this amalgamates.
Managing Change (TUPE/Redeployment/Relocation)	<p>Currently separate policies so this amalgamates.</p> <p>Increase in Relocation expenses to HMRC Rate of £8000</p> <p>Other changes are to reflect legislation</p> <p>Pay protection to remain as 3 years until the end of all service reviews have been completed as to amend ‘in progress’ would result in equality and fairness complaints</p>
Bullying and Harassment	No change – high level only
Equal Opportunities	No change – high level only
Capability	No change – high level only
Grievance	No change – high level only

Disciplinary	No change – high level only
Training and Development	No change – high level only