

<h2 style="margin: 0;">HUMAN RESOURCES POLICIES &amp; PROCEDURES HANDBOOK INDEX</h2>
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*All policies and procedures are listed alphabetically along with the current version number and date and electronic file reference number on the Trust's intranet.*

*The policies and procedures contained in this folder apply to all Trust staff and override any previous policies or procedures*

POLICY/PROCEDURE	VERSION NUMBER	DATE	ELECTRONIC FILE REFERENCE NUMBER ON TRUST INTRANET
Access To Training / Study Leave Policy	1.0	13.06.03	Intranet \ Policies & Procedures \ Human Resources Policies
Acting Up Policy & Procedure	2.0	Nov 07	Intranet \ Policies & Procedures \ Human Resources Policies
AFC Review & Appeals Policy & Procedure	6.0	27/10/05	Intranet \ Policies & Procedures \ Human Resources Policies
AFC Staring Salary Policy	2.0	18.10.06	Intranet \ Policies & Procedures \ Human Resources Policies
AFC Terms & Conditions Protection Policy	1.0	Feb 05	Intranet \ Policies & Procedures \ Human Resources Policies
Alcohol and Substance Misuse Policy (new)	1.0	Sept 06	Intranet \ Policies & Procedures \ Human Resources Policies
Annual Leave Policy	3.0	22.10.07	Intranet \ Policies & Procedures \ Human Resources Policies
Anonymous Communications Policy (new)	1.0	30/01/06	Intranet \ Policies & Procedures \ Human Resources Policies
Application for The Purchase of an Interest Free Annual Season Ticket Loan For Travel	1.0	23.01.02	Intranet \ Policies & Procedures \ Human Resources Policies
Capability Policy & Procedure (new)	1.0	08.02.06	Intranet \ Policies & Procedures \ Human Resources Policies
Complaints Policy & Procedure	4.0	30/11/06	Intranet \ Policies & Procedures \ Consumer Relations Policies
Counter Fraud Policy and Response Plan	1.0	July 05	Intranet \ Policies & Procedures \ Corporate Governance & Finance Policies
Death In Service Procedure	1.0	Oct 2007	Intranet \ Policies & Procedures \ Corporate Governance & Finance Policies
Disciplinary Policy & Procedure	2.0	27.3.06	Intranet \ Policies & Procedures \ Human Resources Policies
Display Screen Equipment policy	1.0	26.7.02	Intranet \ Policies & Procedures \ Risk Management Policies
Equal Opportunities Policy	1.0	1.12.03	Intranet \ Policies & Procedures \ Human Resources Policies
Fire Policy	1.0	7.03.02	Intranet \ Policies & Procedures \ Risk Management Policies
Food Hygiene Policy	1.0	26.03.02	Intranet \ Policies & Procedures \ Risk Management Policies
Freedom of Information Policy	1.0	1/11/04	Intranet \ Policies & Procedures \ Information,

POLICY/PROCEDURE	VERSION NUMBER	DATE	ELECTRONIC FILE REFERENCE NUMBER ON TRUST INTRANET
			Management & Technology Policies
Guidelines on Contact with the media	1.0	23.1.01	Intranet \ Policies & Procedures \ Communication Policies
Harassment & Bullying Policy	2.0	Jan 2008	Intranet \ Policies & Procedures \ Human Resources Policies
Home Removal and Relocation Expenses Policy for New Staff	2.0	14/02/06	Intranet \ Policies & Procedures \ Human Resources Policies
IMT Purchasing and Procurement Procedures	2.0		Intranet \ Policies & Procedures \ Information, Management & Technology Policies
Incident Reporting Policy	2.0	Oct 2005	Intranet \ Policies & Procedures \ Information, Management & Technology Policies
Information & IM&T Security Policy Version 4.2	4.2	Nov 2005	Intranet \ Policies & Procedures \ Information, Management & Technology Policies
Internet & Email Usage Policy	4.2	Dec 2005	Intranet \ Policies & Procedures \ Information, Management & Technology Policies
Job Evaluation Procedure Version 1 (new)	1.0	16/08/05	Intranet \ Policies & Procedures \ Human Resources Policies
Knowledge & Skills Framework Gateway Policy	4.0	Aug 2006	Intranet \ Policies & Procedures \ Human Resources Policies
Legal Claims Policy and Procedure	2.0	25.11.03	Intranet \ Policies & Procedures \ Consumer Relations & Legal Affairs Policies
Lone Workers Policy	1.0	Oct 2005	Intranet \ Policies & Procedures \ Clinical Policies
Manual Handling Policy	1.0	26.7.02	Intranet \ Policies & Procedures \ Risk Management Policies
Maternity & Adoption Leave Policy (new)	1.0	26.10.06	Intranet \ Policies & Procedures \ Human Resources Policies
Mentoring & Coaching Policy	1.2	31/3/05	Intranet \ Policies & Procedures \ Human Resources Policies
National Vocational Qualification Course Application Procedure	1.0	30/5/02	Intranet \ Policies & Procedures \ Human Resources Policies
Policy for Additional Leave & Reward for Exceptional & Near Exceptional Work Attendance	6.1	Jan 2008	Intranet \ Policies & Procedures \ Human Resources Policies
Policy and Procedure for Checking Professional Registration of Staff	4.0	Nov 2007	Intranet \ Policies & Procedures \ Human Resources Policies
Policy on Criminal Records Bureau (CRB)	4.0	Nov 2007	Intranet \ Policies & Procedures \ Human Resources Policies
Policy for Evaluating Training	1.0	5/2/05	Intranet \ Policies & Procedures \ Human Resources Policies
Policy on Induction for New Staff	3.0	Jan 2006	Intranet \ Policies & Procedures \ Human Resources Policies
Policy for the Recognition, Prevention and Management of Violence & Aggression	2.0	Oct 2005	Intranet \ Policies & Procedures \ Risk Management Policies
Policy for Managing Sickness Absence	3.0	24.1.08	Intranet \ Policies & Procedures \ Human Resources Policies

