

# Medway NHS Foundation Trust Corporate Policy: Human Resources and Organisational Development

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## Medway NHS Foundation Trust Human Resources and OD Policy

### Document Control / History

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1	New document
2	Annual revision, policy list updated

### Consultation

JSC (for policy items)

Executive Group

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## Medway NHS Foundation Trust Human Resources and OD Policy

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To be read in conjunction with any policies listed in Trust Associated Documents.

### 1 Introduction

- 1.1 Human Resources and Organisational Development (HR & OD) supports Medway NHS Foundation Trust achieve the Best of Care through the Best of People. The department supports excellent patient care through the recruitment, retention and development of all employees. The HR & OD directorate also focuses on employee engagement and helps shape the culture of the Trust.
- 1.2 The directorate also ensures compliance with employment legislation and best practice when dealing with any workforce issues.

### 2 Purpose / Aim and Objective

- 2.1 The purpose and aim of this document is to provide an overview of the key elements of HR & OD and to identify through supporting policies and procedures the various employment legislation and local processes to which the directorate is expected to work to.

The key elements of the HR & OD Directorate are:

- HR Strategy and Planning; this includes Employee Relations, Workforce Intelligence, Occupational Health and Tiny Tugs Nursery;
  - HR Resourcing; this includes Resourcing, Temporary Resourcing, Medical Resourcing and e-Rostering;
  - Workforce Development and Organisational Development; this includes Organisational and Professional Development and Workbased Learning.
- 2.2 The objective of this document and all supporting policies and procedures is to identify, at high level and in detail, the relevant employment legislation and standards which govern the provision of HR and OD services, and to provide all Trust staff with detailed guidance, references and clarity on a range of topics relating directly to HR and OD service provision.
  - 2.3 The Trust aims to 'Be the BEST' in everything it sets out to, and this extends to the management of staff who are at the heart of the Trust and its commitment to patient care.

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**3. Policy Framework**

3.1 **Medway NHS Foundation Trust** is committed to complying with statutory, mandatory and best practice requirements through a supporting framework of documents:

<b>Employee Relations</b>
<b><u>Respect - Countering Bullying in the Workplace Policy (POLCHR002)</u></b> <b><u>Respect - Countering Bullying in the Workplace Procedure (SOP0168)</u></b>
<b><u>Grievances Policy (POLCHR003)</u></b> <b><u>Grievance Procedure (SOP0249)</u></b>
<b><u>Performance Management Policy ( POLCHR004)</u></b> <b><u>Performance Management Procedure (SOP0227)</u></b> <b><u>Probationary Period Procedure (SOP0252)</u></b> <b><u>Medical and Dental Policy for Managing Conduct, Capability and Health (PROCHR004)</u></b>
<b><u>Organisational Change Policy (POLCHR005)</u></b> <b><u>Organisational Change Procedure (SOP0242)</u></b>
<b><u>Long Service Recognition Policy (POLCHR009)</u></b>
<b><u>Modern Slavery Policy (POLCHR049)</u></b>
<b><u>Freedom to Speak Up - Raising Concerns at Work - Whistleblowing Policy (POLCHR014)</u></b> <b><u>Freedom to Speak Up Guardians Procedure (SOP0251)</u></b>
<b><u>Attendance Management Policy (POLCHR017)</u></b> <b><u>Attendance Management Procedure (SOP0286)</u></b> <b><u>Attendance Management - Return to Work Form (OTCHR050)</u></b>
<b><u>Worklife and Family Policy (POLCHR019a)</u></b> <b><u>Flexible Working Procedure - Worklife Balance (SOP0250)</u></b> <b><u>Paternity Leave Procedure (SOP0274)</u></b> <b><u>Parental Leave Procedure (SOP0275)</u></b> <b><u>Maternity Leave Procedure (SOP0276)</u></b> <b><u>Carer Dependant Leave Procedure (SOP0277)</u></b> <b><u>Other Leave Procedure (SOP0278)</u></b>

