

## CLASSES OF INFORMATION

### 7.5 Our Policies and Procedures (Class 5)

Information on the Councils decision making processes and records of decisions

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

Class of Information	Description	Relevant Publications	Availability *	Charge
All Policies and Procedures	Acting Up Allowance Policy and Procedure 2001	<a href="#">Acting Up Allowance</a>	<a href="http://www.antrim.gov.uk/PubUploads/Acting%20Up%20Allowance%202001.pdf">http://www.antrim.gov.uk/PubUploads/Acting%20Up%20Allowance%202001.pdf</a>	Free
	Agency Workers Policy and Procedure	<a href="#">Agency Workers</a>	<a href="http://www.antrim.gov.uk/PubUploads/Agency%20Worker%20Policy%20and%20Procedure.pdf">http://www.antrim.gov.uk/PubUploads/Agency%20Worker%20Policy%20and%20Procedure.pdf</a>	Free
	Annual Holidays Policy and Procedure July 2001	<a href="#">Annual Holidays Policy and Procedure</a>	<a href="http://www.antrim.gov.uk/PubUploads/Annual%20Holidays%20Policy%20and%20Procedure.pdf">http://www.antrim.gov.uk/PubUploads/Annual%20Holidays%20Policy%20and%20Procedure.pdf</a>	Free
	Car Loan Facility	<a href="#">Car Loan Facility</a>	<a href="http://www.antrim.gov.uk/PubUploads/Car%20Loan%20Facility%20Policy%20and%20Procedure.pdf">http://www.antrim.gov.uk/PubUploads/Car%20Loan%20Facility%20Policy%20and%20Procedure.pdf</a>	Free
	Career Breaks	<a href="#">Career Breaks</a>	<a href="http://www.antrim.gov.uk/PubUploads/Career%20Breaks%20Policy.pdf">http://www.antrim.gov.uk/PubUploads/Career%20Breaks%20Policy.pdf</a>	Free
	Child Protection Policy 2008	<a href="#">Child Protection Policy 2007</a>	<a href="http://www.antrim.gov.uk/PubUploads/Child%20Protection%20Policy%20September%202007.pdf">http://www.antrim.gov.uk/PubUploads/Child%20Protection%20Policy%20September%202007.pdf</a>	Free
	Child Protection Code of Conduct for Staff	<a href="#">Child Protection Code of Conduct for Staff</a>	<a href="http://www.antrim.gov.uk/PubUploads/Child%20Protection%20Code%20of%20Conduct%20for%20staff.pdf">http://www.antrim.gov.uk/PubUploads/Child%20Protection%20Code%20of%20Conduct%20for%20staff.pdf</a>	Free
	Code of Conduct for Councillors	Code of Conduct for Elected Members	Available to inspect in Corporate Services Department Free of Charge via appointment with Records Management Officer Quote Ref: AD2/9/8	Free
	Code of Conduct for Local Government Staff	<a href="#">Employee Handbook</a>	<a href="http://www.antrim.gov.uk/PubUploads/Code%20of%20Conduct%20for%20Local%20Government%20Employees.pdf">http://www.antrim.gov.uk/PubUploads/Code%20of%20Conduct%20for%20Local%20Government%20Employees.pdf</a>	Free
	Customer Care Policy	<a href="#">Customer Care Policy September 2003</a>	<a href="http://www.antrim.gov.uk/PubUploads/Customer%20Care%20Policy%20September%202003.pdf">http://www.antrim.gov.uk/PubUploads/Customer%20Care%20Policy%20September%202003.pdf</a>	Free
	Customer Services Charter	<a href="#">Customer Services Charter</a>	<a href="http://www.antrim.gov.uk/PubUploads/Customer%20Charter1.pdf">http://www.antrim.gov.uk/PubUploads/Customer%20Charter1.pdf</a>	Free

