

Cover page	
Meeting	Trust Board
Paper Title	Leave Policies Update
Date of meeting	6 February 2020
Date paper was written	20 December 2019
Responsible Director	Rhia Boyode, Acting Workforce Director
Author	Harish Kauldhar, Associate Director, Workforce
Executive Summary	
<p>The Trust is committed to providing staff with access to leave arrangements which support them in balancing work responsibilities with personal commitments. A suite of policies have been reviewed and agreed and set out the various ways that make up the Trust's approach to help staff balance work and home life. Specifically, the Policies are:</p> <p>Adoption Leave; Maternity Leave; New Parent Support; Shared Parental Leave; Special Leave Procedure.</p> <p>Additionally, a Leave Policy Framework has been reviewed and enclosed. Policies and Framework are included in the Supplementary Information Pack.</p> <p>In summary, updates to the leave policies framework reflects changes to national terms and conditions in relation to maternity, adoption, new parent support and shared parental leave. Collaboration also took place with the Freedom to Speak Up Guardian on changes to the Special leave procedure to provide further clarity and support to staff and managers in arrangements for Bereavement Leave.</p>	
Previously considered by	Joint Negotiation and Consultative Committee (JNCC) Policy Group JNCC Workforce Committee Policy Assurance Group Senior Leadership Team

The Board is asked to:			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Receive	<input type="checkbox"/> Note	<input type="checkbox"/> Take Assurance
To formally receive and discuss a report and approve its recommendations or a particular course of action	To discuss, in depth, noting the implications for the Board or Trust without formally approving it	For the intelligence of the Board without in-depth discussion required	To assure the Board that effective systems of control are in place

Link to CQC domain:				
<input type="checkbox"/> Safe	<input type="checkbox"/> Effective	<input type="checkbox"/> Caring	<input type="checkbox"/> Responsive	<input checked="" type="checkbox"/> Well-led

Link to strategic objective(s)	<i>Select the strategic objective which this paper supports</i>			
	<input type="checkbox"/>	PATIENT AND FAMILY Listening to and working with our patients and families to improve healthcare		
	<input type="checkbox"/>	SAFEST AND KINDEST Our patients and staff will tell us they feel safe and received kind care		
	<input type="checkbox"/>	HEALTHIEST HALF MILLION Working with our partners to promote 'Healthy Choices' for all our communities		
	<input checked="" type="checkbox"/>	LEADERSHIP Innovative and Inspiration Leadership to deliver our ambitions		
	<input checked="" type="checkbox"/>	OUR PEOPLE Creating a great place to work		

<p>Link to Board Assurance Framework risk(s)</p>	<p>RR 423 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</p>
<p>Equality Impact Assessment</p>	<p><input checked="" type="radio"/> Stage 1 only (no negative impact identified)</p> <p><input type="radio"/> Stage 2 recommended (negative impact identified and equality impact assessment attached for Board approval)</p>
<p>Freedom of Information Act (2000) status</p>	<p><input checked="" type="radio"/> This document is for full publication</p> <p><input type="radio"/> This document includes FOIA exempt information</p> <p><input type="radio"/> This whole document is exempt under the FOIA</p>
<p>Financial assessment</p>	<p>No</p>

Main Paper

Situation

Working with Staff Side colleagues we continue to make great progress in moving forward our policy review agenda. A suite of leave policies have been reviewed and agreed and set out the various ways that make up the Trust's approach to help staff balance work and home life.

Background

A 5 year policy development programme was agreed by Trust board in Autumn 2017. We are making positive progress towards this plan this year.

Assessment

The Policies were reviewed and agreed.

In summary, updates to the leave policies framework reflects changes to national terms and conditions in relation to maternity, adoption, new parent support and shared parental leave. Collaboration also took place with the Freedom to Speak Up Guardian on changes to the Special leave procedure to provide further clarity and support to staff and managers in arrangements for Bereavement Leave.

Recommendation

The Board are asked to ratify the Policies.