

CCG Board

Date of meeting		30 January 2020	
Agenda Item	11	Paper No	WHCCG20/010

CCG Corporate Governance : Update (January 2020)

Key issues	<p>This month's update on corporate governance matters relates to the following:</p> <ul style="list-style-type: none"> • The approval of a new Supporting Staff with Mental or Physical Disabilities (Reasonable Adjustments) Policy HR/043/V1.00 • Policies and documentation that have been reviewed, amended and approved by the committees of the CCG Board • Policies and documentation that have been reviewed, amended and recommended for approval by the Audit Committee taking place on 4 February 2020.
Actions requested / Recommendation	<p>The West Hampshire Clinical Commissioning Group Board is asked to:</p> <ul style="list-style-type: none"> • Ratify the approval of a new Supporting Staff with Mental or Physical Disabilities (Reasonable Adjustments) Policy HR/043/V1.00 • Note the policies and documentation that have been reviewed, amended and approved by the committees of the CCG Board • Note the policies and documentation that have been reviewed, amended and recommended for approval by the Audit Committee taking place on 4 February 2020.
Principal risk(s) relating to this paper	There are no risks relating to this paper.
Other committees / groups where evidence supporting this paper has been considered	<p>Policy Sub Group Clinical Governance Committee Hampshire Continuing Healthcare Performance and Governance Meeting Hampshire CCG Partnership Clinical Delivery Group</p>
Financial and resource implications / impact	There are no financial or resource implications arising from this paper.

Legal implications / impact	There are no legal implications arising from this paper.
Public involvement – activity taken or planned	Not applicable
Equality and Diversity – implications / impact	All approved policies have been assessed for equality impact.
Report Author	Jackie Zabiela, Governance Manager
Sponsoring Directors	Mike Fulford, Chief Operating Officer
Date of paper	17 January 2020

CCG CORPORATE GOVERNANCE: UPDATE (JANUARY 2020)

1. INTRODUCTION

1.1 This month's update on corporate governance matters relates to:

- The approval of a new Supporting Staff with Mental or Physical Disabilities (Reasonable Adjustments) Policy HR/043/V1.00
- Policies and documentation that have been reviewed, amended and approved by the committees of the CCG Board
- Policies and documentation that have been reviewed, amended and recommended for approval by the Audit Committee taking place on 4 February 2020.

2. POLICIES / GUIDELINES / PROCEDURES

2.1 The Policy Sub Group has delegated responsibility for the review and recommendation for approval of non-clinical and Health & Safety policies, guidelines and procedures and reports directly to the Board. Work is ongoing through this group on the policy review programme for the CCG. Clinical / service user facing policies are reviewed by the Clinical Governance Committee. Policies relating to risk management and local counter fraud arrangements are also reviewed by the Audit Committee.

2.2 The following is a summary of the numbers and status of the documents currently listed on the policy / document schedule.

Status	Number
Individual policies approved (not under review)	63
Existing policies currently under review process (nearing completion)	2
New policies in draft / in development (nearing completion)	3
Policies to be developed (on hold)	1
Other documents / procedures / guidelines approved (not under review)	18
Other existing documents currently under review process	0
Other documents to be developed	0
Total	87

2.3 On the instruction of Mike Fulford, Chief Operating Officer, the regular policy review programme has now been put on hold pending confirmation of future CCG joint working arrangements, with the exception of work which is already in progress / nearing completion, amendments required as a result of new / updated statutory guidance, and where any urgent amendments are identified following feedback from

staff / line managers when using the policies. Mike will assess the list of documents which are due / overdue on a monthly basis to determine whether or not they should be reviewed or continue to be deferred.

2.4 The Board is asked to ratify the approval of the following new policy which has been reviewed and approved in principle by the Policy Sub Group of 15 January 2020, subject to ensuring it is cross referenced with the Absence Management procedure and clarification of a few points of detail, with the final version of the policy to be approved via Chair's Action:

- **Supporting Staff with Mental or Physical Disabilities (Reasonable Adjustments) Policy HR/043/V1.00.** This new policy sets out the CCG approach to supporting and managing staff with: a physical disability; sensory disability (for example a visual or hearing impairment); a learning disability (such as dyslexia, dyscalculia, Attention Deficit / Hyperactivity Disorder, autism spectrum disorder (such as Autism, Asperger's syndrome), or a diagnosed long-term health condition, including a physical or mental health condition. The policy also supports the CCG's work to implement and make progress against the NHS Workforce Disability Equality Standard.

Consultation on this new policy has been undertaken through the CCG Staff Forum, the Staff Partnership Forum, Directorate team meetings, the Learning & Growth Group and the final draft to the Executive Team prior to submission to Policy Sub Group. As this is a new policy, implementation will be closely monitored over the next 12 months so that it can be modified if necessary.

