

Paper 19

Recommendation <input checked="" type="checkbox"/> DECISION <input checked="" type="checkbox"/> NOTE	Trust Board are asked to approval the extensions to review dates for Workforce Policies.
Reporting to:	Trust Board
Date	
Paper Title	Extensions to Review Dates for Workforce Policies.
Brief Description	The report also includes the framework for the extension of review dates for Workforce Policies as agreed with our staff side colleagues.
Sponsoring Director	Victoria Maher, Workforce Director
Author(s)	Rebecca Hulsmeier, HRBP for Employee Relations
Recommended / escalated by	
Previously considered by	For Policy matters - JNCC Policy Group (November 2017), JNCC (November 2017) and Workforce Committee (November 2017)
Link to strategic objectives	VALUES INTO PRACTICE - Value our workforce to achieve cultural change by putting our values into practice to make our organisation a great place to work with an appropriately skilled fully staffed workforce.
Link to Board Assurance Framework	If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale & patient outcomes may not improve (RR 423)
Equality Impact Assessment	<input checked="" type="radio"/> Stage 1 only (no negative impacts identified) <input type="radio"/> Stage 2 recommended (negative impacts identified) <input type="radio"/> negative impacts have been mitigated <input type="radio"/> negative impacts balanced against overall positive impacts
Freedom of Information Act (2000) status	<input checked="" type="radio"/> This document is for full publication <input type="radio"/> This document includes FOIA exempt information <input type="radio"/> This whole document is exempt under the FOIA

Policy Review Date Extension

In 2014 we started work to review the suite of HR Policies to ensure that they were streamlined and would support us in moving forward with Trust People Strategy. Part of this work involved clustering our policies together to form chapters focusing on the different elements of the Employment Journey as well as simplifying our policies to make the easier to use. In 2015 we completed a review of the Leave Cluster of Policies merging 8 previous policies into one. Significant work was also undertaken on the Performance and Development Cluster and other key workforce policies such as Disciplinary and Grievance in 2015/16.

Unfortunately due to staffing pressures in the HR Team and the departure of key team members policy development work slowed in 2016 and early 2017 resulting in the review dates for many policies expiring in January 2017. To ensure that we are able to review policies in a meaningful and structured manner, in partnership with our staff side colleagues, we have reviewed our policy list and defined a 5 year programme for renewing our policies (subject to changes in legislation or best practice that requires earlier review dates).

Priorities – we have identified some policies that are higher priority (for many reasons) to review; however some of these policies form part of a selection of previous policies that moving forward will be merged into an overarching policy with multiple chapters. Where this applies at the time of reviewing the policy we will either design the new policy so that chapters can be added at a later date, add the existing policy into that chapter without changes (if appropriate) or revise the chapter earlier than the timescales set out in this paper (if appropriate).

This 5 year programme will result in changes to the review dates as set out below. The front cover sheets of each policy will be updated to reflect the dates set out in this paper on the intranet and internet.



**The Shrewsbury and
Telford Hospital**

NHS Trust

Please note the 'Proposed Extension Date' provides a maximum review date we recognise that some policies will require earlier review within the year identified.

Year 1 – completion within financial year 2017/18

New Policy Cluster	New Policy Number and Chapter	Title	Current Review Date	Proposed Extension Date
A - Conduct & Raising Concerns	W7	Disciplinary Policy & Procedure	02/01/2017	31/03/2018
A - Conduct & Raising Concerns	W9	Dress Code	02/01/2017	31/03/2018
C- Recruitment & Selection	W16.3	DBS Checking	02/01/2017	31/03/2018
C- Recruitment & Selection	W16.4	Employment References	02/01/2017	31/03/2018
C- Recruitment & Selection	W16.2	Fixed Term Contracts & Temporary Workers	02/01/2017	31/03/2018
F - Health and Wellbeing	W21.1	Smoking	02/01/2017	31/03/2018
F - Health and Wellbeing	W22.1	Managing Attendance and Employee Wellbeing Policy and Procedure	02/01/2017	31/03/2018
F - Health and Wellbeing	W22.2	Ill Health Retirement	02/01/2017	31/03/2018
F - Health and Wellbeing	W22.3	Injury Benefits	02/01/2017	31/03/2018
G - Employment Life Cycle	W24	Management of Organisational Change	30/09/2015	31/03/2018
H - Equality and Diversity	W30.1	Equality and Diversity	02/01/2017	31/03/2018
H - Equality and Diversity	W30.2	Employing People with Disabilities	02/01/2017	31/03/2018



Year 2 – completion within financial year 2018/19

New Policy Cluster	New Policy Number and Chapter	Title	Current Review Date	Proposed Extension Date
A - Conduct & Raising Concerns	W4	Whistleblowing	02/01/2017	31/03/2019
A - Conduct & Raising Concerns	W5	Dignity at Work	02/01/2017	31/03/2019
A - Conduct & Raising Concerns	W8	Grievance	02/01/2017	31/03/2019
C- Recruitment & Selection	W16.8	Verification of Professional Registration	02/01/2017	31/03/2019
C- Recruitment & Selection	W16.10	Management of Induction	02/01/2017	31/03/2019
C- Recruitment & Selection	W16.9	Job Evaluation	02/01/2017	31/03/2019
C- Recruitment & Selection	W16.1	Recruitment	02/01/2017	31/03/2019
C- Recruitment & Selection	W16.7	Probationary Periods	02/01/2017	31/03/2019
G - Employment Life Cycle	W23	Flexible Working - including models and approaches	02/01/2017	31/03/2019
G - Employment Life Cycle	W27	Maintaining Personnel Files	01/11/2015	31/03/2019
G - Employment Life Cycle	W29	Recruitment and Retention Premia	02/01/2017	31/03/2019
G - Employment Life Cycle		Pension	01/12/2017	31/03/2019
I - Medical Specific	W31	Disciplinary Procedure for Doctors and Dentists	19/03/2016	31/03/2019
I - Medical Specific	W33	Acting Down	02/01/2017	31/03/2019



