

**NHS VALE OF YORK CLINICAL
COMMISSIONING GROUP**

GOVERNING BODY MEETING



Vale of York
Clinical Commissioning Group

Meeting Date: 4 April 2013

Report Sponsor:

Mark Hayes
Chief Clinical Officer

Report Author:

Quintina Davies
Engagement Service Manager
North Yorkshire and Humber
Commissioning Support Unit

1. Title of Paper: Policy Schedule

2. Strategic Objectives supported by this paper

1. Improve healthcare outcomes
2. Reduce health inequalities
3. Improve the quality and safety of commissioned services
4. Improve efficiency
5. Achieve financial balance

3. Executive Summary

The purpose of this report is:

To provide a list of the following new policies to the CCG Governing Body for approval by the CCG for implementation from 1 April 2013:

- Procurement Policy (Item 11.1)
- Policy for Serious Incident Reporting (Item 11.2)
- Freedom of Information Policy (Item 11.3)

To provide a list of policies that the CCG will formally adopt from 1 April 2013. The policies adopted are in the main those relating to the former NHS North Yorkshire and York PCT.

To note that employees will transfer with their existing Human Resources Terms and Conditions and Policies / Procedures on 1 April 2013. Where necessary, reviews will be undertaken in partnership with employees and their Trade Union Representatives during 2013.

To assure the Governing Body that the CCG has plans in place, over time, to review the range of policies, adapt these so they are relevant for the CCG and approve them in line with agreed delegated authority.

4. Evidence Base

Not applicable. Individual policies will include evidence base analysis, as appropriate.

5. Risks relating to proposals in this paper

Not applicable. Individual policies will include risk analysis, as appropriate.

6. Summary of any finance / resource implications

Not applicable. Individual policies will include financial analysis, as appropriate.

7. Any statutory / regulatory / legal / NHS Constitution implications

The CCG requires a range of policies to support legal/regulatory requirements.

8. Equality Impact Assessment

Not applicable. Individual policies will include equality analysis, as appropriate.

9. Any related work with stakeholders or communications plan

Not applicable. Individual policies will include patient/clinical stakeholder engagement and communications, as appropriate.

10. Recommendations / Action Required

The Governing Body is asked to

Approve the policies referred to in items 11.1, 11.2 and 11.3.

Approve the adoption of the policies referred to in the attached Policy Schedule and note the review dates planned for 2013/14 to ensure that all policies become CCG specific.

11. Assurance

The Senior Leadership Team has reviewed and agreed the attached policy schedules.

The CCG Governing Body is asked to accept the attached schedule as evidence of adequate assurance and governance arrangements in place. Individual policies will be reviewed and agreed through sub committees in line with their agreed delegated processes.



VALE OF YORK CLINICAL COMMISSIONING GROUP

North Yorkshire and Humber
Commissioning Support Unit

POLICY SCHEDULE

Human Resources Policy	Proposed Action for 1 April 2013	Timescale for Review	CCG Lead	CSU Lead
Human Resources Policies	CCG to adopt existing NYY PCT Human Resources Policies	In 2013/14		Janet Thacker, Human Resources

Corporate Policy	Proposed Action for 1 April 2013	Timescale for Review	CCG Lead	CSU Lead
Business Conduct and Management of Conflicts of Interest	CCG to adopt shadow CCG policy	Quarter 2		Marlene Wharton, Corporate Services
Claims Management and Handling	CCG to adopt NYY PCT Policy	Quarter 1		Steve Mason, Legal Services
Complaints Policy and Procedure	CCG to adopt shadow CCG policy	Quarter 2		Zoe Wray, Quality
Confidentiality Policy	CCG to adopt NYY PCT Policy	Quarter 3		Barry Jackson, IM&T
Criteria Thresholds / policies	CCG to adopt NYY PCT Policy	In 2013/14		Gill Fox, Service Delivery
Email and Internet Policy	CCG to adopt NYY PCT Policy	Quarter 3		Barry Jackson, IM&T
Freedom of Information Policy	CCG to approve new CCG policy on 4 April 2013	Quarter 3		Emma Parker, Corporate Services

Corporate Policy	Proposed Action for 1 April 2013	Timescale for Review	CCG Lead	CSU Lead
Health and Safety Policy	CCG to adopt NYY PCT Policy	Quarter 2		Dawn Taylor, Corporate Services
Individual Funding Request Policy	CCG to approve new CCG policy	Quarter 4		Gill Fox, Service Delivery
Information Security Policy	CCG to adopt NYY PCT Policy	Quarter 3		Barry Jackson, IM&T
Procurement Policy	CCG to approve CCG policy on 4 April 2013	Quarter 3		Gary Metcalfe, Procurement
Records Management Policy	CCG to adopt NYY PCT Policy	Quarter 2		Quintina Davies, Corporate Services
Risk Management Strategy and Framework	CCG to adopt shadow CCG policy	Quarter 2		Dawn Taylor, Corporate Services
Serious Incidents Policy	CCG to adopt shadow CCG policy	Quarter 1		Liz Vickerstaff, Quality
Sponsorship/ Commercial Sponsorship Policy (includes working with pharmaceutical companies)	CCG to adopt NYY PCT Policy	Quarter 2		Marlene Wharton, Corporate Services Jackie Lyon, Medicines Management

FUTURE WORKPLAN

New CCG Policy	Proposed Action for 1 April 2013	Timescale for Review	CCG Lead	CSU Lead
Disaster Recovery Plan (IT Infrastructure)	New plan to be developed	Quarter 3		Barry Jackson, IM&T
Disposal and Reuse of Computer Equipment Policy	New policy to be developed	Quarter 3		Barry Jackson, IM&T
Losses and Special Payments Procedure	New procedure to be developed	Quarter 2		Marlene Wharton, Corporate Services
Media Policy	New policy to be developed	Quarter 2		Oliver Tipper, Communications
Mobile and Home Working Policy	New policy to be developed	Quarter 3		Barry Jackson, IM&T
Patient Group Directions Policy	New policy to be developed	Quarter 2		Strategic Lead Pharmacists/ Med Man
Procedure for the use of the Common Seal	New procedure to be developed	Quarter 1		Marlene Wharton, Corporate Services
Reimbursement Policy	New policy to be developed	Quarter 2		Pat Sloss, Engagement
Social Media/Web Policy	New policy to be developed	Quarter 1		Oliver Tipper, Communications
Sustainable Procurement Policy	New policy to be developed	Quarter 1		Gary Metcalfe, Procurement
Translation and Interpretation Policy/ Process	New policy to be developed	Quarter 2		Marlene Wharton, Corporate Services