

## **ADOPTION OF POLICIES TRANSFERRED FROM THE CCG**

### **1 INTRODUCTION**

- 1.1 The national transition from CCGs to ICBs has been designed to be a lift and shift of the people and functions to the successor body.
- 1.2 As part of the CCG governance workstream, teams have been updating the schedule of policies and procedures.
- 1.3 It is proposed that the ICB adopts the portfolio of CCG policies and procedures and then the documents will be subject to review over the first year of the ICB's operation to ensure they are all updated to reflect the new organisational structures and ways of working.

### **2. POLICIES AND PROCEDURES**

- 2.1 The policies that will be adopted are set out in Appendix 1 with an indication of who will lead on each area of work.
- 2.2 The policies are divided between the categories of corporate, clinical and human resources.

### **3. RECOMMENDATIONS**

- 3.1 The Board is asked to:
  - Adopt the policies and procedures set out in Appendix 1
  - Note the intention to systematically review the policies and procedures by March 2023.

## Appendix 1

### Schedule of CCG Policies and procedures to be adopted by the ICB: Corporate

Policy title	Department	Author/owner
Acceptable Use Policy	IG	SCW
Access Control Policy	IG	SCW
Information Asset Owner and Administrator Handbook	IG	Head of Information Governance and Risk / SCW Information Governance
Anti-Virus Policy	IG	SCW
Complaints Policy	Quality & Nursing	Complaints Manager
Asset Management Policy	IG	SCW
Pandemic Flu Plan	Governance	Director of Quality and Improvement & Head of Governance
Wynford House User Guide	Corporate Business	Head of Governance /EPRR
Clear Screen & Desk Policy	IG	SCW
Confidentiality and Safe Haven Policy	IG	SCW
Continuity Management Policy	IG	SCW
Corporate Style Guidelines	Governance	Head of Governance /EPRR
Control of Substances Hazardous to Health (COSHH)	Corporate Business	Head of Governance /EPRR
Data Quality Policy	IG	Head of Information Governance and Risk
Display Screen Equipment (DSE) Policy	Corporate Business	Head of Governance /EPRR
Data Protection Impact Assessment Framework	IG	SCW
Emergency Planning and Resilience Policy	Governance	Head of Governance /EPRR
Estates and Facilities Policy	Governance	Head of Governance /EPRR
Fire Policy	Governance	Head of Governance /EPRR
Freedom of Information	IG	Head of Information Governance and Risk
Acceptance of Gifts and Hospitality/Commercial Sponsorship Policy and Procedure	Governance	Head of Governance /EPRR
Health and Safety Policy	Governance	Head of Governance /EPRR
Information Governance Incident Management and Reporting Procedure	IG	Head of Information Governance and Risk / SCW Information Governance
Information Governance Management Framework and Strategy	IG	Head of Information Governance and Risk / SCW Information Governance
Information Governance Staff Handbook	IG	Head of Information Governance and Risk / SCW Information Governance

<b>Policy title</b>	<b>Department</b>	<b>Author/owner</b>
Incident Response, Business Continuity and Service Recovery Plan	Governance	Head of Governance /EPRR
Individual Rights Policy	IG	Head of Information Governance and Risk / SCW Information Governance
Individual Rights Standard Operating Procedure	IG	Head of Information Governance and Risk / SCW Information Governance
Information Governance Policy	IG	Head of Information Governance and Risk
Information Risk Management Programme	IG	Head of Information Governance and Risk / SCW Information Governance
Information Security Policy	IG	SCW
IT Change Management Policy	IG	SCW
IT Disposal Policy	IG	SCW
IT Knowledge Management Policy	IG	SCW
IT Services Continuity Management Policy	IG	SCW
Manual Handling Policy	Corporate Business	Head of Governance /EPRR
Network Security Policy	IG	SCW
Password Policy	IG	SCW
Patch Management Policy	IG	SCW
Records Management Policy	IG	Head of Information Governance and Risk / SCW Information Governance
Records Management Strategy	IG	Head of Information Governance and Risk
Records Retention Schedule	IG	Head of Information Governance and Risk
Remote Working & Portable Devices Policy	IG	SCW
Risk Management Strategy	Risk	Head of Information Governance and Risk
Security Management Policy	Governance	Head of Governance /EPRR
Somerset Overarching Information Sharing Protocol (SOISP)	IG	Caldicott Guardian
Standard Operating Procedure for Somerset Health Partners for Requests 4x4 Transport During Severe Weather	Governance	Head of Governance /EPRR
Standards of Business Conduct and Managing Conflicts of Interest Policy	Governance	Head of Governance /EPRR
System Level Security Policy	IG	SCW
Accounting Policies	Finance	Associate Director of Finance
Standing Financial Instructions	Finance	Associate Director of Finance
Corporate Policy and Guidance for Joint Working with the Pharmaceutical Industry	Medicines Management	Associate Directorate of Medicines Management
Media Policy	Comms and Engagement	Head of Comms and Engagement
Social Media Policy	Comms and Engagement	Head of Comms and Engagement

