

Title of paper:	Policy Approvals
Meeting:	Governing Body
Date:	21 st March 2014
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Exec Lead:	Karen Parsons, Chief Operating Officer

Purpose	To Agree	
	To Advise	
	To Note	

Development

These policies have been developed either internally or with the support of the CSU (see below). They represent a further development of the CCG's in-house policy suite as opposed to continuing to use the former Surrey PCT policies.

These policies have been circulated separately to Governing Body members and are available on request from the corporate office.

Executive Summary and Key Issues

The Governing body is asked to approve the following policies:

- Fire Safety
- Appraisal
- Expenses for patient and carer representatives
- Information Governance Incident reporting

The Fire Safety policy is an essential policy that provides a structure to the CCG's behaviour around staff, visitors and contractors on site. It gives clear outlines of the responsibilities of the CCG as opposed to the landlord and specialist advisors. It gives clarity to the roles and responsibilities for both prevention and management of incidents.

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The appraisal policy is an essential tool for ensuring that staff are clear about their objectives and that these are aligned to those of the organisation. It offers a framework for individual support and personal development.

The policy on expenses for patient and carer representatives demonstrates the value that the CCG places on input from these individuals and offers a fair and consistent approach to managing the cost of their engagement.

The Information Governance Incident reporting policy enables the organisation to learn from IG incidents and minimise the likelihood of their preventing again in future. It is used in conjunction with staff training in IG.

In addition:

The Assisted Conception Policy is still under review with partner CCGs and the Governing Body is asked to agree to extend the existing policy until July 2014 to enable this work to be completed. There are no risks associated with continuing the existing policy for a further period. The existing policy expired in October 2013.

Recommendation(s):

TO AGREE the above policies / policy extensions.

Attachments: None, however policies have been circulated under separate cover to Governing Body members.

Implications for wider governance

Quality and patient safety

The IG incident policy directly supports patient safety and the use of confidential material.

Patient and Public Engagement

Patient representatives were involved in producing the patient and carer expenses policy

Equality Duty

All policies are EqIA assessed, any that fail the assessment are brought back to the Governing Body for re-approval after modification

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Finance and resources

The only policy with a financial implication is the expenses policy, this has been budgeted for.

Workforce

No direct implication.

Information Governance

No direct implications

Conflicts of interest

None identified

Communications Plan

All policies are placed on the CCG web site once EqlA passed and are available internally to staff via the Y Drive.

Legal or compliance issues

The IG incident reporting policy supports mandatory compliance. The Fire Safety Policy is a legal requirement.

Risk and Assurance

IG Toolkit compliance is on the CCG risk register

