

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

TRUST BOARD – JANUARY 2011

HR POLICIES

EXECUTIVE RESPONSIBLE	Julia Clarke, Director of Compliance and Risk Management
AUTHOR (if different from above)	William Wraith, Head of Human Resources
CORPORATE OBJECTIVE	CO3 Supporting and Developing our workforce in a learning organisation
GOAL	CO5 Ensuring a clinically viable and financially sustainable organisation
EXECUTIVE SUMMARY	Work continues on the development of the suite of HR policies in conjunction with Staff Side representatives. Two new policies have been developed and two updated.
KEY FACTS	<ul style="list-style-type: none"> ▪ See attached note ▪ Following approval by the Board, the policy will be communicated to managers and staff.
RECOMMENDATION(S)	<p>The Trust Board is asked to APPROVE the following policies:</p> <p>HR32 Ill health retirement HR37 Employment Break Scheme HR47 Managing Staff exposed to Blood Borne Viruses in the Workplace HR53 Dress Code and Appearance</p>

Contribution to Inspection, Registration, Performance and Delivery

Risks and Assurance	Not applicable
Contribution to Key Performance Indicators	The suite of HR policies contributes to the effectiveness and efficient utilisation of our staff and the minimising of associated employment –related risks.
Compliance with Clinical and other Governance Requirements	HR47 and HR53 support the achievement of required quality standards.

Impact Assessment

Quality	HR47 and HR53 both help the Trust provide a safe and positive patient experience through the establishment of clear standards.
Financial	Not applicable
Workforce	See attached summary note.
Legislation and Policy	HR47 ensures the Trust is compliant with relevant Health and Safety Executive guidance.
Equality and Diversity	Equality Impact Assessments (Stage 1) have been completed on all the policies.
Communication and Marketing	Following approval, the policies will be communicated to all managers and included in the Quarterly Staff Briefing and the monthly Team Brief. Special publicity will be given to the Dress Code.

Engagement and Decision-Making Process

<p>All policies have been agreed by TNCC HR53 has been agreed by STICC All managers have been asked to contribute to the development of the policies, with particular reference to the Dress Code.</p>

HR POLICIES

HR32 Ill health retirement

This existing policy has been reviewed with minor wording amendments but no significant changes.

HR37 Employment Break Scheme

This policy has been updated to clarify issues surrounding the issue of NHS Pension Scheme eligibility during breaks.

HR47 Managing Staff exposed to Blood Borne Viruses in the Workplace

The Department of Health and the Health and Safety Executive have issued guidelines for employees and staff regarding the protection of staff and patients against occupational infection with blood borne viruses. The policy outlines the arrangements for managing staff who become exposed to these agents and provides guidance regarding the appointment of staff who are known carriers of them. The policy has been developed in conjunction with the Director of Infection Control and Staff Side colleagues.

HR53 Dress Code and Appearance

This is a new policy, which was previously considered by ME, but referred for consideration by the Infection Control Committee. The required amendment has now been made and agreed by STICC.

This new policy has been developed in response to demand from clinical management that consistent standards be established across the Trust to ensure we project a professional image at all times. Advice has been taken from across the Trust, including Infection Control, and has been the subject of significant involvement and comment. Local variations, based on special service needs, will be allowed subject to approval by the relevant Divisional Director/Divisional General Manager.

Copies of the revised policy are available on request from the Director of Compliance and Risk Management.