<b>Policy title</b>	<b>Department</b>	<b>Author/owner</b>
Volunteer Policy	Comms and Engagement	Head of Comms and Engagement

## Schedule of CCG Policies and procedures to be adopted by the ICB: Clinical

Policy title	Department	Author/owner
Evidence Based Interventions (EBI) Appeals Policy	EBI Service	Head of EBI
Evidence Based Interventions (EBI) Commissioning Policy	EBI Service	Head of EBI
Evidence Based Interventions (EBI) Panel TOR	EBI Service	Head of EBI
Clinical Commissioning Policy Forum (CCPF) TOR	EBI Service	Head of EBI
Acupuncture for Chronic Pain	EBI Service	Head of EBI
Breast Reconstruction Surgery Post Cancer Policy CBA	EBI Service	Head of EBI
Carpal Tunnel Surgery	EBI Service	Head of EBI
Cataracts	EBI Service	Head of EBI
Circumcision	EBI Service	Head of EBI
Complex Obesity Surgery	EBI Service	Head of EBI
DEXA Scan	EBI Service	Head of EBI
Ear Wax	EBI Service	Head of EBI
Entropion & Ectropion	EBI Service	Head of EBI
Functional Electrical Stimulation (FES)	EBI Service	Head of EBI
Haemorrhoids Surgical Treatment	EBI Service	Head of EBI
Hernia (Adults)	EBI Service	Head of EBI
Hip Replacement Surgery	EBI Service	Head of EBI
Hysterectomy for Menorrhagia	EBI Service	Head of EBI
Ingrown Toenail Policy	EBI Service	Head of EBI
Knee Replacement	EBI Service	Head of EBI
Lagophthalmos	EBI Service	Head of EBI
Laparoscopic Cholecystectomy for Asymptomatic Gall Stones	EBI Service	Head of EBI
Locked Knee/Meniscal Tear Surgery	EBI Service	Head of EBI
Low Back Pain with & without Sciatica Interventions	EBI Service	Head of EBI
Selective Laser Trabeculoplasty	EBI Service	Head of EBI
Shoulder Impingement Surgery	EBI Service	Head of EBI
Trigger Finger	EBI Service	Head of EBI
Vagus Nerve Stimulation	EBI Service	Head of EBI
Vasectomy	EBI Service	Head of EBI
Abdominoplasty - Apronectomy	EBI Service	Head of EBI
Anal Skin Tags Removal	EBI Service	Head of EBI
Breast Reduction for Gynaecomastia (males)	EBI Service	Head of EBI
Breast Surgery (Females)*	EBI Service	Head of EBI
Congenital Ear Deformity Correction Surgery	EBI Service	Head of EBI
Continuous Glucose Monitoring	EBI Service	Head of EBI
Dermabrasion	EBI Service	Head of EBI
Dilatation & Curettage (D&C) for heavy menstrual bleeding in women	EBI Service	Head of EBI
External Ear Repair	EBI Service	Head of EBI

