

POLICY MANAGEMENT REGISTER / WORK PROGRAMME

Policy	Priority for new CCG	Type	Current Status	Policy Sub Group for approval	Comments
Management of Complaints and Concerns Policy	High Priority	CORP	Currently unable to reach agreement to take this forward		As recent conversations 14 June 2022: Jenny Williams, Helen Goff (Jackie Zabiela was dialled in) met to discuss how could progress this policy. Jenny is doing her best to progress with Justina Jeffs so that an initial policy can be approved until an agreement on how the complaints team will operate can be reached.
Health & Safety Policy	High Priority	HSS	In progress, but will not be fully approved by 1 July	29/06/2022 (to approve draft for consultation)	Final draft to be reviewed by Policy Sub Group on 29 June; will then be sent to staffside for comment prior to approval PSG approval, anticipated 19 July
Individual Rights Policy (Subject Access Requests)	High Priority	IG	Under review	29 June 2022	Under review by legal team. Currently aiming to submit to PSG on 29 June for final approval
Individual Rights : Standard Operating Procedure	High Priority	IG	Under review	29 June 2022	Under review by legal team. Currently aiming to submit to PSG on 29 June for final approval
Mental Capacity Act Policy (Hampshire CCGs)	High Priority	SFGDG	Under detailed review	19 July 2022	Policy was approved, but subsequently withdrawn as identified that further work was required. HG continues to chase update on progress - currently pencilled in for July.
Freedom of Information Policy	High Priority	CORP	In progress	29 June 2022	On track to be submitted to PSG for approval on 29 June.
PREVENT Policy (new policy being developed)	High Priority	SFGDG	In progress	19 July 2022	I would think that as this is a brand new policy in development, it is actually not a high priority as such to
Safeguarding Adult and Children's Policy: A Think Family Approach	High Priority	SFGDG	Rebadged		Of all the safeguarding policies, this is the main one to have in place.
Diversity, Inclusion and Addressing Inequalities Policy	High Priority	CORP	Rebadged		
Records Management Policy	High Priority	IG	Rebadged		
Information Governance Policy	High Priority	IG	Rebadged		
Confidentiality and Safe Haven Policy	High Priority	IG	Rebadged		
Social Media Policy	High Priority	CORP	Rebadged		
Workforce Equality, Diversity & Inclusion Policy	High Priority	CORP	Rebadged		
Modern Slavery Policy (Hampshire CCGs)	High Priority	SFGDG	Rebadged		
Domestic Violence & Abuse Policy for CCG Staff (Hampshire CCGs)	High Priority	SFGDG	Rebadged		
Allegations Management for People in a Position of Trust	High Priority	SFGDG	Rebadged		
Risk Management Policy	High Priority	CORP	Rebadged		
Standards of Business Conduct and Managing Conflicts of Interest Policy	High Priority	CORP	Rebadged		
Information Security Policy (CSU Supported IT)	High Priority	IT	Rebadged		
Freedom to Speak Up Policy	High Priority	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Homeworking Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Organisational Change Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Performance Improvement Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Disciplinary Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Grievance Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Recruitment and Selection Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies -
Probationary Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Secondment Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt.Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by

