

NHS Cumbria Policies
(as per the PCT website on 23/01/2013)

	Reference
Domestic Abuse	CPCT/001/018
Alternative Therapies	CMSSNG 2006/05 - CPCT/002/006
Erectile Dysfunction	CMSSNG 2006/09 - CPCT/002/011
Exceptional Cases	CPCT/002/002
NHS Treatment of Sub fertility	CPCT/002/001
People with Gender Identity Problems	CMSSNG 2006/06 - CPCT/002/013
Surgical Procedures to Correct the Focusing of the Eye	CMSSNG 2006/14 - CPCT/002/017
Testing for Malignant Hypothermia	CMSSNG 2006/10
Business Code of Conduct	CPCT/004/030
Business Continuity Planning	CPCT/004/019
Cash Management	CPCT/004/005
Claims Handling	CPCT/004/004
Complaints Policy	CPCT/004/006
Detailed Scheme of Delegation	CPCT/004/022
Intellectual Property	CPCT/004/022
Management of External Agency Visits, Inspections, Accreditations, National Confidential Enquiries and High Level Inquiries	CPCT/004/001
Performance Management of Serious Untoward Incidents	CPCT/004/003
Procedure for Obtaining Legal Advice	Cumbria PCT/RM/OLA/171- v.1
Public Engagement Expenses Guide	CPCT/004/026
Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions	
Electrical Safety (Appliances) Testing	CPCT/003/005
Energy Management Policy	CPCT/003/013
Display Screen Equipment	CPCT/005/001
Distribution of Alert Notices via the Safety Alert Broadcast System (SABS)	CPCT/005/003
Driving at Work	CPCT/005/008
Fire Safety	CPCT/005/010
First Aid	
Health and Safety	CPCT/005/006
Lone Worker	CPCT/005/016
Management of Incidents - to be reviewed	CPCT/005/011
Management of Aggression and the Prevention of Violence to Staff	
Manual Handling of Animate and Inanimate Loads	CPCT/005/005
Prevention of Slips, Trips and Falls Within the Trust	CPCT/005/014
Risk Assessment	CPCT/005/018
Risk Register and Assurance Procedure	CPCT/005/002
Root Cause Analysis - to be reviewed	CPCT/005/013
Security	CPCT/005/009
Waste Management	CPCT/005/020
Annual Leave	CPCT/006/028
Capability Procedure	CPCT/006/005
Career Break	CPCT/006/006
Collective Grievance	CPCT/006/007
Criminal Records	CPCT/006/008
Dignity at Work	CPCT/006/037
Disciplinary Policy	CPCT/006/009
Drug and Alcohol in the Workplace	CPCT/006/036
Identification Badges	CPCT/006/032
Individual Grievance	CPCT/006/038
KSF Gateway and Pay Progression	CPCT/006/010
KSF Personal Development Review	CPCT/006/016
Learning Development and Education	CPCT/006/033
Management of Change	CPCT/006/041
Managing Attendance	CPCT/006/035
Maternity Leave and Pay	CPCT/006/031
Mental Health and Employment	CPCT/006/020
Pay Protection	CPCT/006/003
Policy for Pre-Engagement Governance Procedures for Undertaking Research in Cumbria	CPCT/006/044
Recruitment and Retention	CPCT/006/021
Recruitment Process - Guidance Notes	CPCT/006/021
Retirement	CPCT/006/022
Special Leave - Domestic, Personal and Parental Leave	CPCT/006/002
Staff Induction and Orientation	CPCT/006/012
Statutory and Mandatory Training	CPCT/006/019
Stress at Work	CPCT/006/026
Volunteers	CPCT/006/040
Whistle blowing	CPCT/006/001
Work Life Balance (includes Flexible working)	NCPCT/PER 011 CPCT/006/029
Access to Information	CPCT/007/001

