

BOARD MEETING

17TH DECEMBER 2014

Title of Report:	Policies for Approval
Board-level Sponsor:	Mandy Ansell, (Acting) Interim Accountable Officer
Author:	Andrew Stride, Head of Corporate Governance; Brendan Harper, Local Counter Fraud Specialist (Mazars)
Committees previous consulted:	Quality and Governance Committee – 14 th November 2014 Audit Committee – 9 th December 2014
Executive Summary:	<p><u>Background</u></p> <p>In line with the established process for CCG policy development, two new health and safety policies and one new corporate policy, listed below, are presented to the Board for approval :</p> <ul style="list-style-type: none"> • New and Expectant Mothers Policy; • Lone Working Policy; • Anti Fraud, Bribery and Corruption Policy. <p>These policies have been subject to consultation with key stakeholders as listed in the policy and with the Quality and Governance Committee (in respect of the first two policies) and with the Audit Committee (with regard to the third policy). The drafts presented today incorporate feedback from those committees.</p> <p><u>New and Expectant Mothers Policy</u></p> <p>This is the policy of NHS Thurrock CCG to ensure that the organisation meets and, where reasonably practicable, exceeds its statutory obligations in connection with the health and safety of new and expectant mothers.</p> <p>The law requires every employer to assess workplace risks for all their employees and to take practical action to control those risks under the Management of Health and Safety at Work Regulations 1999. The Regulations require employers to take particular account of risks to new and expectant mothers. The CCG, through its managers and the Competent Person, must identify hazards in the workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.</p>

Lone Working Policy

The purpose of this policy is to :

- identify those with responsibility for the management of lone working in the CCG;
- explain the CCG’s statutory duty as employer to assess the risks to lone workers and take practical steps to avoid and control risks where necessary;
- increase staff awareness of safety issues relating to lone working;
- ensure that the risks associated with working alone are assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable;
- ensure that appropriate training is available to all staff that equips them to recognise risk and to provide practicable advice on safety when working alone;
- encourage reporting and recording of all adverse incidents and near misses relating to lone working;
- reduce the number of incidents and injuries to staff related to lone working.

Anti Fraud, Bribery and Corruption Policy

One of the basic principles of public sector organisations is the proper use of public funds. This policy sets out NHS Thurrock CCG’s response to instances where fraud and/or bribery is detected or suspected. The policy has been developed by the Local Counter Fraud Service (LCFS) currently provided by Mazars Ltd.

Recommendation to the Committee:	<p>The Board is invited to approve :</p> <ul style="list-style-type: none"> • The Lone Working Policy; • The New and Expectant Mothers Policy; and • The Anti Fraud, Bribery and Corruption Policy.
Financial Implications:	None
Fit with CCG strategy/objectives:	Approval and implementation of these policies enables the CCG to fulfil a range of statutory duties as detailed in the documents.
Risks identified:	None
Resource Implications:	None

Evaluation Criteria:	Arrangements for monitoring the implementation of these policies is detailed within each policy.
Evaluation Date:	As above