

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 30 MARCH 2017

Title:	APPROVAL OF POLICIES
Responsible Director:	David Burbidge
Contact:	Berit Reglar, Deputy Foundation Secretary, Ext 14324

Purpose:	The policies below have been reviewed by all relevant stakeholders and the Policy Review Group and are submitted for approval.
Confidentiality Level & Reason:	None
Annual Plan Ref:	None
Key Issues Summary:	<p>The Policy on Controlled Documents demands that all policies are reviewed, as a minimum, every three years. The following policies therefore had to be reviewed and are submitted for approval:</p> <p>Organisational and Workforce Change Policy: The Policy sets out the management of organisational and workforce change across the Trust.</p> <p>Corporate Governance Policy: The Policy covers the scope and responsibilities for health and safety for the Trust.</p>
Recommendations:	<p>The Board is asked to consider, and if thought fit, approve the:</p> <ol style="list-style-type: none"> 1. Organisational and Workforce Change Policy 2. Corporate Governance Policy
Signed:	David Burbidge
Date:	21 March 2017

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

**BOARD OF DIRECTORS
THURSDAY 30 MARCH 2017**

APPROVAL OF ORGANISATIONAL AND WORKFORCE CHANGE POLICY, and CORPORATE GOVERNANCE POLICY

PRESENTED BY THE DIRECTOR OF CORPORATE AFFAIRS

1. Organisational and Workforce Change Policy

- 1.1. The scope of the policy has been updated to include all staff employed on a Trust formal contract. The policy does not apply to contractors, QEHB+, agency or locum workers.
- 1.2. Where there are proposed redundancies of 20 staff or more, the Board of Directors will receive a proposal paper of significant changes to the organisation or workforce. In such instances union representative will also be consulted with.
- 1.3. Irrespective of the number of potential redundancies the policy now includes the requirement that individual consultation must take place with each member of staff to ensure a fair process is followed. A one-to-one meeting will take place with all staff placed at risk of redundancy, their line manager or departmental manager and a Human Resources Manager.
- 1.4. The efficacy of the policy will additionally be monitored by the Director of Human Resources presenting a quarterly exception report to the Trust Partnerships Team and Divisional Consultative Committees. The report will detail the quality assurance and impact assessment of selection panel decisions.

2. Corporate Governance Policy

- 2.1. The policy has been updated and minor changes have been made to the same as detailed below:
 - 2.1.1. References to 'Monitor' amended to 'NHS Improvement'
 - 2.1.2. References to 'Chairman' amended to 'Chairperson'
- 2.2. Appendix B, detailing the 'Reserved Policies' for the Board of Directors, has been updated. 'Reserved Policies' are all policies of strategic nature, whilst the more operational policies will be presented to the Chief Executive Advisory Group for approval by the Chief Executive.

2.3. It is proposed that the Corporate Governance Policy is reviewed again in one year, following the proposed transaction with HEFT.

3. Recommendation

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

3.1. Organisational and Workforce Change Policy

3.2. Corporate Governance Policy

David Burbridge

Director of Corporate Affairs

21 March 2017