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<p><b><u>Adoption Leave Procedure (SOP0279)</u></b></p> <p><b><u>Career Break Policy (POLCHR034)</u></b></p> <p><b><u>Annual Leave Procedure (SOP0287)</u></b></p> <p><b><u>Medical Staff Leave Procedure (SOP0290)</u></b></p>
<p><b><u>Managing Work Related Stress Policy (POLCHR021)</u></b></p>
<p><b><u>Partnership Agreement Between Medway NHS Foundation Trust and NHS Trade Unions Policy (POLCHR030)</u></b></p>
<p><b><u>Inclusion Policy (POLCHR044)</u></b></p> <p><b><u>Disability in Employment Policy (POLCHR045)</u></b></p>
<p><b><u>Disciplinary Policy (PROCHR002)</u></b></p> <p><b><u>Disciplinary Procedures (SOP0226)</u></b></p> <p><b><u>Bank Worker Disciplinary Procedure (SOP0320)</u></b></p>
<p><b><u>Exit Procedure (SOP0317)</u></b></p>
<p><b>Occupational Health</b></p>
<p><b><u>Occupational Health Clearance and Immunisations for New Healthcare Workers Guidelines (GUCGR015)</u></b></p>
<p><b><u>Avoidance and Management of the Effects of Latex Allergy Policy (POLCGR002)</u></b></p> <p><b><u>Avoidance and Management of the Effects of Latex Allergy Screening Questionnaire for Employees at Risk of Increase Occupational Latex Exposure (OTCHR037)</u></b></p> <p><b><u>Avoidance and Management of the Effects of Latex Allergy Procedure (SOP0237)</u></b></p>
<p><b><u>Prevention and Management of Tuberculosis in Health Workers Policy (POLCPCM076)</u></b></p> <p><b><u>Prevention and Management of Tuberculosis in Health Care Workers Procedures (SOP0241)</u></b></p> <p><b><u>Prevention and Management of Tuberculosis in Health Care Workers - Annual Tuberculosis Symptom Questionnaire (OTLS030)</u></b></p>
<p><b><u>Misuse of Drugs and Alcohol Policy (POLCHR013)</u></b></p>
<p><b><u>Management and Procedure for the Provision of Post Exposure Prophylaxis (PEP) following a Sharps or Blood/Body Contamination Incident (POLCS014)</u></b></p>

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<b>Organisational &amp; Professional Development</b>
<b><u>On Boarding - New Employee Departmental Welcome Record - Local Induction (OTCHR035)</u></b>
<b><u>On Boarding 1 - Final Preparations for New Starter Joining the Trust (SOP0209)</u></b>
<b><u>On Boarding 2 - MFT Welcome (SOP0210)</u></b>
<b><u>On Boarding 3 - Role Relevant Training and NSDWR (SOP0211)</u></b>
<b><u>On Boarding 4 - Settling and Performing into the Role (SOP0213)</u></b>
<b><u>On Boarding 5 - Performing into the Role (SOP0214)</u></b>
<b><u>Statutory and Mandatory Training Procedure (PROCHR006)</u></b>
<b><u>Apprenticeship Policy (POLCHR043)</u></b>
<b><u>Work Placement - Work Experience Policy (POLLHR001)</u></b>
<b><u>Achievement Review Guidelines (GUCHR007)</u></b>
<b><u>Appraisal and Revalidation of Medical Staff Policy (POLCHR037)</u></b>
<b><u>Study Leave and Funding Policy (POLLHR002)</u></b>
<b><u>Study Leave and Funding Procedure (SOP0322)</u></b>
<b><u>Applying for Funding Towards Continuing Professional Development Procedure (SOP0291)</u></b>
<b>Resourcing &amp; Rostering</b>
<b><u>Recruitment and Selection Policy (POLCHR039)</u></b>
<b><u>Recruitment Procedure (SOP0178)</u></b>
<b><u>Secondment Procedure (SOP0180)</u></b>
<b><u>Disclosure and Barring Service Check Procedure (SOP0177)</u></b>
<b><u>Managers Guide to Checking - Duty of Care - Documents (SOP0013)</u></b>
<b><u>Temporary Workforce Policy (POLCHR042)</u></b>
<b><u>Temporary Workforce - Principles of Engagement Guidance (GUDCHR001)</u></b>
<b><u>Fit and Proper Persons Policy (POLCHR041)</u></b>
<b><u>Fit and Proper Persons Procedure (SOP0174)</u></b>
<b><u>Job Evaluation Policy (POLCHR036)</u></b>
<b><u>eRostering Policy (POLCNM017)</u></b>

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<b><u>Remediation of Medical Staff Policy (POLCM006)</u></b>
<b><u>Honorary Contracts Procedure (SOP0179)</u></b>
<b><u>Removal and Relocation Expenses Procedure (SOP0319)</u></b>
<b><u>Employment Terms and Conditions – Local Terms and Conditions</u></b>
<b><u>Employment Terms &amp; Conditions – Local Terms &amp; Conditions (Note)</u></b>

**4. Roles and Responsibilities**

**4.1 Trust Board**

- 4.1.1 The Trust Board is ultimately responsible for ensuring that the Trust corporately meets its legal responsibilities.
- 4.1.2 The Trust Board is responsible for approving the Trust’s Corporate Policy for HR & OD.