	Data Protection Policy and Procedure 2001	<a href="#">Data Protection Policy 2001</a>	<a href="http://www.antrim.gov.uk/PubUploads/Data%20Protection%20Policy%202001.pdf">http://www.antrim.gov.uk/PubUploads/Data%20Protection%20Policy%202001.pdf</a>	Free
	Dignity and Respect at Work Policy	<a href="#">Employee Handbook</a>	<a href="http://www.antrim.gov.uk/PubUploads/Dignity%20and%20Respect%20at%20Work.pdf">http://www.antrim.gov.uk/PubUploads/Dignity%20and%20Respect%20at%20Work.pdf</a>	Free
	Disability in Employment	<a href="#">Disability in Employment</a>	<a href="http://www.antrim.gov.uk/PubUploads/Disability%20In%20Employment%20Policy%20and%20Procedure%202005.pdf">http://www.antrim.gov.uk/PubUploads/Disability%20In%20Employment%20Policy%20and%20Procedure%202005.pdf</a>	Free
	Disciplinary and Dismissal Procedures	<a href="#">Employee Handbook</a>	<a href="http://www.antrim.gov.uk/PubUploads/Disciplinary%20and%20Dismissal%20Procedures%20for%20Misconduct.pdf">http://www.antrim.gov.uk/PubUploads/Disciplinary%20and%20Dismissal%20Procedures%20for%20Misconduct.pdf</a>	Free
	Environment Policy	<a href="#">Environment Policy</a>	<a href="http://www.antrim.gov.uk/docuploads/Environment%20Policy%20for%20Antrim%20Borough%20Council.pdf">http://www.antrim.gov.uk/docuploads/Environment%20Policy%20for%20Antrim%20Borough%20Council.pdf</a>	Free
	Environmental Health Enforcement Policy 2006	<a href="#">Enforcement Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Enforcement%20Policy%2020061.pdf">http://www.antrim.gov.uk/PubUploads/Enforcement%20Policy%2020061.pdf</a>	Free
	Equal Opportunities Policy	<a href="#">Equal Opportunities Policy 2000</a>	<a href="http://www.antrim.gov.uk/PubUploads/Equal%20Opportunities%20Policy%202000.pdf">http://www.antrim.gov.uk/PubUploads/Equal%20Opportunities%20Policy%202000.pdf</a>	Free
	Food Safety Enforcement Policy	<a href="#">Food Safety Enforcement Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Food%20Safety%20Enforcement%20Policy1.pdf">http://www.antrim.gov.uk/PubUploads/Food%20Safety%20Enforcement%20Policy1.pdf</a>	Free
	Flexible Working Hours Policy 2007	<a href="#">Flexible Working Hours Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Flexible%20Working%20Hours%20Scheme%20Policy%202007.pdf">http://www.antrim.gov.uk/PubUploads/Flexible%20Working%20Hours%20Scheme%20Policy%202007.pdf</a>	Free
	Fraud and Corruption Policy 2007	<a href="#">Fraud and Corruption Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Fraud%20and%20Corruption%20Policy%202007.pdf">http://www.antrim.gov.uk/PubUploads/Fraud%20and%20Corruption%20Policy%202007.pdf</a>	Free
	Grievance Procedure	<a href="#">Employee Handbook</a>	<a href="http://www.antrim.gov.uk/PubUploads/Grievance%20Procedure.pdf">http://www.antrim.gov.uk/PubUploads/Grievance%20Procedure.pdf</a>	Free
	Health and Safety Policy	<a href="#">Health and Safety Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Health%20and%20Safety%20Policy%202008.PDF">http://www.antrim.gov.uk/PubUploads/Health%20and%20Safety%20Policy%202008.PDF</a>	Free
	Inter-authority Transfers Procedure 2000	<a href="#">Interauthority Transfers</a>	<a href="http://www.antrim.gov.uk/PubUploads/Interauthority%20Transfer%20Procedures%202000.pdf">http://www.antrim.gov.uk/PubUploads/Interauthority%20Transfer%20Procedures%202000.pdf</a>	Free
	Internet and Email Policy	<a href="#">Internet and Email Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Internet%20&amp;%20Email%20Policy.pdf">http://www.antrim.gov.uk/PubUploads/Internet%20&amp;%20Email%20Policy.pdf</a>	Free
	Job Share Policy 2001	<a href="#">Job Share Policy 2001</a>	<a href="http://www.antrim.gov.uk/PubUploads/Job%20Share%20Policy%202001.pdf">http://www.antrim.gov.uk/PubUploads/Job%20Share%20Policy%202001.pdf</a>	Free
	Job Share Procedure 2001	<a href="#">Job Share Procedure 2001</a>	<a href="http://www.antrim.gov.uk/PubUploads/Procedure%20for%20Job%20Sharing%202001.pdf">http://www.antrim.gov.uk/PubUploads/Procedure%20for%20Job%20Sharing%202001.pdf</a>	Free

