

<b>Report to:</b>	Hull CCG
<b>Date of Meeting:</b>	
<b>Title of Report:</b>	Grievance Policy
<b>Presented by:</b>	
<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:**  
It is the CCG policy that all employees have access to a publicised and well defined grievance procedure. This procedure also covers both collective and individual grievances concerning terms and conditions of employment

**RECOMMENDATIONS:**

- a That board members ratify the policy
- b
- c

**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.

**Definitions**

<i>To approve</i>	<i>An item of business that requires the Committee to take a formal decision.</i>
<i>To endorse</i>	<i>An item of business that requires the Committee to endorse the actions taken by the CCG.</i>
<i>To ratify</i>	<i>An item of business where the Committee is required to ratify the action(s) taken on behalf of the Committee, for example, by a formal group established by the Committee.</i>
<i>To discuss</i>	<i>An item of business that requires discussion by the Committee prior to agreement of a formal resolution or a general policy steer to the executive officers.</i>
<i>To consider</i>	<i>A report containing a positional statement relating to the delivery of the CCG's functions for which the Committee has a corporate responsibility but is not explicitly required to make a decision.</i>
<i>To note</i>	<i>An item of business for which the Committee is required to give due regard to but for which there is not expected to be discussion.</i>
<i>For information</i>	<i>An item of information that is of general interest but is not of significance to the Committee's corporate or operational activities. These items will be included on a specific section on the agenda but will not be for discussion unless exceptionally Members have not been able to obtain assurance from the author outside of the meeting and the Chair has been notified of the request at least 1 hour in advance of the start of the meeting.</i>

**\*All guidance and definitions information in italics to be deleted by the author following completion of their report.**

**CCG Strategic Objectives**

<b>Objective No</b>	<b>CCG Strategic Objective</b>
1	Integrated and Joint Commissioning
2	Integrated Delivery
3	Delivery of Statutory Duties
4	Quality and Safety
5	To embed Patient and Public Involvement across the organisation and ensure that the CCG meets its statutory duty under 14Z2 of the Health and Social Care Act

**\*All guidance and definitions information in italics to be deleted by the author following completion of their report.**

## TITLE OF REPORT

### 1. INTRODUCTION

(The purpose of this report is

### 2. BACKGROUND

(If applicable. If previously discussed by the Board/Committee, you should refer to that

### 3. INFORMATION

(The main body of the report, including various options and sub-titles where appropriate).

### 4. RECOMMENDATIONS

It is recommended:

If more than one recommendation, list as follows:

- (a) That.....
- (b) That.....
- (c) That.....

*Delete from this line unless using Glossary of Terms*

### **Glossary of Terms**

***The use of abbreviations and acronyms should be kept to a minimum. If it is necessary to use them please ensure that a full description is provided when first used and add a Glossary at the end of the report.***