

<b>Reporting to:</b>	<b>Trust Board - 30 January 2014</b>
<b>Title</b>	HR Policies
<b>Sponsoring Director</b>	Victoria Maher Director of Workforce & OD
<b>Author(s)</b>	Bridget Chambers HR Manager
<b>Previously considered by</b>	TNCC, PAG, HEC
<b>Executive Summary</b>	<p>A number of HR policies have recently been amended or updated as required. Further details are attached to this report.</p> <p><b>HR19 Retirement Policy</b></p> <p>The existing Retirement Policy has been updated to include The Trust's Flexible Retirement policy (HR20). It provides guidance for employees who are wishing to seek retirement and explore possible flexible retirement options. Once ratified, HR20 will be removed from the list of available policies.</p> <p><b>HR31 Managing Attendance and Employee Wellbeing</b></p> <p>This revised policy explains what we expect from managers, staff and our staff side colleagues when handling sickness absence, and how we will work to reduce levels of sickness absence to an agreed annual target. It is intended to support managers and staff in the management of sickness absence, in maximising the contribution our staff are able to make within their capabilities and in managing the risk of premature and unnecessary ill health retirements. The policy is accompanied by a procedure document for managers</p> <p><b>HR43 Work Experience Policy</b></p> <p>The policy has been updated pending receipt of further guidance from the Local Education and Training Council (LETC) which is due in 2014.</p> <p><b>HR46 Maintaining Personal Files and Electronic Staff Records</b></p> <p>The purpose of this policy is to provide a standard for the way the Trust maintains personal files. The policy aims to ensure there is a consistent high standard, complying with all employment legislation.</p> <p><b>HR52 Standards of Business Conduct</b></p> <p>This policy has been revised to take account of new requirements following the enactment of The Bribery Act (2010) and also includes amendments put forward by our Local Counter Fraud Specialist to clarify the requirements on declaration of gifts. The policy applies to all members of staff and covers the standards of conduct expected of all Trust employees, particularly where their private interests may conflict with their public duties.</p> <p><b>HR54 Acting Up</b></p> <p>This revised policy applies to all staff and posts covered by the Agenda for Change agreement including relevant new or amended posts. It does not apply to Executive Directors, doctors, dentists or workers not employed by the Trust. The policy has been updated to include reference to the requirement to complete an ESR 'change of circumstance' form.</p>

	<p>HR58 Anti Bribery &amp; Fraud</p> <p>This revised policy (previously known as Fraud and Corruption) has been updated to take account of the requirements of The Bribery Act and the changes to the Standards of Business Conduct Policy (HR52).</p>
<p><b>Strategic Priorities</b></p> <p><input type="checkbox"/> Quality and Safety</p> <p><input type="checkbox"/> Healthcare Standards</p> <p><input checked="" type="checkbox"/> People and Innovation</p> <p><input type="checkbox"/> Community and Partnership</p> <p><input type="checkbox"/> Financial Strength</p>	<p><b>Operational Objectives</b></p> <p>PI2 Embed Employment Basics contract, pay and policy</p> <p>PI3 Increase workforce flexibility through new roles and working practices</p>
<p><b>Board Assurance Framework (BAF) Risks</b></p>	<p><input type="checkbox"/> If we do not deliver <b>safe care</b> then patients may suffer avoidable harm and poor clinical outcomes and experience</p> <p><input type="checkbox"/> If we do not implement our <b>falls</b> prevention strategy then patients may suffer serious injury</p> <p><input type="checkbox"/> If we do not achieve safe and efficient <b>patient flow</b> and improve our processes and capacity and demand planning then we will fail the national quality and performance standards</p> <p><input type="checkbox"/> If we do not have a clear <b>clinical service vision</b> then we may not deliver the best services to patients</p> <p><input checked="" type="checkbox"/> If we do not get good levels of <b>staff engagement</b> to get a culture of continuous improvement then staff morale and patient outcomes may not improve</p> <p><input type="checkbox"/> If we are unable to resolve our (historic) shortfall in <b>liquidity</b> and the structural imbalance in the Trust's <b>Income &amp; Expenditure</b> position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment</p>
<p><b>Care Quality Commission (CQC) Domains</b></p>	<p><input type="checkbox"/> Safe</p> <p><input type="checkbox"/> Effective</p> <p><input type="checkbox"/> Caring</p> <p><input type="checkbox"/> Responsive</p> <p><input checked="" type="checkbox"/> Well led</p>
<p><input type="checkbox"/> Receive    <input type="checkbox"/> Review</p> <p><input type="checkbox"/> Note        <input checked="" type="checkbox"/> Approve</p>	<p><b>Recommendation</b></p> <p><b>To approve the HR policies for implementation in the Trust.</b></p> <p><b>Please note the information regarding HR58 Anti-bribery &amp; Fraud Policy which contains a Board Statement for ALL Trust Board members to note</b></p> <p><b>The Board is asked to note that following a period of consultation HR31 Managing Attendance and Employee Wellbeing has not been agreed by staff side colleagues, the organisation has committed to reviewing the policy in six months time and sharing this review with staff side.</b></p>