

Report to:	Trust Board, March 2013
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Title	Policy Update
Sponsoring Executive Director	Victoria Maher - Workforce Director
Author(s)	Bridget Chambers HR Manager
Purpose	To update the Committee on new and revised policies and request ratification of the same
Previously considered by	Policy subgroup, TNCC, HEC

Executive Summary

The Policy Approval Group has been established to review policies prior to ratification. The following policies have recently been updated and approved:

- HR 44 - Knowledge and Skills Framework Policy
- HR 09 – Alcohol and substance misuse Policy

All of these documents can be accessed prior to the HEC meeting on the corporate drive at :

CorporateProjects on 'Rshsan02'(X):\CorporateMeetings\Hospital Exec Committee\2012\New policies

Once ratified, the documents will be accessible through the document library on the Intranet.

Related SATH Objectives	SATH Sub-Objectives
QS: Quality and Safety LG: Learning and Growth	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 and disseminate through the Centres

- HR 44 - Knowledge and Skills Framework Policy
- HR 09 – Alcohol and Substance Misuse Policy

1 Introduction

The Policy Approval Group (PAG) 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 PAG and HEC is asked to ratify these documents.

2 Documents for ratification

2.1 Knowledge and Skills Framework Policy

The purpose of this policy is to explain how the Trust applies the Knowledge and Skills Framework and has been revised to include references to statutory and mandatory training. Other amendments include the removal of the requirement to report on progress with implementation to the Department of Health; and the removal of the section on transitional arrangements as this no longer applies.

2.2 Alcohol and Substance Misuse Policy

This revised policy outlines the processes in place for staff affected by alcohol and substance misuse including the support available. It provides guidance for the management of employees who may be misusing alcohol and/or other substances. The document contains updated appendices with a checklist for managers and a list of support agencies. This policy has been approved by TNCC.