

CCG Governing Body

| Report Details | |
|---------------------|--|
| Meeting Date | 5 March 2019 |
| Report Title | Ratification of Refreshed Human Resources Policies |
| Presented By/Title | David Bonson, Chief Operating Officer |
| Prepared By/Title | Howard Naylor, Head of Programme Management and Corporate Business |
| Report Requirements | Approve |

| Improvement and Assessment Framework Objectives | |
|---|----------------|
| • Better Health | Not applicable |
| • Better Care | Not applicable |
| • Sustainability | Not applicable |
| • Well-led | Yes |

| CCG Corporate Objectives | |
|--|----------------|
| • Through better commissioning, improve local health outcomes by addressing poor outcomes and inequalities | Not applicable |
| • To work collaboratively to deliver safe, high quality health and care services | Yes |
| • To ensure financial balance and improve efficiency and productivity | Yes |
| • To deliver a step change in the NHS preventing ill health and supporting people to live healthier lives | Not applicable |
| • To maintain and improve performance against core standards and statutory requirements | Yes |
| • To commission improved and effective out of hospital care | Not applicable |
| • To support research, innovation and growth | Not applicable |

| Committee Discussion | |
|-----------------------------------|---|
| Committee/Governing Body and Date | Executives and Deputies Team - Date |
| | Clinical Leadership Team – Date |
| | Quality and Engagement Committee – Date |
| | Finance and Performance Committee – Date |
| | Audit Committee – Date |
| | Primary Care Commissioning Committee – Date |
| | Recommend to CCG Governing Body – Part I – 5 March 2019 |

| Internal Assurance Process (indicate if not applicable) | |
|---|---|
| Clinical Lead | Not applicable |
| Senior Lead Manager | Howard Naylor |
| Finance Manager | Not applicable |
| Quality Impact Assessment completed | Not applicable |
| Equality Impact and Risk Assessment completed | In progress |
| Patient and Public Engagement completed | Non applicable |
| Financial Implications | None |
| Risk Identified | Policies must reflect current practice and legislative requirements |
| Report Authorised by Executive Lead | David Bonson |

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Ratification of Refreshed Human Resources Policies

1.0 Introduction

The purpose of this report is to ask the Governing Body to ratify a number of refreshed Lancashire-wide Human Resources Policies prepared by the Midlands and Lancashire Commissioning Support Unit (MLCSU) for adoption by the CCG.

2.0 Refresh of Existing Human Resources Policies

The CCG's existing Human Resources Policies were produced for the CCG by MLCSU, and are policies recommended for use across all eight Lancashire CCGs. These existing policies were ratified by the CCG's Governing Body in 2013.

These existing policies have recently been reviewed and refreshed by MLCSU's Human Resources Department. No major changes are recommended to any of the policies, although all policies have been checked for compliance with any changed employment legislation since the original policies were produced, and where required, changes made to reflect the new legislation. All other changes are minor relating to formatting, dates or administrative changes.

The refreshed policies are identical to policies already ratified by NHS Fylde and Wyre CCG's Governing Body, which is helpful in the context of the 'consolidation' of the two Fylde Coast CCGs. This means that staff and managers from both CCGs will be using identical HR policies. Once ratified, the intention is to have both CCGs' logos on the refreshed policies.

The policies that have been reviewed are as follows and copies of the policies are available on request:

| | |
|------|--------------------------------------|
| HR02 | Absence Management |
| HR03 | Adoption |
| HR04 | Annual Leave |
| HR05 | Career Break |
| HR07 | Disciplinary |
| HR08 | Equality and Diversity |
| HR09 | Flexible Working |
| HR11 | Grievance |
| HR12 | Harassment and Bullying at Work |
| HR13 | Induction |
| HR14 | Job Evaluation – Bandings and Review |
| HR16 | Managing Work Performance |
| HR17 | Maternity |
| HR19 | Organisational Change |
| HR20 | Parental Leave |
| HR22 | Paternity Leave |

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| | |
|------|---------------------------|
| HR24 | Professional Registration |
| HR25 | Recruiting Ex-Offenders |
| HR27 | Recruitment and Selection |
| HR29 | Retirement |
| HR30 | Secondment |
| HR31 | Substance Misuse |
| HR32 | Temporary Promotion |
| HR33 | Training and Development |

3.0 Equality Impact Assessments/Staff Side Forum

Equality Impact Assessments are being reviewed by the MLCSU Human Resource Department in liaison with the MLCSU Equality and Inclusion Team. All policies presented have been approved by the Lancashire CCGs-wide Staff Side Forum.

4.0 Recommendation

The Governing Body is asked to ratify the refreshed Human Resources Policies for adoption by the CCG.

Howard Naylor
Head of Programme Management and Corporate Business