HR Policies and Procedures

	Objective	Owner	Key contributors	Completion date	Resource issues	Communication issues	Risks	Review date (s)	Period Activity	Status
Objective	Review and update all HR Policies and procedures	TC	RB's, Vic McMillen, HRO's	April 2007 (uncontested documents) Sept 2007 (whilst unreviewed policies will be accessible from the end of April, a total overhaul and reformatting will take some time to complete)	Time / conflicting priorities	Post completed policies & procedures on intranet and R:drive	Failure to agree policy amendments with all RB's	01-Apr-07	"15/03/07 - Status Report: (1). Preliminary work undertaken to sort existing policies/procedures into files for the master intranet HR Policy folder (2) draft Re-engagement policy, Secondary employment policy, draft Appointment policy submitted to S	
Sub objective	Formulate process for appropriate and ongoing TU involvement	TC	Mark Healy, Union reps	01/05/2007	Meeting dates	Via Mark Healy?	Time - commitment from RB's	01/04/2007	Discussions held with Mark Healy	
Sub objective	Identify appropriate suites used in fellow, or other organisations as a starting point and basis for comparison	TC	Regional HR colleagues	01/04/2007	Availability of policy documents + time restrictions	Contact other organiations	Documents not released	01/04/2007	NCC suite of policies and other service policies accessed, where appropriate	Completed
Sub objective	Ensure legal compliance	TC	Senior HR team/Browne Jacobson (where required)	Ongoing	Time / conflicting priorities		Non compliance issues are raised leading to policy re-writes	Ongoing		
Sub objective	Harmonise and Standardise, where appropriate	TC	Rep Bodies	01/05/2007	Meeting dates	Notes of joint consultation meetings	Failure to agree single policy with all RB's	01-Jun-07		
Sub objective	Consolidated all Policies and Procedures into one "virtual" staff handbook	TC	Info Services (intranet)	01/05/2007	IS time commmitment/IT issues?	Use existing intranet folders	IT failure/problem with intranet	01/06/2007	Discussion held with Matt Roberts (IS)	
Sub objective	Formulate process for user awareness	TC	Comms Manager?	01-May-07		Staff Bulletin ?	Delays in defining agreed policies	01-Jun-07		N/A at present
Sub objective	Formulate process for ongoing, periodic review to include	TC	Admin Manager?	01-May-07		Part of corporate policy template		01-Jun-07		N/A at present