

Report to:	NHS Hull Clinical Commissioning Group Board
Date of Meeting:	23 March 2018
Title of Report:	General Data Protection Regulation Update for HR Policies
Presented by:	Director of Quality and Clinical Governance/ Executive Nurse
Author:	Director of Quality and Clinical Governance/ Executive Nurse

STATUS OF THE REPORT:

To approve	<input checked="" type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input type="checkbox"/>	To discuss	<input type="checkbox"/>
To consider	<input type="checkbox"/>	For information	<input type="checkbox"/>
To note	<input type="checkbox"/>		

PURPOSE OF REPORT:
The purpose of the report was to update the Hull CCG Board on the General Data Protection Regulations and to approve the required amendments to the HR policies:

Changes under the General Data Protection Regulation (GDPR) come into force on 25 May 2018. The changes will affect the way the CCG carries out tasks involving personal data, particularly around employment checks and recruitment processes. In conjunction with the eMBED IG team, the eMBED HR Team has undertaken a piece of work to review the information which is included within core HR policies. The GDPR additions were submitted to the Social Partnership Forum (SPF) on 10 January 2018 as a report detailing the proposed changes and these were agreed. It is important to note that the changes made to the policies will help to ensure the CCG fulfils their statutory obligations.

Specific amendments have been made to the following policies:

- Absence Management / Attendance Management
- Disciplinary Policy
- Grievance Policy
- Recruitment and Selection (Including Recruiting Ex-Offenders)

A standard statement has been included in the following policies:

'The CCG is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the CCGs Data Protection and Confidentiality and related policies and procedures.'

- Annual Leave Policy
- Bullying and Harassment Policy

- Career Break Policy
- Change Management Policy
- Flexible Working Policy
- Managing Work Performance Policy
- Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy
- Pay Progression (Ongoing Review and Objectives) Policy
- Other Leave Policy
- Pay Protection Policy
- Redeployment Policy
- Professional Registration Policy
- Recruitment and Retention Policy
- Relocation Assistance Policy
- Retirement Policy
- Secondment Policy
- Starting Salaries Policy
- Substance Misuse Policy
- Working Time Regulations Policy
- Statutory and Mandatory Training / Learning and Development Policy

RECOMMENDATIONS:

- a To approve the GDPR statement to be added to the HR policies

REPORT EXEMPT FROM PUBLIC DISCLOSURE

No Yes

If yes, detail grounds for exemption

CCG STRATEGIC OBJECTIVE

IMPLICATIONS: (summary of key implications, including risks, associated with the paper),

Finance	N/A
HR	Both employees and line managers have a responsibility to read and understand the policies.
Quality	N/A
Safety	

ENGAGEMENT:

Comprehensive consultation took place in the development of these policies. This includes:

- Employees
- Members of SLT
- Social Partnership Forum

LEGAL ISSUES:

All records will be kept in a confidential environment and retained in accordance with the Data

Protection Act 1998 NHS Code of Practice on Records Management (Department of Health 2006).

EQUALITY AND DIVERSITY ISSUES: (summary of impact, if any, of CCG's duty to promote equality and diversity based on Equality Impact Analysis (EIA). **All** reports relating to new services, changes to existing services or CCG strategies / policies **must** have a valid EIA and will not be received by the Committee if this is not appended to the report)

	Tick relevant box
An Equality Impact Analysis/Assessment is not required for this report.	
An Equality Impact Analysis/Assessment has been completed and approved by the lead Director for Equality and Diversity. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment.	✓
An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section xx in the enclosed report.	

THE NHS CONSTITUTION:

The policies produced are to ensure a well-defined process is followed for all employees. Use of the policies will ensure staff are treated in a fair and equitable manner.