Enclosure 8

Report to: Trust Board 28th February 2013

<table>
<thead>
<tr>
<th>Title</th>
<th>Policy Update</th>
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<tr>
<td>Sponsoring Executive Director</td>
<td>Director of Workforce</td>
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<tr>
<td>Author(s)</td>
<td>Bridget Chambers HR Manager - Corporate</td>
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<td>Purpose</td>
<td>To update the Trust Board Committee on new and revised policies and request ratification of the same</td>
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<td>Previously considered by</td>
<td>TNCC; Policy subgroup; Hospital Executive Group;</td>
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### Executive Summary

The Policy Sub-Group has been established to review policies prior to ratification. The aim is to ensure that all the appropriate steps have been taken to consult with the appropriate stakeholders; and that the policy meets the requirements of the overarching document on the development of policies and guidelines. The following policies have recently been updated and approved:

- HR01  Policy for Equality and Diversity
- HR03  Policy for Secondments
- HR29  Policy for Time off for Special Circumstances
- HR42  Policy for Relocation Assistance


### Related SATH Objectives

- QS: Quality and Safety
- LG: Learning and Growth

### SATH Sub-Objectives

Meet regulatory Requirements and Healthcare Standards

### Equality and Diversity Issues

All policies have been assessed for equality impact

### Action required by the Trust Board

to ratify the following policies:

- HR01  Policy for Equality and Diversity
- HR03  Policy for Secondments
- HR29  Policy for Time off for Special Circumstances
- HR42  Policy for Relocation Assistance
1 Introduction
The Policy Sub-Group has been established to review policies prior to ratification. The aim is to ensure that all the appropriate steps have been taken to consult with the appropriate stakeholders; and that the policy meets the requirements of the overarching document on the development of policies and guidelines. The following documents have been discussed at the TNCC Policy and full meetings, Policy Subgroup and HEC.

2 Documents for ratification by Trust Board

HR01 Policy for Equality & Diversity

This policy enables the Trust to promote the awareness of Equality and Diversity issues and ensures that staff (and others as noted in the policy) are aware of how to raise concerns should they feel they have not been treated in accordance with the policy.

Under the Equality Act 2010, a new Public Sector Duty came into force in September 2011 which required the Trust to publish relevant and proportionate information to show compliance with the Public Sector Duty under the Act. The Equality Delivery System (EDS) was introduced to ensure that across the Health Care Economy of the Shropshire and Telford and Wrekin areas, access to information is published with a view to eliminating unlawful discrimination, harassment and victimisation, and any other conduct prohibited by the Act with the aim of advancing equality of opportunity and good relations between people who share a protected characteristic and people who do not share it.

HR03 Policy for Secondments

This policy has been updated to the new Trust Policy for Policies format. It lays out the process for staff and managers who wish to undertake an internal or external secondment and also describes the conditions required upon return to substantive posts. Secondments are at the discretion of the manager and are dependant on a number of issues including service needs, relevance of the secondment to the Trust and relevance of the secondment to the individual’s personal and professional development.

HR29 Policy for Time off for Special Circumstances

This policy has been revised and renamed. It was previously known as the Special Leave policy but has now been renamed to reflect the changing nature of requests for time off covering a wide variety of situations. There is new and additional information regarding time off for fertility treatment and a form to request time off for fertility treatment has been added to the policy; information regarding time off to perform special constable duties with local police forces; and also information for managers around adjusting entitlements based on the hours worked for part time staff.

It outlines the processes in place for staff who wish to request leave for special circumstances and guidance for managers who might be requested to authorise such leave. This policy has been updated to include more detail about qualification for “special circumstances” and includes a new helpful summary in Appendix A.

HR42 Policy for Relocation Assistance

This policy sets out the Trust's approach to the payment of relocation and related expenses for key employees on recruitment. It also applies where employees are required to move their principal residence as a result of a Trust-initiated change of work base.

It outlines the entitlements and responsibilities of those who require assistance to relocate due to the job role that they undertaken, and those of the managers who agree to pay relocation assistance in terms of recovery of monies owed to the Trust where a staff member leaves the Trust before two years of employment has been completed.

For help developing documents see: http://intranet/document_library/help_with_producing_a_document.asp