Year 3 – completion within financial year 2019/20

New Policy Cluster	New Policy Number and Chapter	Title	Current Review Date	Proposed Extension Date
A - Conduct & Raising Concerns	W2	Standards of Business Conduct	20/02/2017	31/03/2020
B - Performance & Development	W11	Development and Training	02/01/2017	31/03/2020
C- Recruitment & Selection	W16.5	Travelling Expenses for Interview	02/01/2017	31/03/2020
C- Recruitment & Selection	W16.11	Work Experience	02/01/2017	31/03/2020
C- Recruitment & Selection	W18	Preceptorship	02/01/2017	31/03/2020
E - Travel and Transport	W20.2	Lease Cars	02/01/2017	31/03/2020
E - Travel and Transport	W20.1	Staff Car Parking	01/07/2019	31/03/2020
F - Health and Wellbeing	W22.4	Occupational Health	02/01/2017	31/03/2020
G - Employment Life Cycle	W25	Protection of Pay	02/01/2017	31/03/2020
G - Employment Life Cycle	W26	Recognition of Long Service Policy and Annual Ceremony	02/01/2017	31/03/2020
G - Employment Life Cycle	W26	Retirement and Flexible Retirement	01/12/2017	31/03/2020
I - Medical Specific	W32	Consultant CEA Awards		31/03/2020
I - Medical Specific	W34	Employment of Locums		31/03/2020
I - Medical Specific	W35	Additional Clinical Activity	01/02/2019	31/03/2020
I - Medical Specific	W36	Medical Staff Job Planning	01/01/2017	31/03/2020



Year 4 – completion within financial year 2020/21

New Policy Cluster	New Policy Number and Chapter	Title	Current Review Date	Proposed Extension Date
B - Performance & Development	W13	Acting Up Policy and Procedure	01/10/2020	31/03/2021
B - Performance & Development	W14	Healthcare Support Workers Professional Training Policy	02/01/2017	31/03/2021
C- Recruitment & Selection	W16.6	Relocation Assistance	02/01/2017	31/03/2021
D - Leave	W19.1	Adoption Leave - Chapter 1	31/08/2020	31/03/2021
D - Leave	W19.2	Annual Leave - Chapter 2	31/08/2020	31/03/2021
D - Leave	W19.3	Employment Breaks - Chapter 3	31/08/2020	31/03/2021
D - Leave	W19.4	Maternity Leave - Chapter 4	31/08/2020	31/03/2021
D - Leave	W19.5	Maternity Support (Paternity) Leave - Chapter 5	31/08/2020	31/03/2021
D - Leave	W19.6	Shared Parental Leave - Chapter 6	31/08/2020	31/03/2021
D - Leave	W19.7	Parental Leave - Chapter 7	31/08/2020	31/03/2021
D - Leave	W19.8	Special Leave - Chapter 8	31/08/2020	31/03/2021
E - Travel and Transport	W20.3	Reimbursement of Travel, Accommodation & Subsistence Expenses	31/01/2017	31/03/2021
E - Travel and Transport	W20.4	Travelling Difficulties	02/01/2017	31/03/2021
F - Health and Wellbeing	W21.5	Working Time	02/01/2017	31/03/2021
F - Health and Wellbeing	W22.4	Staff Counselling	02/01/2017	31/03/2021
G - Employment Life Cycle	W28	On-Call for AFC Staff	02/01/2017	31/03/2021
G - Employment Life Cycle		Overpayments and Underpayments	02/01/2017	31/03/2021



Year 5 – completion within financial year 2021/22

New Policy Cluster	New Policy Number and Chapter	Title	Current Review Date	Proposed Extension Date
A - Conduct & Raising Concerns	W6	Recognition Agreement	02/01/2017	30/06/2022
A - Conduct & Raising Concerns	W1	Anti Bribery and Fraud	02/01/2017	31/03/2021
A - Conduct & Raising Concerns	W3	Intellectual Property	02/01/2017	31/03/2021
B - Performance & Development	W10	Employee Performance Management Policy & Procedure	31/03/2021	31/03/2021
B - Performance & Development	W12	Annual Appraisal and Pay Progression Policy & Procedure	31/03/2021	31/03/2021
B - Performance & Development	W15	Secondment Policy & Recruitment	30/06/2021	31/03/2021
D - Leave		Annual Leave (Medical Staff)		31/03/2021
F - Health and Wellbeing	W21.2	Alcohol and Substance Misuse	02/01/2017	31/03/2021
F - Health and Wellbeing	W21.3	Managing Staff with Blood Borne Viruses	02/01/2017	31/03/2021
F - Health and Wellbeing	W21.4	Managing Staff with MRSA	02/01/2017	31/03/2021