

<b>Report to:</b>	NHS Hull Clinical Commissioning Group Board
<b>Date of Meeting:</b>	25 May 2018
<b>Subject:</b>	Policies
<b>Presented by:</b>	Sarah Smyth, Director of Quality and Clinical Governance – Executive Nurse
<b>Author:</b>	eMBED Health Consortium HR Team

**STATUS OF THE REPORT:**

To approve	<input type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input checked="" 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 this report is to request that the Governing Body ratify the following policies:

- Flexi Time Policy

**RECOMMENDATIONS:**

a That Board Members ratify the policies.

**REPORT EXEMPT FROM PUBLIC DISCLOSURE** No  Yes

If yes, grounds for exemption  
(FOIA or DPA section reference)

<b>CCG STRATEGIC OBJECTIVE</b> (See guidance notes below)	<b>ASSURANCE FRAMEWORK SPECIFIC OBJECTIVE</b> (See guidance notes below)
Short summary as to how the report links to the CCG's strategic objectives	Short summary as to how the report adds assurance to the Assurance Framework

**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	N/A

**ENGAGEMENT:** *(Explain what engagement has taken place e.g. Partners, patients and the public prior to presenting the paper and the outcome of this)*

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

- Employees
- Members of SLT
- Social Partnership Forum

**LEGAL ISSUES:** *(Summarise key legal issues / legislation relevant to the report)*

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)*

	<b>Tick relevant box</b>
An Equality Impact Analysis/Assessment is not required for this report.	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>

**THE NHS CONSTITUTION:** *(How the report supports 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.