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South Tyneside 
NHS Foundation Trust

Title	Updated Employment Policies
File location	SRe/IHF/Board papers
Meeting	Board of Directors
Date	25 th may 2016

Executive Summary

Please find attached the updated Employment Policies, the key points are in bullet form

Harassment & Bullying – this policy has had the most significant change.

- Expectation that staff will enter into mediation before a formal process is invoked
- Instead of harassment & bullying advisors we have called them listeners and have selected and are in the process of training them.
- There is only 2 possible outcomes following a formal investigation – upheld or not upheld, the current policy gives an option of upheld but no formal action.
- If investigation is upheld – the case will proceed to disciplinary hearing in accordance with disciplinary process
- There is a right of appeal contained in the policy now for the complaint which we hope will reduce the number of grievances raised
- Timescales for conclusion of investigation from 28 days which is unrealistic to 42 days (6 weeks)

Profession Registration Policy – no significant changes – generic policy for process of checking all professional registrations, we have refreshed in light of revalidation for NMC registrants.

Disciplinary Policy – this policy has been reviewed and the content condensed and the order and flow is improved

- Included a section on admission of misconduct for minor misconduct which would likely lead to first written warning – an employee who has admitted the misconduct, a formal request can be made by employee/trade union to be dealt with outside process ie not go to hearing but issue with first written warning.
- Timescales for investigation from 28 days which is unrealistic to 42 days (6 weeks)
- Timescales for written warning changed from 18 months to 24 months

Management of Change Policy – The critical changes to this policy are the short term and long term protection allowance. This has significantly reduced from the previous protection arrangements.

The process for managing change is in more detail in the new policy, we have added all the queries and questions from our experience of undertaking change

within the Trust so there is no ambiguity on how we will manage the process. The policy now has a clear flow chart for those staff who prefer pictures rather than words.

A review will be undertaken in 12 months.

All Policies have been agreed by the Trust policy Sub Group and the full JCC. The Executive Board considered the policies at the meeting of 18th April 2016.

Recommendation

The Board is asked to approve the policies.

Report Author				
Executive Director/ Sponsor				
Purpose of paper	Information	√	Discussion	√
	Decision	√	Assurance	√
	Specific action			
Implications	Staffing	√		
	Finance	√		
	Legal	√		
	Public engagement			
	Partnership			
	Communication	√		
	Equality & Diversity	√		
	Clinical	√		
Risk assessment and mitigation (include risk register reference if appropriate)				
Link to STFT Business Plan				
Link to CQC outcome	12, 13, 14			
Link to Board Assurance Framework	8.1, 8.2, 8.4			
Link to Strategic Risk Register				