	Reference
Freedom of Information Act	CPCT/007/002
Freedom of Information Act 2000 : Procedures for Operating the Right of Access (Resource Pack)	CPCT/007/003
Data Protection Act	CPCT/007/004
Subject Access Request Procedure	CPCT/007/005
Respecting Confidentiality : Code of Conduct	CPCT/007/008
Information Disclosure (Sharing) Policy and Procedure	CPCT/007/009
Consent to Examination or Treatment	CPCT/007/010
Records Management - NHS Code of Practice	CPCT/007/011/012/013
Records Management Strategy	CPCT/007/011
Records Management	CPCT/007/012
Records Management Procedures	CPCT/007/013
Corporate Records Policy and Procedure - Electronic and Paper	CPCT/004/014
Information Governance Strategy	CPCT/007/016
Information Governance Policy	CPCT/007/017
Safe Haven	CPCT/007/013
Policy on IG Issues to Consider as Part of Business Change Processes	CPCT/007/019
Information Security Policy	CPCT/007/020
Managing Emails	CPCT/007/022
Access Control Policy	CPCT/007/023
Encryption Policy	CPCT/007/024
Mobile Computing Policy	CPCT/007/025
Security Housekeeping Policy	CPCT/007/027
Network Security Policy	CPCT/007/028
Privacy Impact Assessment	CPCT/007/029
Information Risk Management	CPCT/007/030
Information Security : Incident Reporting Policy	CPCT/007/031
VPN Remote Access Policy	CPCT/007/032
Monitoring Systems Policy	CPCT/007/033
NHS Number Strategy	CPCT/007/034
Policy and Procedure for Retrieval Verification Use of NHS Numbers	CPCT/007/035
Registration Authority Policy	CPCT/007/036
Adult Mental Health Psychological Therapy Services	CPCT/002/001
Adult Mental Health Psychological Therapy Services	CPCT/002/005
Application, Amendment and Waiver of Policies (Procedure)	CPCT/002/007
Specified Non Clinical Issues	CPCT/002/022
Bariatric Surgery	CPCT/002/008
Cosmetic Procedures	CPCT/002/010
Evidence Based Referral	CPCT/002/004
Macular Degeneration - Age Related	CPCT/002/014
Male Circumcision	CPCT/002/015
Reversal of Sterilisation	CPCT/002/019
Expensive Services	CPCT/002/012
Policy for Commissioning Specialist Services on a Tertiary Basis Only	CPCT/002/018
Commissioning Services Through Complex Clients Panels	CPCT/002/009
Individual Commissioning Policy	CPCT/002/003
Pandemic Influenza Plan	CPCT/004/017
Major Incident Plan Part A	CPCT/004/015A
Major Incident Plan Part B	CPCT/004/016
Risk Management Strategy	CPCT/005/021
Procurement Policy	CPCT/004/029
Fuel Policy	CPCT/004/016
Internet Acceptable Use Policy	CPCT/007/021
Environmental Information Regulations Guidelines	CPCT/007/006
Taking Photographs Conventional or Digital Video Recordings and Audio Recordings	CPCT/007/026
Environmental Information Regulations Guidelines	CPCT/007/006
General Waste Policy	CPCT/003/012
CRB Check Policy	CPCT/006/030
Extreme Weather Policy	CPCT/006/017
Flexible Workforce	CPCT/006/018
Job Share	CPCT/006/013
Return to Work	CPCT/006/023
Smoking Policy	CPCT/006/024
Employee Exit Policy and Procedure	CPCT/006/045
Harassment and Bullying	CPCT/006/011
Equality and Diversity	CPCT/004/008
Governance Safe and Sound	

HR Policies Approved by the Business Services Authority and adopted by NECS for CCG's

Policy	Policy number
Policy Template inc Scheme of delegation	HR01
Absence Policy	HR02
Adoption Leave Guide & policy	HR03
Annual Leave Policy	HR04
Disciplinary Policy	HR05
Equality & Diversity Policy	HR06

	Reference
Flexible working Policy	HR07
Further Education and CPD Policy	HR08
Grievance and Disputes Procedures	HR09
Harassment and Bullying Policy	HR10
Induction Policy (corporate & local - perm & temp staff)	HR11
Job Evaluation	HR12
Managing work performance (Capability)	HR13
Maternity Leave Guide and Policy	HR14
Parental Leave Policy	HR15
Paternity Leave Guide & Policy	HR16
Partnership Working Agreement	HR17
Professional Registration Policy	HR18
Recruitment and Retention Premia	HR19
Recruitment and Selection -Employment checks/CRB/ex-off	HR20
Redeployment Policy	HR21
Retirement Policy	HR22
Secondment Policy	HR23
Substance Misuse Policy	HR24
Temporary Promotion	HR25
Training & Development Policy	HR26
Whistle blowing Policy (including Bribery, Fraud and corruption)	HR27
Working Time Directive Policy	HR28
Tribunal Management	

Change management policy
Other/ Special Leave Policy eg appointments, bereavement, appointments, jury, TA
Pay Protection
Travel expenses & Subsistence inc excess travel
Rewards e.g. Long service awards/ retirements gifts
Partnership Working
Wellbeing Policy
Relocation Expenses Policy
Remote Access and Home Working
Flexi Time Policy/Arrangements
MHPS (for medical and dental staff)
Lease car
Probation Policy and Procedure
Stress management & WTD
Health & Safety
On-Call Arrangements