

**Item: 10.1**

<b>Report to:</b>	NHS Hull Clinical Commissioning Group Board
<b>Date of Meeting:</b>	23 November 2018
<b>Title of Report:</b>	Policies
<b>Presented by:</b>	Sarah Smyth, Director of Quality and Clinical Governance – Executive Nurse
<b>Author:</b>	Gill Mackin, Head of People

**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:

- Travel and Expenses Policy**  
Key changes  
 The content of this policy is underpinned in the main by Agenda for Change, therefore the review primarily focused on ensuring GDPR compliance and generic updates.
- Secondment Policy**  
Key changes  
 In addition to general updates as part of the standard review process and amendments to reflect a more refined application process, a significant change to this policy is the duration of secondment has been reduced from a maximum of 24 months to 12 months, with an option to extend by a further 6 months in exceptional circumstances.

**RECOMMENDATIONS:**

a That Board Members ratify the policies.

**REPORT EXEMPT FROM PUBLIC DISCLOSURE**      No  Yes

If yes, detail grounds for exemption

**CCG STRATEGIC OBJECTIVE** (See guidance notes on page 4)

Short summary as to how the report links to the CCG's strategic objectives

**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 has taken 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)

	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:** (*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.