

ABM University Health Board	
17 <sup>th</sup> January 2018 <b>Workforce and Organisational Development Committee</b> Agenda item: 20	
<b>Subject</b>	<b>Workforce Policies</b>
<b>Prepared by</b>	Kim Clee, Assistant Workforce Manager
<b>Approved by</b>	Kate Lorenti, Acting Director of HR
<b>Presented by</b>	Kate Lorenti, Acting Director of HR

### 1.0 Situation

To inform the Committee of recently approved workforce policies.

### 2.0 Recently Approved Workforce Policies

#### 2.1 Medical Study Leave and Professional Leave Policy

This policy was submitted to the meeting of the Workforce and Organisational Development Committee in September 2017 and was subsequently ratified out of committee. The policy, which applies to non-training grade doctors employed by the Health Board, now contains a budget cap of £2,400 per claimant over a three year period as from 1<sup>st</sup> April 2017 and will enable more robust control of senior medical study leave expenditure.

#### 2.2 Policy on the Management of Personal Relationships at Work

This policy was subject to an extensive period of consultation and was approved by the Partnership Forum Sub Group in November 2017 on behalf of the Health Board. The policy has now been issued.

The basic principles of the policy are as follows:

- In all circumstances ,where employees have a close personal relationship with an Executive Officer of the Board or a Unit Service, Nurse or Medical Director, whether or not they work within the same Delivery Unit, both parties must declare this relationship and a central register of such relationships will be maintained by the Director of Human Resources.
- Employees who have a close personal relationship outside of work must not be appointed or promoted to work in a direct reporting relationship at either first or second tier line management level. Where such relationships already exist a risk assessment must be undertaken and alternative line management arrangements must be put in place and this may mean one or other of the parties has to be transferred to another team, department or base.
- Employees who have a close personal relationship outside of work and who are working in the same team/department but not in the line management chain at first or second tier must declare the relationship to their line manager and it will be handled by means of a risk assessment.

A close personal relationship is defined as:

- Current spouses, civil partners, those who are engaged or in a co-habiting arrangement or are in a romantic relationship- previously existing outside of work, or where it has developed in work.
- Immediate family members, e.g. parents, children, siblings, grandparent/child or those who act as such (e.g. step parents)
- Extended family such as aunts, uncles, cousins, in laws( where it is known by the individuals involved)

### **2.3 Deployment of Administrative and Clerical staff**

This procedure provides a framework for moving staff so that the Delivery Units are able to prioritise the use of their administrative and clerical staff against any vacancies held. This will enable the most effective use to be made of the resource available. The Deployment procedure was approved by the Partnership Forum Sub group in November 2017 on behalf of the Health Board and has now been issued.

### **3.0 Recommendations**

The Committee is asked to note the implementation of the:

- Medical Study Leave Policy
- Policy on the Management of Personal Relationships at Work
- Procedure for the Deployment of Administrative and Clerical staff