

Item:9.1i

Report to:	NHS Hull CCG Board
Date of Meeting:	Friday 26 November 2021
Title of Report:	Dignity and Respect at Work Policy (Inc. Bullying and Harassment)
Presented by:	Head of Human Resources
Author:	HR Humber

STATUS OF THE REPORT:

To approve	<input checked="" type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input 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:

Following direction from NHS employers and the People Plan the aim is to move towards promoting dignity and civility in the workplace which had led to a full review of the bullying and harassment policy in conjunction with the Social Partnership Forum.

Hull CCG has zero tolerance to any form of bullying and harassment.

The CCG expects all employees to be treated with consideration, dignity and respect and we all have a responsibility to set a positive example by treating others with respect and to act in a way which is in line with the CCG values.

The CCG is committed to working towards a more inclusive and supportive working environment for all our staff. This policy promotes the respectful treatment of staff within the CCG and the protection of employees from bullying, harassment, or discrimination at work. Bullying, harassment, or discrimination will not be tolerated by the CCG in any form.

The policy review aims to align Hull, NL and ERY's dignity and respect/bullying and harassment policies. The review has been extensive and has included more of a focus on the informal stage and preventative measures which give a responsibility to all staff such as the speak up and speak out section and clear outlines and definitions of what constitutes bullying, harassment and unacceptable behaviour. There is also an appendix on what the differences are between fair, firm management and bullying.

RECOMMENDATIONS:

- a That board members approve 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 this policy. This includes consultation with

- Employees
- Members of SLT
- Social Partnership Forum

LEGAL ISSUES: *(Summarise key legal issues / legislation relevant to the report)*

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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.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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 to set out the changes to the CCGs bullying and harassment policy and provide a rationale for the change in direction from bullying and harassment to Dignity at work.

The report should provide the board with an overview of the changes to the policy to aid them in approving the policy.

2. BACKGROUND

The policy has previously been to SLT for their views and approval, since that the policy has been circulated to all staff for feedback and it has been discussed extensively with trade union colleagues who have approved this formally via the social partnership forum.

3. INFORMATION

Following direction from NHS employers and the People Plan the aim is to move towards promoting dignity and civility in the workplace which had led to a full review of the bullying and harassment policy in conjunction with the Social Partnership Forum.

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The policy review aims to align Hull, NL and ERY's dignity and respect/bullying and harassment policies. The review has been extensive and has included more of a focus on the informal stage and preventative measures which give a responsibility to all staff such as the speak up and speak out section and clear outlines and definitions of what constitutes bullying, harassment and unacceptable behaviour. There is also an appendix on what the differences are between fair, firm management and bullying.

4. RECOMMENDATIONS

It is recommended: that the board approve the policy