

Meeting title:	Public Trust Board				
Date of the meeting:	11 April 2024				
Title:	Category A policies and guidelines				
Report presented by:	Becky Cassidy, Director of Corporate and Legal Affairs				
Report written by:	Becky Cassidy, Director of Corporate and Legal Affairs				
Action – this paper is for:	Decision/Approval	x	Assurance		Update
Where this report has been discussed previously					

Acronyms used:

Purpose of the Report

The report provides the Board with a recommendation to amend and approve the list of Trust-wide policies and guidelines for the Board to approve.

Recommendation

The Board is asked to:

- review and approve the proposed changes to the existing policies and guidelines which currently fall within Category A, and
- approve the recategorisation of 2 existing Trust-wide policies to become category A documents, which are therefore reserved to the Trust Board for approval (Fit and Proper Persons Test Policy, and the 'Policy for Policies').

Summary

The Trust's policies and guidelines policy ('policy for policies') puts all documents into a category which defines their purpose. One of those categories is "category A" which determines that those policies are reserved by the Trust Board for approval. As the Trust is in the process of reviewing its current processes for policies and guidelines, this was an opportunity to review the current list of category A policies.

The current list of category A policies and guidelines is listed below with the proposed (new) committee/Board approval. Only those still listed for specific **Trust Board** approval will continue to be badged as category A policies. At the end of the table, 2 existing UHL Trust-wide policies are also recommended to be rebadged as category A and therefore be approved by the Trust Board going forward.

Policy/Guidelines	Proposed Committee/Board approving group
Reservation of Powers to the Trust Board	Trust Board
Auditors for non audit services	Audit Committee
Non Smoking Policy	Quality Committee
Fire Safety Policy	Risk Committee
Standing Orders	Trust Board
Standing Financial Instructions and Scheme of Delegation	Trust Board
Email and Intranet Usage	Audit Committee
Complaints	Quality Committee
Health and Safety	Risk Committee

Conduct Capability Ill Health and Appeals	People and Culture Committee
Incident and Accident Reporting	Risk Committee
Disciplinary	People and Culture Committee
Security	Risk Committee
Freedom of Information and Environmental Information	Audit Committee
Management of Change	People and Culture Committee
Consent to Examination and Treatment	Quality Committee
Conflicts of Interest	Trust Board
Removals and Relocation	People and Culture Committee
Risk Management	Trust Board
Counter Fraud, Bribery and Corruption	Trust Board
You Matter Colleague Support	People and Culture Committee
Intrathecal Chemotherapy	Quality Committee
Waste Management	Risk Committee
Information Security	Audit Committee
Freedom to Speak up	Trust Board
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To be approved as being category A policies:	
Fit and Proper Persons Test	Trust Board
Policy for Policies	Trust Board

Supporting documentation

None