

Title of paper:	Policies for approval
Meeting:	Governing Body 29 th November 2013
Author:	Justin Dix, Governing Body Secretary
email:	justin.dix@surreydownsccg.nhs.uk
Exec Lead:	Karen Parsons, Chief Operating officer

Purpose	To Agree	
	To Advise	
	To Note	

Development

The following policies have been developed to contribute to ensuring that the CCG has a core suite of policies that can govern its activities.

- The Counter Fraud policies have been developed by South Coast Audit and agreed at the Audit Committee
- The Policy on Policies has been developed in house and agreed by the Executive Committee
- The Business Continuity Policy has been developed in-house but using the NHS England Assurance documentation for Emergency Planning, resilience and recovery (EPRR)
- The Equality and Diversity Policy has been developed by Commissioning Support South
- The Complaints and Compliments Policy has been developed internally by the Communications team and consulted on internally
- All policies have been shared in advance of this meeting with Governing Body members

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Executive Summary and Key Issues

Counter Fraud Policies developed by South Coast Audit are standard policies and were discussed at the 18th October Audit Committee. These are recommended to the Governing Body as suitable for use in establishing counter fraud culture and actions in Surrey Downs CCG.

The policy for the development of policies was developed in the corporate team and consulted on internally. This was a key area of no compliance identified by internal audit and is therefore an essential policy from which all other policies are derived.

The Business Continuity Policy is an essential policy as we go into a period of winter and all departments have been asked to complete simple business continuity templates in line with this.

The Equality and Diversity Policy has been developed by the HR team in CSU South and is essential in order to comply with the Equality Act 2010.

Recommendation(s): The Governing Body is asked to AGREE the adoption of these policies subject to rebranding and screening for Equality duty.
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Attachments: None – policies were circulated separately to Governing Body members on the 13 th November.
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Implications for wider governance

Quality and patient safety: The Complaints and Compliments Policy has a direct bearing on quality and safety.
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Patient and Public Engagement: No specific issues.

Equality Duty: The Equality and Diversity Policy relates directly to the CCG's equality duty. All policies will be subject to an Equality Assessment and returned to the body if any significant issues are identified.
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Finance and resources: The counter fraud related policies are aimed at protecting the CCG from financial loss.

Communications Plan: Policies will be disseminated to staff and training programmes developed. These policies will be published on the CCG's web site.

Legal or compliance issues: All these policies have a statutory compliance element.
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Risk and Assurance: Internal audit have given a limited assurance on internal controls until such time as the core suite of policies is in place.
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