

# **CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD**

## **SUPPLEMENTARY STATEMENT OF MAIN TERMS AND PARTICULARS OF EMPLOYMENT**

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# CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

## SUPPLEMENTARY STATEMENT OF MAIN TERMS AND PARTICULARS OF EMPLOYMENT

This Statement of Terms and Particulars of Employment is applicable to all staff within the ULHB and supplements the One Wales Contract of Employment and job description to form your Contract of Employment with the ULHB

Medical and Dental Staff are subject to separate policies where noted below.

### **A PERSONNEL AND EMPLOYMENT POLICIES**

- 1.1 Your employment with the ULHB is subject to the Personnel and Employment Policies, Rules and Procedures formally adopted by the ULHB and notified to you from time to time.
- 1.2 The ULHB will determine and implement all Personnel and Employment Policies, Rules and Procedures and in negotiation with recognised trade unions/staff organisations as outlined in the Recognition of and Facilities for Trade Unions, Professional Associations and Staff Organisations Policy, will review and revise any prevailing Policies at its discretion and replace any existing Policies, Rules and Procedures or introduce new ones.
- 1.3 The main personnel and employment policies currently operating are:
  - Capability Policy \*
  - Collective Disputes Policy
  - Dignity at Work Policy
  - Disclosure and Recruitment of People with a Criminal Background
  - Disciplinary (Policy and Rules) \*
  - Employee Information
  - Equality Policy
  - Evaluation of Post \*
  - Grievance Policy
  - Health and Safety
  - Maternity and Adoption Guidance Notes
  - Partnership and Recognition Agreement between the ULHB and Trade Unions and Professional Organisations
  - Performance Review and Development \*
  - Policy of No Smoking on ULHB Premises
  - Protection of Pay and Conditions of Service
  - Relocation/Removal Expenses
  - Retirement Policy
  - Sickness Policy

- Special Leave Policy
- Study Leave Policy
- Substance Misuse Policy
- Whistle blowing Policy
- Working Time Policy

\* These policies do not apply to Medical and Dental Staff.

- 1.4 Many of the above policies are referred to in the One Wales Contract of Employment. . The details of those policies which are not referred to in the One Wales Contract are detailed below.
- 1.5 You will receive a local induction with your line manager during which you will be informed in further detail of the main policies and practices within the ULHB.

## **1. Capability Policy**

- 1.1 The ULHB aims to provide the highest possible standards of health care within available resources. The contribution and performance of each individual is crucial to achieving this aim. The ULHB will therefore encourage and ensure the attainment of the highest possible standards of performance by all its staff and address appropriately areas of unsatisfactory performance within available resources.
- 1.2 The Capability Policy should be used in circumstances where it has been demonstrated that an employee's job performance is unsatisfactory. Any issues of performance will be dealt with in a timely manner and not saved up and presented to the individual collectively.
- 1.3 Medical and Dental Staff are subject to a separate ULHB policy/procedure in relation to capability issues.

## **2. Collective Disputes Policy**

- 2.1 The ULHB recognises that there will be occasions when management and a group of staff fail to agree.
- 2.2. The Collective Disputes Policy for settling these collective disputes is designed to ensure these issues are resolved promptly and fairly.
- 2.3 It is recognised that there may be the need for various levels of negotiation and also provides a means for appeal should there be a failure to agree.
- 2.4 The Policy applies to members of staff who belong to a Trade Union or Staff organisation recognised by the ULHB for negotiation purposes.

### **3. Evaluation of Post**

- 3.1 For non-medical posts the ULHB recognises that people's jobs may change over time as a result of new technology, new working practices, increased responsibility etc, and there is a process in place to assess individual posts to ensure that they are evaluated in accordance with Agenda for Change. Please contact your Service Group Human Resources Officer for further information.

### **4. Protection of Pay and Conditions of Service Policy**

- 4.1 Structural or managerial change may be necessary in the interests of the efficiency of the service and may result in downgrading, redeployment and/or other reduction in terms and conditions and earnings.
- 4.2 In circumstances of organisational change not attributable to an individual, staff who are adversely affected are entitled to receive protection of pay and terms and conditions for a prescribed period of time, which is dependent on length of NHS service and nature of the protection. Please refer to Section 4 of the Policy for further details.

Staff will also be entitled to protection if they suffer a decrease in basic salary or wage and/or additional regular earnings as a result of permanent changes in working practices in their current post e.g. altered shifts, cessation of on-call services, reduction in hours.

- 4.3 Protection applies to the basic salary/wage and additional payments averaged over the previous four months but excludes any temporary increase, or acting up allowance or secondment. In exceptional circumstances, where this four months is considered to be significantly atypical and unrepresentative of the individual's normal working pattern, a different four month period may be designated for the purposes of this calculation.
- 4.4 Details of the criteria for entitlement, length of protection, elements of pay, and other issues are given in the Protection of Pay and Conditions of Service Policy.

