

Report to:	NHS Hull Clinical Commissioning Group Board
Date of Meeting:	27 September 2019
Title of Report:	Annual Leave Policy
Presented by:	Deborah Lowe, Deputy Director of Quality & Clinical Governance / Lead Nurse
Author:	HR Humber

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 aim of the Annual Leave Policy is to ensure a uniform and equitable approach to the calculation of annual leave and general public holiday entitlements which take into account the arrangements as defined under NHS Agenda for Change terms and conditions. It also sets out a consistent procedure for requesting annual leave.

RECOMMENDATIONS:

a That Board Members ratify the policy.

REPORT EXEMPT FROM PUBLIC DISCLOSURE No Yes

If yes, detail grounds for exemption

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

3. Delivery of statutory duties
5. Vulnerable people
6. Children and families

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

IMPLICATIONS: <i>(summary of key implications, including risks, associated with the paper),</i>	
Finance	
HR	All employees have a duty to read and comply with the policy.
Quality	
Safety	

ENGAGEMENT:
 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)*

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.	X
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)*

Use of the policies will ensure staff are treated in a fair and equitable manner.