POLICY/PROCEDURE	VERSION NUMBER	DATE	ELECTRONIC FILE REFERENCE NUMBER ON TRUST INTRANET
Policy on the Management of Staff Affected by Change	7.0	July 07	Intranet \ Policies & Procedures \ Human Resources Policies
Policy for Payments to Service Users	5.0	19.11.01	Intranet \ Policies & Procedures \ User Involvement Policies
Policy on Time off for Home Removal	1.0	30.01.02	Intranet \ Policies & Procedures \ Human Resources Policies
Policy on Travelling Expenses For Bicycle Users	2.0	12.10.00	Intranet \ Policies & Procedures \ Human Resources Policies
Procedure for Claiming Car Mileage / Mileage Calculator	1.0	25.4.07	Intranet \ Policies & Procedures \ Human Resources Policies
Recognition & Procedural Agreement	4.0	2.9.00	Intranet \ Policies & Procedures \ Human Resources Policies
Records Keeping Policy	5.3	Dec 2005	Intranet \ Policies & Procedures \ Clinical Policies
Records Management Policy	3.1	May 2005	Intranet \ Policies & Procedures \ Information, Management & Technology Policies
Recruitment & Selection Policy	3.0	Jan 2006	Intranet \ Policies & Procedures \ Human Resources Policies
Recruitment and Selection Procedure	1.0	7.3.01	Intranet \ Policies & Procedures \ Human Resources Policies
Registration Authority Procedure Document (RA)	1.0	09/12/05	Intranet \ Policies & Procedures \ Human Resources Policies
Retirement Award Policy	1.0		Intranet \ Policies & Procedures \ Human Resources Policies
Risk Management policy	1.0	08.01	Intranet \ Policies & Procedures \ Risk Management Policies
Sabbatical Leave Policy	1.0	2/9/04	Intranet \ Policies & Procedures \ Human Resources Policies
Secondment Policy & Procedure (New)	1.0	09/03/06	Intranet \ Policies & Procedures \ Human Resources Policies
Security Policy	1.0	26.03.02	Intranet \ Policies & Procedures \ Risk Management Policies
Smoke Free Policy (new)	1.0	24.05.05	Intranet \ Policies & Procedures \ Human Resources Policies
Special Leave Policy	4.0	18/10/06	Intranet \ Policies & Procedures \ Human Resources Policies
Staff Concern at Work Policy (Whistleblowing)	3.0	Jan 2006	Intranet \ Policies & Procedures \ Human Resources Policies
Staff Involvement Policy	1.0	24/11/06	Intranet \ Policies & Procedures \ Human Resources Policies
Staff Retirement Policy	2.0	Aug 2006	Intranet \ Policies & Procedures \ Human Resources Policies
Standing Financial Instructions	1.0	12.10.00	Intranet \ Policies & Procedures \ Corporate Governance & Finance Policies
Standing Orders	1.0	12.10.00	Intranet \ Policies & Procedures \ Corporate Governance & Finance Policies
Stress Management & Wellbeing Policy	2.0	January 2008	Intranet \ Policies & Procedures \ Human Resources Policies
Terms And Conditions For An Interest Free Bicycle Loan Policy	1.0	12.10.00	Intranet \ Policies & Procedures \ Human Resources Policies
Trust Grievance Policy	1.0	19/2/04	Intranet \ Policies & Procedures \ Human Resources Policies

POLICY/PROCEDURE	VERSION NUMBER	DATE	ELECTRONIC FILE REFERENCE NUMBER ON TRUST INTRANET
Two-Way Briefing Procedure	2.0	28.04.03	Intranet \ Policies & Procedures \ Human Resources Policies
Waste Management Policy	1.0	26.03.02	Intranet \ Policies & Procedures \ Estates & Facilities Policies
Work-Life Balance Policies	2.0	1.08.03	Intranet \ Policies & Procedures \ Human Resources Policies

Copies of all HR Policies can also be found via the below link:

<http://elcmhtintranet/hrpols.html>