**4.2 Chief Executive**

- 4.2.1 The Chief Executive has overall responsibility for ensuring that sufficient resources are provided to support HR & OD requirements.

**4.3 Executive Director of HR and OD**

- 4.3.1 Has overarching responsibility for the effective and efficient management and delivery of all HR & OD services within the Trust and for development of policies and procedures in support of these functions.
- 4.3.2 Ensure that all policies and procedures are in line with relevant employment legislation and best practice.
- 4.3.3 Development of the Workforce Strategy that all policies and procedures underpin.
- 4.3.4 Advises the Board on the effectiveness of HR & OD management across MFT.

**4.4 Deputy Director of HR & OD**

- 4.4.1 Has responsibility for ensuring that Employee Relations processes are fair and thorough; following policies and procedures accordingly;
- 4.4.2 Ensuring that Workforce Intelligence is accurate and readily available when required. Also, to ensure that ESR and EPay are fit for purpose and utilised effectively to bring efficiency to payroll processing and workforce information;
- 4.4.3 Leading an effective occupational health service provision across the Trust;
- 4.4.4 Has responsibility for the onsite nursery, Tiny Tugs, ensuring that the service is run safely, efficiently and in line with relevant legislation.



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### 4.5 Group Head of HR - Resourcing

- 4.5.1 Has responsibility for ensuring that all resourcing functions (including medical staffing and temporary staffing) processes are fair and thorough; following policies and procedures accordingly;
- 4.5.2 Ensure all resourcing policies and procedures are in line with relevant employment legislation and best practice;
- 4.5.3 Monitor all resourcing policies to ensure compliance across the Trust.

### 4.6 Associate Director of Workforce Development and OD

- 4.6.1 Has responsibility for ensuring that all Organisational & Professional Development processes are fair and thorough ensuring equity of access; following policies and procedures accordingly;

### 4.7 HR and OD Team

- 4.7.1 The whole HR & OD Team are responsible for:
  - Providing expert advice and guidance to all staff on all elements of HR & OD;
  - Developing internal HR and OD policies and procedures to meet employment legislation, Agenda for Change and best practice;
  - Developing HR and OD awareness and training programmes for staff;
  - Ensuring compliance with policies, procedures, legislation and best practice.

### 4.8 Line Managers

- 4.8.1 Line managers are responsible for ensuring that the HR & OD Policy is implemented within their group or directorate;
- 4.8.2 They are also responsible for seeking advice from a relevant member of the HR and OD team if they are unsure about the application of a policy or procedure;
- 4.8.3 Line managers should discuss any concerns they have regarding their staff with a relevant member of staff as soon as the issue arises.

### 4.9 All Staff

- 4.9.1 All staff are responsible for adhering to all HR & OD policy.

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**5. Monitoring and Review**

What will be monitored	How/Method / Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Policy review	Annually	Deputy Director of HR and OD		Where gaps are recognised action plans will be put into place

**6. Training and Implementation**

- 6.1 To support the implementation and embedding of HR and OD policies and procedures;
- Bitesize training sessions for staff on different policies will be run regularly;
  - Bespoke training and coaching for managers will be delivered on an ad hoc basis.

**7. Equality Impact Assessment Statement & Tool**

- 7.1 All public bodies have a statutory duty under the Race Relation (Amendment) Act 2000 to “set out arrangements to assess and consult on how their policies and functions impact on race equality.” This obligation has been increased to include equality and human rights with regard to disability, age and gender.
- 7.2 The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. This document was found to be compliant with this philosophy.
- 7.3 Equality Impact Assessments will also ensure discrimination does not occur on the grounds of Religion/Belief or Sexual Orientation in line with the protected characteristics covered by the existing public duties.

**9 References**

Document	Ref No
<b>References:</b>	
<b>Trust Associated Documents:</b>	
See framework	

**END OF DOCUMENT**