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Leave Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt. Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by
Flexible Working Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt. Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by
Family Leave: Policy and Procedure	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt. Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Dignity at Work Policy	HR Policy - identified as an Urgent Policy	HR	Rebadged in draft; await final versions from HR	N/A	PCCG colleagues happy to adopt. Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Menopause Policy	HR Policy - identified as an Urgent Policy	HR	approved subject to amendments. Await final version from HR	21 June 2022	PCCG colleagues happy to adopt. Very minor amendments to be made to one or two HR policies - awaiting final versions. Will be on StayConnected by c.o.p. Thursday 30 June
Learning & Development Policy	HR Policy - identified as an Urgent Policy	HR	In progress	19 July 2022	More work to do to analyse differences between Portsmouth and HSICCG versions and formulate an agreed policy. Tentatively logged for 19 July meeting.
Wellbeing / Absence Management Policy	HR Policy - identified as an Urgent Policy	HR	In progress	19 July 2022	
Performance Appraisal / Pay Progression	HR Policy - identified as an Urgent Policy	HR	To be developed	16 August 2022	
Employee Volunteering Policy	HR Policy - identified as a Required Policy	HR	To be developed	16 August 2022	
Travel Expenses Policy	HR Policy - identified as a Required Policy	HR	To be developed	20 September 2022	
Relocation Guidelines	HR Policy - identified as an Required Policy	HR / Finance	To be developed	20 September 2022	
Continuing Healthcare Choice & Equity Policy	CHC policies identified as a priority by Safe Transfer team	CHC	In progress	19 July 2022??	First policy being developed was the Choice & Equity Policy. However delayed due to legal advice which has been delayed due to the ICB formation work across the country and year end (reported by Bevan Britton). Tentatively logged for July, but likely to slip.
Operational Policy for Adult Continuing Healthcare / FNC	CHC policies identified as a priority by Safe Transfer team	CHC	To be developed	20 September 2022	First policy being developed was the Choice & Equity Policy. However delayed due to legal advice which has been delayed due to the ICB formation work across the country and year end (reported by Bevan Britton)
Personal Health Budgets (Hampshire CCGs)	CHC policies identified as a priority by Safe Transfer team	CHC	To be developed	20 September 2022	First policy being developed was the Choice & Equity Policy. However delayed due to legal advice which has been delayed due to the ICB formation work across the
Local Resolution Policy (May form part of new operational CHC policy once developed)	CHC policies identified as a priority by Safe Transfer team	CHC	To be developed	20 September 2022	First policy being developed was the Choice & Equity Policy. However delayed due to legal advice which has been delayed due to the ICB formation work across the country and year end (reported by Bevan Britton)
Security Policy		HSS	In progress, but will not be approved by 1 July	29/06/2022 (to approve draft for consultation)	Final drafts to be reviewed by Policy Sub Group on 29 June; will then be sent to staffside for comment prior to approval PSG approval, anticipated 19 July
Lone Working Policy		HSS	In progress, but will not be approved by 1 July	29/06/2022 (to approve draft for consultation)	Final drafts to be reviewed by Policy Sub Group on 29 June; will then be sent to staffside for comment prior to approval PSG approval, anticipated 19 July
Bullying & Harassment / Violence & Aggression Policy		HSS	In progress, but will not be approved by 1 July	29/06/2022 (to approve draft for consultation)	Final drafts to be reviewed by Policy Sub Group on 29 June; will then be sent to staffside for comment prior to approval PSG approval, anticipated 19 July
Incident Management Policy		HSS	In progress, but will not be approved by 1 July	29/06/2022 (to approve draft for consultation)	Final drafts to be reviewed by Policy Sub Group on 29 June; will then be sent to staffside for comment prior to approval PSG approval, anticipated 19 July
Fair Processing Notice		IG	Under review	29 June 2022 TBC	Requires information that is not yet available to the IG team - may be ready by 29 June Policy Sub Group

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Staff Fair Processing Notice		IG	Under review	TBA	Requires information that is not yet available to the IG team
Smartcard Management Process		CORP	Rebadged		
Information Governance Staff Handbook		IG	Rebadged		
Information Asset Owner / Data Custodian Handbook		IG	Rebadged		
Data Protection Impact Assessment Template (including Training Needs Analysis)		IG	Rebadged		
Information Governance Management Framework and Strategy		IG	Rebadged		
Information Incident Management and Reporting Procedures		IG	Rebadged		
Information Risk Management Programme		IG	Rebadged		
Policies and Procedural Documents		CORP	Rebadged		
Information Security Policy (IoW Trust Supported IT)		IT	Rebadged		
Social Value Policy		CORP	Rebadged		
On Call Policy		CORP	Rebadged		
Emergency Preparedness, Resilience & Response		CORP	Rebadged		
Business Continuity Policy		CORP	Rebadged		
Electronic Communications Guidance		CORP	Rebadged		
Registration Authority Policy		IT	Rebadged		
Bribery Statement		CORP	Rebadged		
IT Acceptable Use Policy (CSU Supported IT)		IT	Rebadged		
IT Access Control Policy (CSU supported IT)		IT	Rebadged		
IT Antivirus Policy (CSU supported IT)		IT	Rebadged		
IT Clear Screen & Desk Policy (CSU supported IT)		IT	Rebadged		
IT Disposal Policy (CSU supported IT)		IT	Rebadged		
IT Network Security Policy (CSU Supported IT)		IT	Rebadged		
IT Password Policy (CSU supported IT)		IT	Rebadged		
System Level Security Policy (CSU supported IT)		IT	Rebadged		
Remote Working and Portable Devices Security Policy (CSU Supported IT)		IT	Rebadged		
IT Asset Management (CSU supported IT)		IT	Rebadged		
IT Patch Management Policy (CSU supported IT)		IT	Rebadged		
Pharmaceutical Rebate Policy		CORP	Rebadged		
Corporate PrePaid Card Policy		CORP	Rebadged		
Counter Fraud, Bribery & Corruption Policy		CORP	Rebadged		
Reimbursement of Patient and Public Out of Pocket Expenses Policy		CORP	Rebadged		
Acceptable Use of ICT Policy (IoW Trust Supported IT)		IT	Rebadged		
IT Backup Operations and Business Continuity Policy (CSU supported IT)		IT	Rebadged		
IT Change Management Policy (CSU supported IT)		IT	Rebadged		
Remote Working and Portable Devices Security Policy (IoW Supported IT)		IT	Rebadged		
Sponsorship of Activities and Joint Working with the Pharmaceutical & Medical Device Industry Policy		CORP	Rebadged		
Digital Recording of Meetings Policy		CORP	Rebadged		
Smart Speaker Recording Guidance		HSS	Rebadged		