

HR POLICY SUMMARIES – CCGs

HR02 - Absence Management Policy - covers the responsibilities of employees and managers in relation to sickness absence. This includes – how to report sickness, by when and to whom and process of Return to Work meetings. It addresses short term and long term absence and the trigger points at which a formal attendance monitoring meeting would be required, the stages of warnings and the appeal process. Advice on when referral to Occupational Health would be appropriate is also addressed. Occupational sick pay entitlements are detailed in the policy and information on areas requiring specific action such as disability related absence, substance misuse and maternity related absence.

HR17 - Maternity/HR22 - Paternity/HR03 – Adoption Policies - detail the entitlements to statutory and occupational maternity/paternity and adoption leave, the use of Keep in Touch (KIT) days and the process for applying for maternity/paternity and adoption leave.

HR04 - Annual Leave Policy - details the annual leave period – 1 April to 31 March each year – and the annual leave and public holiday entitlements for full and part time staff under Agenda for Change Terms and Conditions. It includes the calculation for staff starting part way through the year or on changing their hours.

HR05 - Career Break Policy - details the process of an employee applying for an unpaid break from their employment for up to five years.

HR07 – Disciplinary Policy - details the process which takes place when employees fail to meet the required standards of conduct within the work place and explains the informal and formal stages, levels of warnings and the duration they apply. It also gives examples of gross misconduct and the scheme of delegation detailing the level of managers authorised to take disciplinary action against their staff. The policy explains the circumstances when suspension may be appropriate and that employees have a right to be accompanied to any formal meetings. The procedure details how a disciplinary hearing or appeal hearing should be carried out.

HR08 – Equality & Diversity Policy - describes the strategy that all CCG employees and potential employees should receive fair, equitable and fair treatment and not be subject to direct or indirect discrimination. There are definitions of direct and indirect discrimination and a description of the protected characteristics within the Equality Act 2010.

HR09 – Flexible Working Policy - describes the statutory right of parents and carers to apply for flexible working though the option is open to all employees. Various examples of flexible working practices are highlighted. The policy outlines the procedure to be followed by both the organisation and the employee when an application is made and lists the reasons a request may be denied.

HR10- Further Education & CPD Policy - describes the process employees need to follow in order to apply for financial assistance and time off to undertake further education courses.

HR11 – Grievance & Disputes Policy - describes the process to be followed if an employee (or group of employees) becomes dissatisfied (or aggrieved) regarding an aspect of their employment or terms and conditions of employment. There are informal and informal stages including an appeal process. The procedure also describes a mediation process. Employees have a right to be accompanied to any formal meetings.

HR12 – Harassment & Bullying Policy - outlines the process to be followed when a complaint of harassment or bullying is made and includes definitions and examples of harassment and bullying. There are informal and formal stages and may lead to a disciplinary process should an investigation reveal potential wrongdoing. Employees have a right to be accompanied to any formal meetings.

HR13 – Induction Policy - outlines the importance that CCG employees have a structured induction programme in order to ensure that they are clear about the requirements of their roles and have an overall understanding of the CCG.

HR14 – Job Evaluation Policy - sets out the procedure to be followed in order to job match or evaluate new posts and re-banding applications. It details the make-up of the panels (management and staff side) and consistency checking and the review (appeal) process.

HR16 – Managing Work Performance Policy - describes the process to be followed should an employee's performance fall below an agreed standard. There are informal and formal stages – formal stages potentially falling under the Disciplinary Policy. Employees have a right to be accompanied to any formal meetings

HR18 – Ongoing Review and Objectives/Appraisal Policy - sets out the CCG's approach to performance review and guides managers and employees in the process during the appraisal meeting and the definition of the performance bandings.

HR20 – Parental Leave Policy - describes the statutory right for parents to request a period of unpaid leave to care for their children and the procedure to follow when making an application.

HR24 – Professional Registration Policy - aims to ensure that all staff required to be registered with a statutory regulatory organisation in order to practice their speciality/field are fully aware of their contractual obligation to maintain their registration. The document sets out the responsibilities of the individual employee, their manager, the monitoring arrangements and the implications for lapsed registrations.

HR25 – Recruiting Ex-Offenders Policy - details the process in identifying posts requiring a Disclosure Barring Service (DBS) check and the procedure should a positive disclosure occur. It also defines the level of check available.

HR26 – Recruitment and Retention Premia Policy - defines what is meant by a RRP and details the circumstances where such a short term or long term payment may be considered.

HR27 – Recruitment & Selection Policy - designed to support managers in providing a fair, consistent and effective approach in the recruitment of all employees. It details all stages of recruitment from identifying a vacant post to agreeing a starting salary.

HR28 – Redeployment Policy - designed to assist all employees who are at risk of losing their job as a result of ill health capability, performance, redundancy or end of a fixed term contract of over a year. It outlines the procedure including the redeployment period, trial periods, salary protection and appeal process.

HR29 – Retirement Policy - outlines the retirement options available to CCG employees, including voluntary early retirement, retirement at normal retirement age, flexible retirement, ill health retirement and late retirement.

HR30 – Secondment Policy - outlines the process and responsibilities for employees seconded into and out of the CCG. It also details the application process to request a secondment and the appeal process.

HR31 – Substance Misuse Policy - guides managers in dealing with the effects of substance misuse by employees including the role of Occupational Health and Human Resources.

HR32 – Temporary Promotion Policy - ensures a fair and equitable approach to situations where an individual is asked to perform temporary work in a higher pay band for a significant period of time.

HR33 – Training & Development Policy - ensures that the CCG is resourced with people who have the appropriate competence and experience to fulfil their roles. It includes the responsibilities of employees and managers in relation to ensuring appropriate training needs are met for the individual and the organisation.

HR35 – Whistleblowing Policy - This policy aims to:

Encourage employees to feel confident in raising serious concerns regarding the practice of the organisation and outlines a reporting process and investigation process.

Ensures that employees receive a response to their concerns

Reassure employees that they will be protected from possible reprisals, subsequent discrimination, victimisation or disadvantage if they have made any disclosure in good faith.

HR36 – Working Time Directive Policy - outlines the requirements of the Working Time Regulations including hours of work, rest periods, paid leave allowances and opt out clauses.