

Policy Development

EPM has developed a revised framework of template policy documents.

The approach is slightly different to traditional HR policies as each individual ‘Staffing Procedure’ is written to sit under one overarching ‘Staffing Policy Statement’.

The aim of this approach is to improve consistency of application of staffing procedures and to avoid repetition of key information traditionally found in every staffing policy and procedure. As a result, the individual staffing procedures are more concise, user friendly and easier for ongoing maintenance.

Staffing Policy Statement

The ‘Staffing Policy Statement’ details the Trust’s overarching approach to policy development. It sets out key definitions and accountabilities as well as information that relates to many areas, such as confidentiality and procedural and statutory requirements.

Staffing Procedures

Currently there are model staffing procedures available as part of this framework for the statutory policy areas. Work is continuing to extend this to all policy areas and this will be shared with you once it is available.

The model staffing procedures should be adopted in conjunction with the ‘Model Staffing Policy Statement’ in order to ensure all necessary policy information is included.

Tiers of Responsibility

Trust management structures vary considerably and may be reviewed and amended in response to growth. As such, Trusts are advised to identify who is accountable for the different tasks and responsibilities related to staffing, in accordance with existing practice and their Scheme of Delegation.

In both the ‘Staffing Policy Statement’ and associated staffing procedures, reference is made to ‘tiers’ of responsibility. These tiers of responsibility are directly cross-referenced in the ‘Tiers of Responsibility’ document.

Trusts are advised to complete the ‘Tiers of Responsibility’ document to identify and specify where key responsibilities lie within their own structure. The completed ‘Tiers of Responsibility’ document can then be used to easily incorporate their relevant responsible post-holder/s into the Staffing Policy Statement and staffing procedures where tiers are referenced.

EPM Consultancy is available to support the development and implementation of policies including:

* Creating bespoke policies for your Trust
* Ensuring your policies are aligned to the Trust’s scheme of delegation
* Support/leading consultation with unions
* Training to managers on the application of the new policies

For further information, please contact us on consultancy@epm.co.uk or 01480 431993.