

## CCG Board

Date of meeting		24 September 2020	
Agenda Item	<b>11</b>	Paper No	<b>WHCCG20/057</b>

### CCG Corporate Governance : Update (September 2020)

<b>Key issues</b>	<p>This month's update on corporate governance matters relates to the following:</p> <ul style="list-style-type: none"> <li>• The approval of the following new / re-written policies: <ul style="list-style-type: none"> <li>○ Organisational Change Policy (HR007)</li> <li>○ Home Working Policy (HR008)</li> <li>○ Personal Health Budgets Policy (CLIN/014/V1.01)</li> </ul> </li> </ul>
<b>Actions requested / Recommendation</b>	<p><b>The West Hampshire Clinical Commissioning Group Board is asked to ratify the approval of the following new / re-written policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Organisational Change Policy (HR007)</b></li> <li>• <b>Home Working Policy (HR008)</b></li> <li>• <b>Personal Health Budgets Policy (CLIN/014/V1.01)</b></li> </ul>
<b>Principal risk(s) relating to this paper</b>	There are no risks relating to this paper.
<b>Other committees / groups where evidence supporting this paper has been considered</b>	Clinical Governance Committee Finance and Performance Committee Policy Sub Group
<b>Financial and resource implications / impact</b>	There are no financial or resource implications arising from this paper.
<b>Legal implications / impact</b>	There are no legal implications arising from this paper.
<b>Public involvement – activity taken or planned</b>	Not applicable
<b>Equality and Diversity – implications / impact</b>	All approved policies will be assessed for equality impact.
<b>Report Author</b>	Jackie Zabiela, Governance Manager

<b>Sponsoring Directors</b>	Mike Fulford, Chief Operating Officer
<b>Date of paper</b>	17 September 2020

## CCG CORPORATE GOVERNANCE: UPDATE (SEPTEMBER 2020)

### 1. INTRODUCTION

- This month's update on corporate governance matters relates the approval of the following new policies:
  - Organisational Change Policy
  - Home Working Policy
  - Personal Health Budgets Policy

### 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. 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 and those which relate to finance may also be reviewed by the Finance and Performance 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)	68
Existing policies currently under review process (nearing completion)	0
New policies in draft / in development (nearing completion)	2
Policies to be developed (on hold)	0
Other documents / procedures / guidelines approved (not under review)	18
Other existing documents currently under review process	0
Other documents to be developed	0
<b>Total</b>	<b>88</b>

2.3 As previously reported, the regular policy review programme has been put on hold pending confirmation of future CCG joint working arrangements. New policies will continue to be developed as required e.g. HR policies to support new working arrangements, policies to inform service users. Amendments required as a result of new / updated statutory guidance or identified following feedback from staff / line managers when using the policies will be actioned as appropriate.

2.4 The Board is asked to ratify the approval of the following new policy which has been reviewed and approved by both the West Hampshire CCG Finance & Performance Committee and Clinical Governance Committee:

- **Personal Health Budgets Policy (CLIN/014/V1.01).** This policy sets out the policy and guidance to ensure the consistent and transparent delivery of Personal Health Budgets (PHBs) and outlines the local procedure for achieving the implementation of PHBs by balancing choice, risks, rights and responsibilities.

2.5 The Board is asked to ratify the approval of the following new / re-written policies which have been reviewed and approved by the West Hampshire CCG Policy Sub Group. They have also been approved for use by Southampton City CCG (SCCCG) and the Hampshire and Isle of Wight Partnership of CCGs (the Partnership):

- **Organisational Change Policy HR007.** This policy sets out the framework for the management of organisational change to ensure the CCG Partners (WHCCG, SCCCg and the Partnership) are fit for purpose for the future whilst ensuring stability and delivery during periods of change. The policy outlines the principles and standards expected to ensure staff are appropriately supported and fairly treated during change. The policy has been completely re-written / streamlined to ensure consistency across the CCGs.
- **Home Working Policy (HR008).** This policy sets out principles and guidance for line managers and CCG employees as to how home working should be implemented and reviewed to ensure all staff remain safe, that their health and wellbeing is maintained and monitored, and that they can effectively deliver their work objectives.

2.6 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 the following new policies:

- **Organisational Change Policy (HR007)**
- **Home Working Policy (HR008)**
- **Personal Health Budgets Policy (CLIN/014/V1.01)**