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| Report to: | NHS Hull Clinical Commissioning Group Board |
| Date of Meeting: | 22 November 2019 |
| Title of Report: | Change Management and Induction and Probation Policy |
| Presented by: | 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 purpose of the change management policy is to set out the CCG's approach to the management of organisational change and the procedures that should be followed by managers wishing to implement major change. Where national change management processes apply, these will supersede local arrangements.

The purpose of the Induction and Probation Policy, together with other measures such as induction, is to provide a consistent means by which new employees can be supported to become effective as quickly as possible and to enable a manager to objectively assess the capability, attitude and potential of the new employee. Should the required standards of the CCG not be met during the probationary period employment may either be terminated or, exceptionally, extended.

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

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|---------|---|
| 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.