

NHS North Cumbria CCG Governing Body	Agenda Item
6 December 2017	

Policies for Approval

Purpose of the Report							
The purpose of this report is to seek approval for a number of policies which have been considered in detail at the relevant committee.							
Outcome Required:	Approve	X	Ratify		For Discussion		For Information
Assurance Framework Reference:							
4, Leadership - The CCG needs to develop and implement robust governance and management arrangements to operate in a safe and sound manner.							

Recommendation(s):
The Governing Body is asked to approve: <ul style="list-style-type: none"> 1. The Non-Medical Prescribing Policy 2. The Mental Capacity Act and Court of Protection/Deprivation of Liberty Safeguards Policy 3. Safeguarding Adults Policy for General Practice 4. HR Policies listed below

Executive Summary:
<p>Non-Medical Prescribing Policy</p> <p>At its meeting on the 20 October 2017, the Outcomes and Quality Assurance Committee considered in detail a version of the CCG’s Non-Medical Prescribing Policy to ensure that it was aligned to the North Cumbria CCG governance arrangements and committee reporting structures.</p> <p>In relation to this policy no key issues were identified, there were no implications/actions for public engagement and there were no financial implications.</p> <p>The Outcomes and Quality Assurance Committee recommended that the framework document</p>

be approved by the Governing Body.

The Mental Capacity Act and Court of Protection/Deprivation of Liberty Safeguards Policy

At its meeting on the 20 October 2017, the Outcomes and Quality Assurance Committee considered in detail a version of the CCG's Mental Capacity Act and Court of Protection/Deprivation of Liberty Safeguards Policy to ensure that it was aligned to the North Cumbria CCG governance arrangements and committee reporting structures.

In relation to this policy no key issues were identified, there were no implications/actions for public engagement and there were no financial implications. The primary risk is association with non-compliance with the code of practice associated with the Mental Capacity Act. Failure to follow this could lead to litigation.

The Outcomes and Quality Assurance Committee recommended that the framework document be approved by the Governing Body.

Safeguarding Adults Policy for General Practice

HR Policies

At its meeting on 22 November 2017, the Finance and Performance Committee considered in detail 29 HR policies. Four of the policies are new, five are existing policies with revisions and the remaining twenty are existing policies that have expired but did not require any amendments.

New or amended policies for approval:

1. HR03 Adoption Leave Policy
2. HR07 Disciplinary Policy
3. HR12 Harassment & Bullying Policy
4. HR24 Professional Registration Policy
5. HR27 Recruitment & Selection Policy
6. HR43 Promoting Mental Health and Wellbeing at Work Policy
7. HR44 Volunteer Policy
8. HR45 Work Experience Policy
9. HR46 Relocation Expenses Policy

Policies which had expired:

1. HR02 Absence Policy
2. HR04 Annual Leave Policy
3. HR05 Career Break Policy
4. HR08 Equality & Diversity Policy
5. HR10 Further Education & Continuous Professional Development Policy
6. HR11 Grievance Policy
7. HR13 Induction Policy

8. HR14 Job Evaluation Policy
9. HR16 Managing Work Performance Policy
10. HR18 Appraisal Policy
11. HR20 Parental Leave Policy
12. HR25 Recruiting Ex-offenders Policy
13. HR26 Recruitment & Retention Premia Policy
14. HR28 Redeployment Policy
15. HR29 Retirement Policy
16. HR30 Secondment Policy
17. HR31 Substance Misuse Policy
18. HR32 Temporary Promotion Policy
19. HR33 Training & Development Policy
20. HR36 Working Time Directive Policy

The Finance and Performance Committee recommended that the HR policies be approved by the Governing Body.

Strategic Objective(s) supported by this paper:	Please select (X)
Support quality improvement within existing services including General Practice	X
Commission a range of health services appropriate to Cumbria's Needs	X
Develop our system leadership role and our effectiveness as a partner	X
Improve our organisation and support our staff to excel	X

Impact assessment: (Including Health, Equality, Diversity and Human Rights)	Yes
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Conflicts of Interest Describe any possible Conflicts of interest associated with this paper, and how they will be managed	None identified
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Lead Director	Relevant Director
Presented By	Relevant Director
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Date Report Written	November 2017

NHS North Cumbria CCG Governing Body	Agenda Item
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The Outcomes and Quality Assurance Committee recommended that the framework document be approved by the Governing Body.

Safeguarding Adults Policy for General Practice

This is an updated Safeguarding Adults Policy which is to be circulated to practices for their local adaptation and use. It contains practical guidance regarding key safeguarding issues and procedures. In particular it incorporates best practice in accordance with the Care Act.

North Cumbria CCG's Executive Committee has recommended approval of the Policy by the CCG Governing Body.

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Presented By	Relevant Director
Report Author	Brenda Thomas, Governing Body Support Officer
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