

Review of HR Policies for Wandsworth CCG September 2014

1. Introduction

A list of key HR policies were identified by HR, in discussion with the CCG, as policies for priority review. This was determined by the need to provide a robust infrastructure to support Agenda for Change and to implement national changes. They are also the most frequently used across all staff groups.

A description of the policies that have now been rewritten, together with a summary of the changes is shown below.

2. New policies

The following policies have been reviewed and rewritten to reflect modern employment practices.

1. **Capability Policy**

The policy ensures that where an employee's work performance is unsatisfactory they are treated fairly and the process gives the employee the opportunity to improve their work performance. The policy provides a means for the employee to be advised formally of the effects and potential consequences on their employment should there be no significant improvement in their performance.

Key Changes:

- Greater clarity as to when Capability or Disciplinary Policy should be used.
- Where appropriate, emphasis on informal approach when identifying performance issues.
- Greater detail on representation.
- Appendices: Capability Procedure overview and Improvement Plan

2. **Disciplinary Policy**

The aim of the policy is to ensure that when dealing with disciplinary matters employees are treated fairly throughout the process. When appropriate, informal

discussions with an employee will be undertaken before invoking the formal disciplinary procedure.

Key Changes:

- Greater emphasis on informal approach
- Greater detail on representation.

3. Flexible Working

This policy sets out the principles by which the CCG will provide a range of flexible working options for employees in order to maintain a committed and skilled workforce. Full consideration will be given to all flexible working requests and a fair and consistent process will be undertaken.

Key Changes:

- Policy brought into line with legislative changes from 01/04/14 that allow all staff to apply to work flexibly.
- Flexible Working Request Flowchart.

4. Organisational Change Policy

This policy sets out the approach to the management of organisational change and reflects legislative requirements. It aims to provide a framework for common understanding for managers, staff and trade unions.

Key Changes:

- Amended timescales for consultation to reflect recent changes in legislation
- Greater clarity of the stages in the process for filling posts
- Includes pay protection arrangements which is proposed to change from maximum 5 years protection to maximum of 3 years protection plus 1 year mark time.

5. Sickness Absence Policy

This Policy provides a framework within which the absence from work, whether due to an underlying medical condition or not, is dealt with consistently and fairly. The policy will ensure that appropriate support is available to employees and managers in dealing with sickness absence

Key Changes:

- Greater detail on representation.
- Accrual of Annual Leave during sickness brought into line with recent employment law changes.
- Triggers.

6. Whistleblowing Policy

This Policy is intended to provide employees with genuine and reasonable concerns with a framework which ensures that those concerns are taken seriously and where

practicable addressed, and ensures that the employee raising the concern is not labelled as a trouble-maker, accused of disloyalty or victimised in any way.

Key Changes:

- Updated to reflect the findings and recommendations of the Francis Report which demonstrate the need for creating the right culture for Whistleblowing.
- Additionally changes made to the Enterprise and Regulatory Reform Act makes it explicit that all disclosures must be in the public interest, in order to be protected by Public Interest Disclosure Act 1998.
- Simplified investigation procedure
- Greater definition of responsibilities
- Policy approved by Counter Fraud

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