### **5. Research Governance**

- 5.1 The ULHB encourages and supports staff in the pursuit of research and development (R&D) activities, and is committed to providing a quality research culture. All research carried out at the ULHB is managed in accordance with the requirements of the Research Governance Framework (Welsh Assembly Government, 2001).

The guidelines within the Framework are designed to promote improvements in research quality, prevent poor performance, ensure that lessons are learned and shared and, most importantly, to protect patients and promote public confidence in research.

The Framework lays out clear standards to govern the conduct of research and describes mechanisms to monitor research quality and assess adherence to

standards. Its principles apply to all research staff at all levels, and to both commercial and non-commercial research.

- 5.2 Under the Framework the ULHB R&D Office must be aware of and have approved all research which uses NHS resources. This includes patients, staff, tissue samples, data, premises and facilities. Projects involving healthy volunteers and commercially funded trials are also covered by Research Governance.

Staff involved in research must comply with all reporting requirements, systems and duties of action put in place by the ULHB to deliver Research Governance.

- 5.3 The basic requirements of Research Governance are:

- The scientific quality, relevance and resource implications of projects must be considered by the ULHB R&D Office before research commences.
- The ULHB's project registration and approval process must be followed by all researchers, and adequate scientific and / or risk review of all projects carried out as appropriate.
- All projects involving NHS staff and patients, including the use of tissue and data for research purposes, must be subject to independent ethical review.
- Projects must not commence without prior written approval from both the ULHB R&D Office and a NHS Research Ethics Committee.
- The performance and outcomes of research projects and researchers' compliance with Research Governance must be monitored and audited by the ULHB.

- 5.4 All staff involved in research have responsibilities under Research Governance and are expected to familiarise themselves with the Framework and put its guidelines into practice, and to fulfil their reporting obligations to the ULHB R&D Office.

## **6. Relocation/Removal Expenses**

- 6.1 Eligibility to receive any element of relocation/removal expenses will be individually agreed, and no action which may incur expenditure should be taken prior to receipt of this agreement.
- 6.2 The criteria contained in the ULHB Policy covering Removal Expenses and Associated Provisions will be adhered to on all occasions and staff should familiarise themselves with this document before committing any expenditure following agreement being received.

## **7. Retirement Policy**

- 7.1 Subject to any prior termination by notice, or your dismissal by the ULHB the normal retirement age for employees is 65.
- 7.2 Provisions exist for staff who contribute to the NHS Pensions scheme to retire from age 50 onwards (for those staff who were members of the 1995 Scheme) and from age 55 onwards (for those staff who are members of the 2008 Scheme). Details can be obtained from the ULHB's Pensions Adviser.
- 7.3 The procedures in relation to retirement are specified in the ULHB's Retirement Policy.

## **8. Special Leave Policy**

- 8.1 The ULHB recognises that staff need to balance the demands of domestic and work responsibilities at certain times.
- 8.2 The Special Leave Policy will be used in the following circumstances; carer/compassionate leave; parental leave and maternity support.
- 8.3 In recognition of the ULHB's role in the community and that staff may be required to participate in public duties, statutory leave will be granted either paid or unpaid in line with the policy.

## **9. Study Leave Guidelines**

- 9.1 The ULHB is committed to training, developing and educating all employees to help maximise the individual's potential for the benefit of the individual and the organisation.
- 9.2 The ULHB believes in fairness, equality and consistency in the granting of work related study leave. The ULHB is fully aware of its statutory training requirements, and prioritises training to fulfil its responsibilities.

## **10. Working Time Policy**

- 10.1 The ULHB is committed to the Health and Safety of all staff and to meeting its obligations to the Health and Safety Executive. The ULHB recognises that control on working hours is an integral element of managing health and safety at work and is therefore intent on complying with the principles of the Working Time Directive as far as the needs of the service permit.

The ULHB will endeavour to ensure that the arrangements introduced as a consequence of this Policy do not discriminate against employees with family or other responsibilities.

