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| A-Z of forms and templates | **Pay and benefits**  Pay:   * Model Pay Policy for Teachers (Academies) – No docs * Model Pay Policy for Teachers (City Schools) – No docs * Pay scales – No docs * Pay Policy for Support Staff (Single Status) – No docs   Ad Hoc Payments:   * Long Service Award and A/F (to follow) * Reimbursement of Expenditure – No docs * Business Travel – Plus 2 docs     Works Perks:   * Summary of entitlements – No docs | **Flexible working**  Changes to working hours:   * Right to Request Flexible Working Policy – No docs * Working Time Regs and declaration * Job share arrangements (teachers) – No docs * Job share arrangement (support) – No docs   Flexible retirement:   * Phased retirement for teaching staff – doc already contains template business case and flowchart in appendices * Flexible retirement for support staff – contains appendix 1 template for business case   Plus: |

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| A-Z of policies | **Leave**   * Annual Holidays – Plus 2 docs      * Equated pay formula – No docs * Other Leave – No docs | **Raising concerns**   * Model Capability Policy – Plus 18 docs      * Disciplinary Policy – Plus 8 docs      * Staff Facing Allegations of Abuse – Plus 1 doc      * Grievance Procedure – Plus 12 docs      * Whistleblowing Policy – No docs * Investigation Guidelines – 2 docs including guidelines themselves which I did not include with policy docs |
| **Performance appraisal**   * Teachers’ Appraisal Policy – No docs * Whole School Appraisal Guidance – No docs | **Sickness**   * Attendance management policy – Plus 13 docs      * Return to work form (to follow) | **Contracts and other working arrangements**   * Employing Fixed term contract guidance – No docs * Working Time Regs and declaration form (to follow) * Agency Worker policy – No docs * Casual workers |
| **Recruitment**   * Recruitment & Selection Guidance – No docs * Safer Recruitment Policy – No docs * DBS on-line and policy – Plus 3 docs      * Single Central Record – No docs * Disqualification by Association – No docs | **Leaving the Council**   * Flexible retirement support staff – Plus 3 docs      * Phased retirement teaching staff – Plus 2 docs | **Conduct Expectations**   * Whole School Code of Conduct – No docs * Probationary Guidance – Plus 10 docs |
| EMSS   * Link to EMSS pages | **Working Well**   * Misuse of alcohol and drugs – Plus 1 doc      * Management of stress in schools – Plus 3 docs      * Domestic Violence – No docs | **Parenthood**  Maternity & Parenthood:   * Maternity & Adoption Leave      * FAQs? (to follow) * Breastfeeding – No docs * Maternity risk assessment (to follow) * Paternity and Maternity Support Leave – No docs * Parental Leave – Plus 2 docs      * Foster Care – No docs * Childcare Voucher – No docs   Shared Parental Leave – Plus 15 docs   * Policy      * Pay Policy      * Guidance |
| Training   * Link to Learning Zone * Courses available | **Restructures and transfers**   * Restructuring principles and redundancy guidelines – No docs * Change management principles – No docs | **National Terms and Conditions and other reference information**   * STPCD 2015 – No docs * National Conditions for School Teachers in England and Wales (Burgundy Book) – No docs * Keeping Children Safe in Education (Sept 2016) – No docs |
| Induction   * Link to Corporate induction | Trade unions   * TU facility time agreement – No docs * Contact details – No docs * Other bargaining info? (to check) | IT, phones and data |
|  | Other info   * Newsletters * Briefing docs * Contact the employee casework team | Personnel records  Access to personal records  SCR |
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| Carol’s notes (no need to include) | | |
| Consult SRCs about TUPE guidance | Letters, templates, forms – Carolyn/ANOther |  |
| Forms and letters | Identify correct policies – Carol |  |
|  | EWB, R&S, SS – Carolyn |  |
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