2.5 The Board is asked to note that the following documentation has been reviewed and where necessary amended in accordance with policy / document review processes and recommended for approval by the Policy Sub Group:

- **Organisational Change Policy HR/016/V3.00.** This policy sets out a framework for the management of organisational change to ensure the CCG is fit for purpose for the future whilst ensuring stability and delivery during periods of change. The policy has been reviewed in accordance with policy review processes with key amendments being: that length of time for consultation may be increased or decreased depending on the proposed change in agreement with the employees involved and staff side representatives; arrangements if an existing job description matches to more than one role in the new structure; that employees may be entitled to claim excess travelling expenses or relocation expenses if travel to their new place of work involves greater travel than to their previous place of work; ensuring that consultation papers outlining changes include an assessment of the impact of any proposals on workforce equality and inclusion; that consideration will also be given to the access needs of staff with disabilities in terms of choice of venues and layout of meeting rooms for consultation meetings and that consultation documents will be made available in other formats if required; and where a member of staff has agreed reasonable adjustments in place, such as IT equipment, assistive software, specialised chair or desk, arrangements will be made to transfer these adjustments to the new work base.

- **Relocation Guidance WHCCG/005/V1.03.** This document sets out guidelines when relocation becomes necessary. It considers the types of relocation that could take place, the issues that need to be considered and the support that will need to be offered to any employee affected by the prospect of relocation. The guidance has been reviewed in accordance with document review processes with minor amendments to reflect current job titles and to clarify that employees who are required to change their base of work as a result of organisational change or their acceptance of another post as an alternative to redundancy may be entitled to claim excess travelling expenses or relocation expenses if travel to their new place of work involves greater travel than to their previous place of work for a limited time in line with the CCG's Organisational Change policy.
- **Alcohol and Substance Misuse at Work Guidance WHCCG/010/V1.03.** The purpose of these guidelines is to provide additional support to managers to prevent and reduce the incidences of alcohol, drug or other substance-related problems in the workplace. The aim of this document is also to encourage the development of a climate which will remove the tendency of staff to conceal or deny alcohol, drug or other substance-related problems, and giving the managers and employee representatives the confidence to deal with them constructively. The guidelines have been reviewed in accordance with document review processes, with no amendment to content required.

2.6 The Board is asked to note that the following documentation has been reviewed by the Policy Sub Group and recommended for approval by the Audit Committee taking place on 4 February 2020:

- **Fraud, Bribery & Corruption Policy COR/016/V4.00** (previously Anti-Fraud, Bribery & Corruption Policy). The purpose of this policy is to provide employees with information regarding fraud, bribery and corruption and the counter fraud arrangements in place within the CCG. It also provides information to help employees prevent, deter and detect fraud or corruption and defines the appropriate lines of reporting should fraud or corruption be suspected. The policy has been renamed to reflect that the NHS Counter Fraud Authority has dropped the word 'anti' (in the crime world 'anti' and 'counter' mean different things). The policy has been reviewed in accordance with policy review processes with key amendments being updated contact details, updated definitions, updated Equality Impact Assessment and removal of an appendix on further reading resources which has been replaced by a hyperlink.
- **Bribery Statement (Version 3).** The CCG is required to publish a Bribery Statement on the organisation's website. The statement was reviewed in accordance with document review processes and required minor amendments to reflect current policy titles and definitions. However, the West Hampshire CCG Local Counter Fraud Specialist (LCFS) advised that she has been working with her LCFS colleague for the Hampshire CCG Partnership on developing a new statement, which the LCFS will be submitting to the Partnership recommending approval, suggesting that West Hampshire CCG adopts this new statement to ensure the Hampshire CCGs are aligned. The Policy Sub Group recommended that the Audit Committee approves the new statement for publication on the CCG website.

2.7 The Board is asked to note the approval of the following re-written policy which has been reviewed and approved by the West Hampshire CCG Clinical Governance Committee. The policy has also been reviewed by the Hampshire Continuing Healthcare Performance and Governance Meeting and will be going to the Hampshire CCG Partnership Clinical Delivery Group on 29 January 2020:

- **Commissioning Policy for Adult Continuing Healthcare CLIN/006/V8.00.**
This policy sets out the process that West Hampshire CCG and the Hampshire CCG Partnership will follow to commission and make provision for safe and effective care for individuals who have been assessed as eligible for NHS Continuing Healthcare. The CCG's previous policy (Continuing Healthcare (CHC) and Funded Nursing Care (FNC) Choice & Equity Policy) was challenged by the European Human Rights Council (as were those of around 90% of CCG's in the country); the updated policy includes significant amendments to the sections on the Human Rights Act and the Public Sector Equality duty. It was confirmed at the Clinical Governance Committee that this policy is now in line with legal requirements.

2.8 Approved policies / documents are available on the CCG [website](#).

3. ACTION

3.1 The West Hampshire Clinical Commissioning Group Board is asked to:

- **Ratify the approval of a new Supporting Staff with Mental or Physical Disabilities (Reasonable Adjustments) Policy HR/043/V1.00**
- **Note the policies and documentation that have been reviewed, amended and approved by the committees of the CCG Board**
- **Note the policies and documentation that have been reviewed, amended and recommended for approval by the Audit Committee taking place on 4 February 2020.**