	Learning and Development Policy 2007	<a href="http://www.antrim.gov.uk/PubUploads/Learning%20and%20Development%20Policy%202007.pdf">Learning and Development Policy 2007</a>	<a href="http://www.antrim.gov.uk/PubUploads/Learning%20and%20Development%20Policy%202007.pdf">http://www.antrim.gov.uk/PubUploads/Learning%20and%20Development%20Policy%202007.pdf</a>	Free
	Lone Working Code of Practice	<a href="http://www.antrim.gov.uk/PubUploads/Lone%20working%20Code%20of%20Practice%20June%20091.pdf">Lone Working Code of Practice</a>	<a href="http://www.antrim.gov.uk/PubUploads/Lone%20working%20Code%20of%20Practice%20June%20091.pdf">http://www.antrim.gov.uk/PubUploads/Lone%20working%20Code%20of%20Practice%20June%20091.pdf</a>	Free
	Managing Attendance Policy	<a href="http://www.antrim.gov.uk/PubUploads/Managing%20Attendance.pdf">Employee Handbook</a>	<a href="http://www.antrim.gov.uk/PubUploads/Managing%20Attendance.pdf">http://www.antrim.gov.uk/PubUploads/Managing%20Attendance.pdf</a>	Free
	Mileage Subsistence and First Aid Policy	<a href="http://www.antrim.gov.uk/PubUploads/Mileage%20Subsistence%20and%20First%20Aid%202002.PDF">Mileage Subsistence and First Aid Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Mileage%20Subsistence%20and%20First%20Aid%202002.PDF">http://www.antrim.gov.uk/PubUploads/Mileage%20Subsistence%20and%20First%20Aid%202002.PDF</a>	Free
	Mobile Telephone Policy 2004	<a href="http://www.antrim.gov.uk/PubUploads/Mobile%20Telephone%20Policy%202004.pdf">Mobile Telephone Policy 2004</a>	<a href="http://www.antrim.gov.uk/PubUploads/Mobile%20Telephone%20Policy%202004.pdf">http://www.antrim.gov.uk/PubUploads/Mobile%20Telephone%20Policy%202004.pdf</a>	Free
	Overtime Policy and Procedure 2002	<a href="http://www.antrim.gov.uk/PubUploads/Overtime%20Policy%20and%20Procedures%202002.pdf">Overtime Policy and Procedure 2002</a>	<a href="http://www.antrim.gov.uk/PubUploads/Overtime%20Policy%20and%20Procedures%202002.pdf">http://www.antrim.gov.uk/PubUploads/Overtime%20Policy%20and%20Procedures%202002.pdf</a>	Free
	Pension Scheme Discretions Policy 2003	<a href="http://www.antrim.gov.uk/PubUploads/Pension%20Scheme%20Discretions%20Policy%202003.pdf">Pension Scheme Discretions Policy 2003</a>	<a href="http://www.antrim.gov.uk/PubUploads/Pension%20Scheme%20Discretions%20Policy%202003.pdf">http://www.antrim.gov.uk/PubUploads/Pension%20Scheme%20Discretions%20Policy%202003.pdf</a>	Free
	Professional Fees Reimbursement Policy	<a href="http://www.antrim.gov.uk/PubUploads/Professional%20Fees%20Reimbursement%20Policy%202007.pdf">Professional Fees Reimbursement Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Professional%20Fees%20Reimbursement%20Policy%202007.pdf">http://www.antrim.gov.uk/PubUploads/Professional%20Fees%20Reimbursement%20Policy%202007.pdf</a>	Free
	Protective Clothing 2000	<a href="http://www.antrim.gov.uk/PubUploads/Protective%20Clothing%20Policy%202000.pdf">Protective Clothing 2000</a>	<a href="http://www.antrim.gov.uk/PubUploads/Protective%20Clothing%20Policy%202000.pdf">http://www.antrim.gov.uk/PubUploads/Protective%20Clothing%20Policy%202000.pdf</a>	Free
	Redundancy and Early Retirement Policy 2002	<a href="http://www.antrim.gov.uk/PubUploads/Redundancy%20and%20Early%20Retirement%20Policy%202002.pdf">Redundancy and Early Retirement Policy 2002</a>	<a href="http://www.antrim.gov.uk/PubUploads/Redundancy%20and%20Early%20Retirement%20Policy%202002.pdf">http://www.antrim.gov.uk/PubUploads/Redundancy%20and%20Early%20Retirement%20Policy%202002.pdf</a>	Free
	Reporting of Injuries, Diseases and Dangerous Occurrences Procedures	<a href="http://www.antrim.gov.uk/PubUploads/Reporting%20of%20Injuries,%20Diseases%20and%20Dangerous%20Occurrences%20Procedures.pdf">Reporting of Injuries, Diseases and Dangerous Occurrences Procedures</a>	<a href="http://www.antrim.gov.uk/PubUploads/Reporting%20of%20Injuries,%20Diseases%20and%20Dangerous%20Occurrences%20Procedures.pdf">http://www.antrim.gov.uk/PubUploads/Reporting%20of%20Injuries,%20Diseases%20and%20Dangerous%20Occurrences%20Procedures.pdf</a>	Free
	Records Management Policy	<a href="http://www.antrim.gov.uk/PubUploads/Records%20Management%20Policy%202006.pdf">Records Management Policy</a>	<a href="http://www.antrim.gov.uk/PubUploads/Records%20Management%20Policy%202006.pdf">http://www.antrim.gov.uk/PubUploads/Records%20Management%20Policy%202006.pdf</a>	Free
	Recognition of Retirement and Longservice Policy 2001	<a href="http://www.antrim.gov.uk/PubUploads/Retirement%20Longterm%20Service%20Policy%202001.pdf">Retirement Longservice Policy 2001</a>	<a href="http://www.antrim.gov.uk/PubUploads/Retirement%20Longterm%20Service%20Policy%202001.pdf">http://www.antrim.gov.uk/PubUploads/Retirement%20Longterm%20Service%20Policy%202001.pdf</a>	Free
	Section 75 - How Council fulfil's its duties	<a href="http://www.antrim.gov.uk/PubUploads/Equality%20Scheme.pdf">Equality Scheme</a>	<a href="http://www.antrim.gov.uk/PubUploads/Equality%20Scheme.pdf">http://www.antrim.gov.uk/PubUploads/Equality%20Scheme.pdf</a>	Free

