

NHS SOUTHEND CCG GOVERNING BODY MEETING IN PUBLIC
27TH NOVEMBER 2014
POLICIES FOR APPROVAL

Date of the meeting	27/11/2014
Author	Angela Paradise, Head of Corporate Services
Sponsoring Governing Body Member	Linda Dowse, Chief Nurse
Purpose of Report	To present the policies for approval by the committee
Recommendation	Governing Body Members are asked to approve the following policies: <i>Individual Funding Requests</i> <i>Media Relations Policy</i> <i>Fire Safety Policy</i> <i>First Aid Policy</i>
Reason for inclusion in Part II	N/A
Stakeholder Engagement	Policy Assurance Group
Previous GB / Committee/s, Dates	Quality, Finance and Performance Committee

Monitoring and Assurance Summary

This report links to the following Assurance Domains	<ul style="list-style-type: none"> • Quality • Equality and Diversity • Governance 		
I confirm that I have considered the implications of this report on each of the matters below, as indicated:	Yes [e.g. ✓]	Any action required?	
		Yes Detail in report	No
All three Domains of Quality (Safety, Quality, Patient Experience)	✓		✓
Governing Body Assurance Framework / Risk Register	✓		✓
Budgetary Impact	✓		✓
Legal / Regulatory	✓		✓
People / Staff	✓		✓
Financial / Value for Money / Sustainability	✓		✓
Information Management & Technology	✓		✓
Equality Impact Assessment	✓		✓
Freedom of Information	✓		✓

Initials: AP

1.0 Purpose

- 1.1 The purpose of this report is to summarise the policies that were previously presented to, and approved by, the Quality, Finance and Performance Committee. Each policy is now being presented to the Governing Body for formal ratification.
- 1.2 Each policy listed below has been reviewed by the Policy Assurance Group and has had additional input from key stakeholders where relevant:
 - Individual Funding Requests Policy
 - Media Relations Policy
 - Fire Safety Policy
 - First Aid Policy

2.0 Overview of Each Policy

2.1 Individual Funding Requests Policy

- 2.1.1 This document is a reiteration of the former policy of the four South Essex NHS Clinical Commissioning Groups (“the CCGs”) for managing individual funding requests (IFRs).
- 2.1.2 The policy incorporates amendments approved by the South Essex CCGs during autumn 2014. These amendments primarily relate to the transfer of responsibility for the administration and management of IFRs from NHS Central Eastern Commissioning Support Unit (CECSU) to a service hosted by NHS Basildon and Brentwood CCG with effect from 1st October 2014.
- 2.1.3 Now that Parliament has passed the Legislative Reform Order (LRO), CCGs have the ability to set up joint arrangements with other CCGs and/or NHS England. The IFR panel is a good example of how this new legislation will make a difference; currently only individual representatives of each CCG can make IFR decisions on their own CCG’s behalf and the new arrangements mean such decision-making can be delegated to the panel.

2.2 Media Relations Policy

- 2.2.1 The CCG aims to create a climate of openness and dialogue with all stakeholders and this policy supports that aim. The CCG is a publicly funded and publicly accountable service and the care and treatment it commissions is subject to public and democratic scrutiny and can attract significant media interest.
- 2.2.2 This policy and procedure outlines the function and role of media relations to provide a practical guide for CCG staff on their role in media interaction. It also seeks to promote positive media coverage to inform the local community how we are leading the local NHS. It is also there to protect staff and to ensure a coordinated approach to media handling.
- 2.2.3 This policy also ensures that the reputation of the CCG is protected and if possible enhanced; in addition it ensures that the chances of misrepresentation by the media are reduced. The CCG believes that clinical and non-clinical staff should have access to expert knowledge to assist and support them in media management and this policy sets out a framework to provide this support.
- 2.2.4 Clear internal arrangements for media relations ensure the CCG is conveying accurate information and the right messages in a timely manner to the right audiences. This Policy provides a mechanism through which NHS Southend CCG can be effective in media management. It is the responsibility of the CCG Communications Manager to ensure this policy is implemented across the CCG.

2.3 Fire Safety Policy

- 2.3.1 This policy is designed to ensure that NHS Southend CCG meets its obligations around fire safety with respect to all the premises for which it has fire safety responsibilities.
- 2.3.2 The policy applies to all premises owned, managed or occupied by NHS Southend CCG. As at October 2014 the only premises that fall into this category are the CCG Offices in Suffolk House, 102-104 Baxter Avenue, Southend SS2 6HZ. The Office is leased from the private sector by NHS Property Services Ltd (NHSPS) and landlord responsibilities therefore rest with NHSPS, with the CCG retaining tenant responsibilities with respect to health and safety. As part of the service charge between NHSPS and the owner of Suffolk House, the owners will provide fire alarm testing and evacuation drills. When the CCG relocates, this policy will be updated to reflect its new headquarters.
- 2.3.4 This policy does not apply to NHS Southend CCG staff or Governing Body members when they are working in premises that managed by other organisations. In these circumstances, CCG staff and Governing Body members are to comply with the Fire Safety Policy of the managing organisation and they should familiarise themselves with local evacuation procedures.

2.4 First Aid

- 2.4.1 The Health & Safety (First Aid) Regulations 1981 came into force on 1st July 1982, with the objective of ensuring that employers make appropriate provision for first aid at work. In summary this means the provision of appropriate arrangements for workers who are injured or are taken ill at work, to receive immediate (first aid) attention and that an ambulance is called in serious cases.
- 2.4.2 The CCG is committed to providing a working environment where staff can operate safely. In doing so, the CCG is committed to meeting the requirements of national legislations and guidelines and as such the regulations of The Health and Safety (First-Aid) Regulations 1981. The CCG will ensure there are a suitable number of trained personnel, equipment and arrangements available to render first aid to employees if they are injured or become ill at work.
- 2.4.3 This policy provides guidance on the requirements for first aid provision. The policy applies to all employees and Governing Body members of NHS Southend CCG whether on a permanent contract or member of bank or agency staff and in addition, to all contractors and visitors. Where volunteers (unpaid workers) undertake work activities for the CCG they will be afforded the same first-aid provisions as employees.
- 2.4.4 There is no legal requirement to provide first-aid treatment to non-employees, for example members of the public who attend meetings on site, although where it is offered there may be additional insurance implications.

3.0 Recommendations

- 3.1 The Governing Body is invited to ratify the policies listed at section 1.2 above , further to their approval at the Quality, Finance and Performanc Committee on 15th October 2014.

4.0 Appendices:

- 4.1 Appendix 1: IFR policy
Appendix 2: Media Relations policy
Appendix 3: Fire Safety policy
Appendix 4: First Aid policy