

Report to:	Hull CCG Board
Date of Meeting:	24 July 2020
Title of Report:	Other Leave Policy
Presented by:	Interim Director of Nursing and Quality /Caldicott Guardian
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:

Hull Clinical Commissioning Group hereafter referred to as 'The CCG', recognises that from time to time employees will require time-off work for certain matters that require their urgent attention. The CCG is committed to helping employees balance the demands of domestic and work responsibilities by the provision of paid and unpaid leave subject to exigencies of the service.

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

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.

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

Objective No	CCG Strategic Objective
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

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TITLE OF REPORT

1. INTRODUCTION

The purpose of the report is for the CCG's Other Leave Policy to be ratified following it being reviewed by the CCG HR Team, The policy now includes foster leave and parental bereavement leave and has had a general review of content.

2. BACKGROUND

This policy is reviewed every 4 years and has been approved by SLT and SPF so far, it now needs ratifying by the Governing Body.

3. INFORMATION

Types of Leave available:

Compassionate Leave

Emergency Domestic Leave

Carers Leave

Parental Leave

Parental Bereavement Leave

Medical and Dental Leave

IVF /other Fertility treatment

Adverse weather

Time off for study

Sabbatical/ Career Break scheme

Reserves/ TA/Cadet forces

Public/Civic duties

Attendance at court/witness

Emergency Services

Religious Observance

Relocation Leave

Employment Interviews

4. RECOMMENDATIONS

It is recommended that governing body ratify the policy