## **B CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD LOCATIONS:**

Current locations within the ULHB are:

Amy Evans Centre, Barry  
Barry Hospital, Colcot Road, Barry  
Cardiff Royal Infirmary (West Wing/Longcross House), Newport Road, Cardiff  
Diabetic Retinopathy Screening Service for Wales, Treforest  
Hafan Dawel, Penarth  
Lansdowne Hospital, Canton  
Links Centre, Newport Road, Cardiff  
Llandough Hospital, Penlan Road, Penarth  
Pendine Centre, Cowbridge Road, Cardiff  
Pentwyn Health Centre, Pentwyn, Cardiff  
Preswylfa Centre, Clive Road, Canton, Cardiff  
Riverside Health Centre, Canton, Cardiff  
Rookwood Hospital, Llandaff, Cardiff  
Sealock Centre, Butetown, Cardiff  
St David's Hospital, Cardiff  
Stanwell Road, Penarth  
Trenwydd, Llandaff, Cardiff  
University Hospital of Wales site, Heath Park, Cardiff  
Whitchurch Hospital, Park Road, Whitchurch, Cardiff

The ULHB also employs staff at Health Centres, all Clinics and GP Surgeries throughout Cardiff, the Vale of Glamorgan and other areas. Any requirement for staff to work at these locations will be included within your Principal Statement of Terms and Particulars of Employment.

## **C ACCEPTANCE OF GIFTS OR HOSPITALITY**

The ULHB's Corporate Governance Strategy and framework incorporates the public service values of accountability, probity and openness. It aims to demonstrate that all ULHB resources used for non-direct patient care are used wisely, efficiently and effectively, all staff are bound by these principles.

It is your responsibility not to exploit your position as an employee in public service. You are not allowed to accept any gift, favour or hospitality which may be construed as seeking to exert undue influence on you to give preferential consideration.

## **D REHABILITATION OF OFFENDERS ACT 1974**

Posts concerned with the provision of health care services which require the post holder to have regular contact with patients are exempt from the provisions of this Act. As this applies to the majority of posts within the ULHB, you are required to disclose any information about offences for which you have been convicted, including those which have been 'spent' in the interests of patient safety and security. Any failure to disclose such convictions, cautions or bind overs may result in disciplinary action including dismissal.

## **E. PROBITY STANDARDS FOR STAFF**

All employees of the ULHB are required to maintain the highest standards of honesty and integrity in all aspects of work. Resources within the ULHB are provided for the direct and indirect provision of patient care and must not be diverted by staff for their individual benefit. *Any level of theft or fraud cannot and will not* be tolerated as it has the effect of:

- reducing resources available for patient care
- creating financial pressures on the ULHB which, ultimately affects the jobs of staff
- creating a climate of suspicion and tension which is bad for staff morale and patient care.

Consequently, it is the policy of the ULHB *a/ways* to take appropriate disciplinary action where cases of theft or fraud are proved.

## **F. STAFF COMMUNICATION**

1. The ULHB recognises the importance of keeping staff informed and therefore places great emphasis on communication.
2. The ULHB is committed to communicating regularly and meaningfully with its staff through their managers and also through the recognised staff organisations.
3. Staff are encouraged to give their views and feedback to their appropriate manager and through the representative of the appropriate recognised staff organisation.
4. Staff are also encouraged to utilise the potential of electronic communication to aid effective and efficient receipt and distribution of information, including e-mail and use of the Internet. Misuse of these systems may be subject to action under the ULHB's Disciplinary and/or Dignity at Work Policies.

## **G. INFORMATION TECHNOLOGY AND SECURITY**

Staff are encouraged to maximise the benefit of Information Technology systems. Access to these systems is granted to enable the full and proper performance of your duties, any misuse/abuse of these, e.g. personal access to the Internet, unauthorised access to or use of any unauthorised information, or any damage caused to computer hardware, software, services or resources may result in disciplinary action being taken. Guidelines on use are contained within the following IT policies; 'Uses of Internet & E-mail and Internet Access Application & Security' document. If you are uncertain over any aspect of use of the system, you should seek guidance these documents or from your manager.

**H. CONTINUING PROFESSIONAL DEVELOPMENT**

Continuing Professional Development (CPD) is one component in the drive to develop a learning culture within the ULHB thereby supporting lifelong learning for all staff.

The ULHB has a Continuing Professional Development Policy and believes that its employees have the reasonable expectation to be encouraged and supported in continuing professional development and lifelong learning, aimed at meeting the development needs of the individual and the service needs of the organisation.

The availability of appropriately trained staff is a key factor in determining of the quality of patient care. CPD will be fundamental in enabling the ULHB to ensure that skills of clinicians and non-clinical professionals make an important contribution to improving the quality of services for patients. Support for accessing such development opportunities will be dependent upon the alignment of the individual's development needs to those of the ULHB's task agenda.

Evidence of the positive outcome from CPD activities is to be communicated to the ULHB through feedback to line management and through appraisal and personal development planning, undertaken as part of the ULHB's individual performance management system.

**I. CONFIRMATION OF RECEIPT**

I confirm receipt of two copies of the statements, one of which I am retaining and the other I am returning attached and signed for retention by the ULHB.

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**Employee**

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**Date**