

<b>Report to:</b>	NHS Hull Clinical Commissioning Group Board
<b>Date of Meeting:</b>	24 January 2020
<b>Title of Report:</b>	Retirement and Gifts, Relocation Assistance and Pay Progression Policies
<b>Presented by:</b>	Deputy Director of Quality & Clinical Governance / Lead Nurse
<b>Author:</b>	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:**

**Retirement:**  
NHS Hull CCG is committed to assisting employees who are considering, or have taken the decision to retire from service and outlines the options available and support that can be expected from management.

**Relocation Assistance:**  
NHS Hull Clinical Commissioning Group (the CCG) recognises that in order to recruit the most appropriate staff it may be necessary to offer assistance with the costs of relocating. This Policy describes the eligibility for assistance and the procedure to follow to gain approval for relocation assistance to be offered to a new employee.

**Pay Progression:**  
This policy outlines the 2018 framework agreement on the reform of AfC introduced provisions to move to a new pay system with faster progression to the top of pay bands through fewer pay step points underpinned by mandatory local appraisal policies and procedures.

**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)

- 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),

Finance	
HR	<b>All employees have a duty to read and comply with the policy.</b>
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)

	<b>Tick relevant box</b>
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.