<b>Policy title</b>	<b>Department</b>	<b>Author/owner</b>
Extracorporeal Shockwave Therapy (ESWT)	EBI Service	Head of EBI
Facial Blushing & Erythrophobia	EBI Service	Head of EBI
Facial Surgery - change form Surgery of the Face	EBI Service	Head of EBI
Female Genitalia	EBI Service	Head of EBI
Hair Depilation	EBI Service	Head of EBI
Homeopathy Services	EBI Service	Head of EBI
Hyperhidrosis Treatment	EBI Service	Head of EBI
Knee Arthroscopy WITH Osteoarthritis	EBI Service	Head of EBI
Liposuction (Cosmetic)	EBI Service	Head of EBI
Nasal Surgery	EBI Service	Head of EBI
Port Wine Stains - Removal	EBI Service	Head of EBI
Reversal of Sterilisation	EBI Service	Head of EBI
Scar Revision	EBI Service	Head of EBI
Skin Contouring	EBI Service	Head of EBI
Snoring Surgical Intervention	EBI Service	Head of EBI
Tattoo Removal	EBI Service	Head of EBI
Visual Acuity - Laser treatment to correct	EBI Service	Head of EBI
Acupuncture for Migraine Prophylaxis	EBI Service	Head of EBI
Adenoidectomy Standalone Surgery including Adeno-Tonsillectomy and +Grommet Insertion	EBI Service	Head of EBI
Benign Skin Lesion*	EBI Service	Head of EBI
Blepharoplasty and Ptosis	EBI Service	Head of EBI
Bunion & Other Painful Toe	EBI Service	Head of EBI
Dupuytren's Contracture Surgery	EBI Service	Head of EBI
Fertility Assessment and Treatment	EBI Service	Head of EBI
GROMMET INSERTION 18 YEARS AND UNDER PERSISTENCE OF BILATERAL OTITIS MEDIA WITH EFFUSION	EBI Service	Head of EBI
GROMMET INSERTION IN ADULTS WITH OTITIS MEDIA WITH EFFUSION (OME)	EBI Service	Head of EBI
GROMMET INSERTION RECURRENT ACUTE OTITIS MEDIA (WITHOUT EFFUSION)	EBI Service	Head of EBI
Knee Arthroscopy WITHOUT Osteoarthritis Surgery	EBI Service	Head of EBI
Laparoscopic Ventral Rectopexy and STARR	EBI Service	Head of EBI
Open and Upright MRI	EBI Service	Head of EBI
Percutaneous Tibial Nerve Stimulation (PTNS)	EBI Service	Head of EBI
Tonsillectomy	EBI Service	Head of EBI
Varicose Veins	EBI Service	Head of EBI
IPC Good Practice Guide	IPC (Primary Care)	Infection Control team
National IPC Manual for England	NHSE IPC	Infection Control team
IPC Admin SOP	IPC	Infection Control team
IPC ICNet SOP	IPC	Infection Control team
IPC Lead SOP	IPC	Infection Control team

<b>Policy title</b>	<b>Department</b>	<b>Author/owner</b>
IPC Inbox SOP	IPC	Infection Control team
IPC Primary Care SOP	IPC	Infection Control team
DRAFT IPC Care Home SOP	IPC	Infection Control team
DRAFT CDI PIR Assurance Porocess SOP	IPC	Infection Control team
Operational Policy for NHS Continuing Healthcare and Funded Nursing Care (3.2)	CHC	Head of CHC
Minimal Clinical Resource for Continuing Healthcare (CHC) Service	CHC	Head of CHC
Continuing Healthcare (CHC) Standard Operational Procedure - Remote Assessments and Partnership Arrangements During Pandemic (1.4)	CHC	Head of CHC
CEP + Terms of Ref final 09.11.2021	CHC	Head of CHC
Standard Operating Procedure Out of County 01.22 (003)	CHC	Head of CHC
Continuing Healthcare Dispute Resolution Policy (2.3)	CHC	Head of CHC
Personal Health Budgets (PHB)	CHC - PHB	Head of CHC
Operational policy for Childrens Continuing Care	Childrens Continuing Care	Head of CHC
Transition to Adult CHC	Childrens Continuing Care	Head of CHC
GP Practice Resilience Policy	Primary Care	Associate Director of Primary Care

**Schedule of CCG Policies and procedures to be adopted by the ICB: Human Resources**

<b>Policy title</b>	<b>Department</b>	<b>Author/owner</b>
Absence Management Policy	Human Resources	HR and Recruitment Lead Officer
Agile Working Policy	Human Resources	HR and Recruitment Lead Officer
Appraisal Policy	Human Resources	HR and Recruitment Lead Officer
Capability Policy	Human Resources	Associate Director of HR and OD
Disciplinary Procedure	Human Resources	Associate Director of HR and OD
Employment Break Policy	Human Resources	Associate Director of HR and OD
Fixed Term Contracts Policy	Human Resources	Associate Director of HR and OD
Flexible Working Policy	Human Resources	Associate Director of HR and OD
Grievance and Disputes Policy	Human Resources	Associate Director of HR and OD
Health and Wellbeing Policy	Human Resources	HR and Recruitment Lead Officer
Induction Policy	Human Resources	Associate Director of HR and OD
Job Matching and Evaluation Policy	Human Resources	HR and Recruitment Lead Officer
Lone Worker Policy	Human Resources	Associate Director of HR and OD
Maternity Leave Policy	Human Resources	Associate Director of HR and OD
Organisational Change Policy	Human Resources	Associate Director of HR and OD
Pay Progression Policy	Human Resources	HR and Recruitment Lead Officer
Redundancy Policy	Human Resources	Associate Director of HR and OD
Retirement Policy and Procedure	Human Resources	Associate Director of HR and OD
Secondment Policy	Human Resources	Associate Director of HR and OD
Special Leave Policy	Human Resources	HR and Recruitment Lead Officer
Staff Retention Policy	Human Resources	HR and Recruitment Lead Officer
Work Experience Policy	Human Resources	Associate Director of HR and OD