

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 24 MARCH 2016

Title:	APPROVAL OF POLICIES	
Responsible Director:	David Burbidge	
Contact:	Berit Reglar, Associate Foundation Secretary, Ext 14324	
Purpose:	<p>To approve the following policies:</p> <ol style="list-style-type: none"> 1. On Call Policy (new) 2. Staff Code of Conduct (new) 3. Organ Donation Policy (revised) 	
Confidentiality Level & Reason:	Not applicable	
Annual Plan Ref:		
Key Issues Summary:	<p>On Call Policy: To provide consistency across all Trust local arrangements for the payment of on-call work under the national framework of Agenda for Change.</p> <p>Staff Code of Conduct: To set out the standards of conduct and personal behaviour required from all staff when carrying out Trust business or representing the Trust.</p> <p>Organ Donation Policy: This policy has undergone a mandatory review as it has not been reviewed for three consecutive years. Some minor changes to working practices are now reflected in the document.</p>	
Recommendations:	<p>The Board is asked to consider, and if thought fit, approve</p> <ol style="list-style-type: none"> 1. On Call Policy 2. Staff Code of Conduct 3. Organ Donation Policy 	
Approved by:	David Burbidge	Date: March 2016

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APPROVAL OF POLICIES

PRESENTED BY THE DIRECTOR OF CORPORATE AFFAIRS

1. On Call Policy

1.1. Purpose & Scope

1.1.1 This new policy aims to provide a framework for approval of all local 'on-call' payments arranged under the Agenda for Change so that they are fair, consistent and equitable.

1.1.2 The policy applies to the posts of all full time and part time employees covered by the Agenda for Change Terms and Conditions of Service, regardless of pay band. It does not cover on-call payment arrangements for Directors, medical and dental posts, bank staff or the posts of workers not employed by the Trust.

1.2. Framework & Duties

1.2.1. Responsibility for approval of any on-call service rests with the individual's line manager and must be based on service needs. It is a contractual requirement that all employees are automatically included in those arrangements unless they have a written variation of contract excluding them from the on-call element of their role because of an agreed flexible working agreement, for specific health reasons or reasons linked to the Equality Act 2010.

1.2.2. Managers are reminded to ensure that all staff are treated fairly and within the provisions and spirit of the Trust's 'Equality and Diversity Policy'.

1.2.3. The policy distinguishes between 'availability payments' and 'payment for call-outs' and provides details for 'compensatory rest periods', 'travel time' and 'travel expenses'.

1.3. Monitoring

The implementation of this policy shall be monitored by bi-annual payroll reports as well as payroll audits of timesheets which have been

incorrectly completed and/or authorised.

2. Staff Code of Conduct

2.1. Purpose & Scope

3.1.1 The new Staff Code of Conduct sets out the standards of conduct and personal behaviour required from all staff of the Trust. A Code of Conduct for all staff is required under Monitor's FT Code of Governance.

3.1.2 The Staff Code of Conduct applies at all times when staff are carrying out Trust business or representing the Trust. The Code does not relate to activities undertaken in a personal capacity, except where the personal conduct could reasonably be regarded as bringing the Trust as a whole, its divisions, departments or a particular office into disrepute.

3.1.3 The Code provides instructions on those issues or matters which staff are most likely to encounter in carrying out their day to day duties.

3.1.4 All staff must register any interests identified as those activities and interests which staff consider relevant because those interests might be interpreted as carrying a risk of bias in the conduct of the individual's duties. The registration of these interests is voluntary. A compulsory register of interests exists for the Trust's board of directors and governors.

3.2 Consultation

The Staff Code of Conduct is not a policy but is akin to one. The Code has therefore been reviewed by Human Resources, Procurement and Finance departments.

3. Organ Donation Policy

The Organ Donation Policy was last updated in July 2012 and therefore had to be reviewed in line with the Trust's Controlled Document Policy. It has undergone a full stakeholder consultation and been reviewed by the Policy Review Group where the following changes were agreed:

- 3.1. Change in document title to 'Organ Donation Policy'.
- 3.2. Removal of legal cross references under the 'policy statement' heading
- 3.3. Replacement of any 'should' with 'must'.
- 3.4. Clarification of service arrangement with NHS Blood and Transplant Specialist Nurses

4. Recommendation

The Board of Directors are asked to consider, and if thought fit, approve the following policies:

- 4.1. On Call Policy
- 4.2. Staff Code of Conduct
- 4.3. Organ Donation Policy

David Burbridge