	Severe Weather and Civil Unrest	<a href="#">Employee Handbook</a>	<a href="http://www.antrim.gov.uk/PubUploads/Severe%20Weather%20&amp;%20Civil%20Unrest.pdf">http://www.antrim.gov.uk/PubUploads/Severe%20Weather%20&amp;%20Civil%20Unrest.pdf</a>	Free
	Smoke Free Policy	<a href="#">Smoke Free Policy 2007</a>	<a href="http://www.antrim.gov.uk/PubUploads/Smoke%20Free%20Policy%20April%202007.pdf">http://www.antrim.gov.uk/PubUploads/Smoke%20Free%20Policy%20April%202007.pdf</a>	Free
	Special Leave Policy 2001	<a href="#">Special Leave Policy 2001</a>	<a href="http://www.antrim.gov.uk/PubUploads/Special%20Leave%20Policy%202001.pdf">http://www.antrim.gov.uk/PubUploads/Special%20Leave%20Policy%202001.pdf</a>	Free
	Well-being Policy	<a href="#">Well-being Policy 2007</a>	<a href="http://www.antrim.gov.uk/PubUploads/Well%20Being%20Policy%20August%202007.pdf">http://www.antrim.gov.uk/PubUploads/Well%20Being%20Policy%20August%202007.pdf</a>	Free
	Whistleblowing Policy	<a href="#">Employee Handbook</a>	<a href="http://www.antrim.gov.uk/PubUploads/Whistleblowing%20Policy.pdf">http://www.antrim.gov.uk/PubUploads/Whistleblowing%20Policy.pdf</a>	Free
	Work Placement Policy and Procedure 2002	<a href="#">Work Placement Policy and Procedure 2002</a>	<a href="http://www.antrim.gov.uk/PubUploads/Work%20Placement%20Policy%20and%20Procedure%202002.pdf">http://www.antrim.gov.uk/PubUploads/Work%20Placement%20Policy%20and%20Procedure%202002.pdf</a>	Free
	Work Life Balance Policy 2008	<a href="#">Work Life Balance Policy 2008</a>	<a href="http://www.antrim.gov.uk/PubUploads/Work%20Life%20Balance%20Policy%202008.pdf">http://www.antrim.gov.uk/PubUploads/Work%20Life%20Balance%20Policy%202008.pdf</a>	Free