

**BARNSELY CLINICAL COMMISSIONING  
GROUP**

**INDUCTION, MANDATORY AND  
STATUTORY TRAINING POLICY**

<b>Version:</b>	1.3
<b>Approved By:</b>	Governing Body Equality Steering Group (review)
<b>Date Approved:</b>	10 July 2014
<b>Name of originator / author:</b>	HR Business Partner
<b>Name of responsible committee/ individual:</b>	Equality and Engagement Committee
<b>Name of executive lead:</b>	Chief Officer
<b>Date issued:</b>	10 July 2014 April 2016, May 2018 (review),
<b>Review Date:</b>	3 years from date of implementation
<b>Target Audience:</b>	All employees.

**THIS POLICY HAS BEEN SUBJECT TO A FULL EQUALITY IMPACT  
ASSESSMENT**

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**DOCUMENT CONTROL**

<b>Version No</b>	<b>Type of Change</b>	<b>Date</b>	<b>Description of change</b>
V.1		29 April 2014	With CCG for consultation.
1	Approved	10 July 2014	Approved by the CCG's Governing Body.
1.1	Review	April 2016	<p>Bi-annual review by Head of Assurance, HR Business Partner, staff side, and LCFS. Main changes proposed are...</p> <ul style="list-style-type: none"> <li>• Remove references to the CSU</li> <li>• Changed references from 'procedural document' to 'policy'</li> <li>• Updates to induction checklist to reflect full range of CCG policies</li> <li>• Amended para re monitoring &amp; evaluation of the Policy</li> <li>• Added Stat &amp; Mand Training requirements as an Appendix</li> <li>• EIA has been updated.</li> <li>•</li> </ul>
1.2	Review	February 2018	Bi-annual review by Head of Governance and Assurance, Head of HR, staff side, LCFS and Radiators (staff engagement group)
1.3	Review of checklist	June 2018	Reviewed and amended the Induction Checklist & transferred the EIA into the new template.

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**DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Statutory Training	Established, regulated, or imposed in conformity with laws passed by a legislative body, e.g. Parliament.
Mandatory Training	Obligatory or compulsory required or commanded by an authority, e.g. NHS Barnsley Clinical Commissioning Group (CCG), NHS England.

## 1. Policy Statement, Aims & Objectives

- 1.1 This policy aims to demonstrate that the provision of effective induction processes and mandatory and statutory training are recognised by NHS Barnsley Clinical Commissioning Group as an integral part of best employment practice. This policy enables all new employees to have access to a robust induction programme to the organisation and to the NHS as a whole. It ensures that a comprehensive package of mandatory and statutory training is provided for all employees.
- 1.2 NHS Barnsley Clinical Commissioning Group will ensure that induction programmes and mandatory and statutory training packages are fit for purpose and enable employees to undertake their roles safely and in compliance with legislation and other employment policies in place within NHS Barnsley Clinical Commissioning Group. It is recognised that to achieve this, a high level of commitment at all levels within the organisation is required.
- 1.3 The development of this policy:
  - Identifies the induction, mandatory and statutory training that employees are required to undertake and the frequency of such training.
  - Sets out the responsibilities for induction, mandatory and statutory training in respect of administration, delivery, monitoring and reporting.
  - Ensures a robust, consistent and effective induction programme for all employees.
  - Provides a guide for Line Managers to support the induction process.
  - Provides employees and Line Managers with a clear mandatory and statutory training programme for completion.
  - Satisfies legislative requirements.
- 1.4 To ensure continuous improvement, key performance indicators are applied. Compliance with mandatory and statutory training is reported on a quarterly basis via workforce reports.

## 2. Legislation and Guidance

- 2.1 The following legislation and guidance has been taken into consideration in the development of this procedural document.
  - NHS Litigation Authority - Risk Management Standards which describe the requirement for approved documentation relating to corporate induction and the arrangements for mandatory and statutory training for employees.

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- The organisation will ensure compliance with Health and Safety legislation and other statutory legislation requirements in relation to the employment and training of employees.
- ACAS Codes of Practice

**3. Scope**

3.1 This policy applies to those members of staff that are directly employed by NHS Barnsley Clinical Commissioning Group and for whom NHS Barnsley Clinical Commissioning Group has legal responsibility. For those staff covered by a letter of authority / honorary contract or work experience this policy is also applicable whilst undertaking duties on behalf of NHS Barnsley Clinical Commissioning Group or working on NHS Barnsley Clinical Commissioning Group premises and forms part of their arrangements with NHS Barnsley Clinical Commissioning Group. As part of good employment practice, agency workers are also required to abide by NHS Barnsley Clinical Commissioning Group policies and procedures, as appropriate, to ensure their health, safety and welfare whilst undertaking work for NHS Barnsley Clinical Commissioning Group.

**4. Equality Statement**

4.1 In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic. A single Equality Impact Assessment is used for all policies and procedures.

**5. Accountabilities and Responsibilities**

5.1 Overall accountability for ensuring that there are systems and processes to effectively deliver and monitor induction and mandatory and statutory training lies with the Chief Officer. Responsibility is delegated to the following:

<p><b>Head of Governance and Assurance</b></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"><li>• Maintaining an overview of the corporate ratification and governance process associated with the policy.</li><li>• Management of the delivery of induction, mandatory and statutory training functions provided by NHS Sheffield CCG Shared HR and Learning &amp; Development Service.</li></ul>
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<p><b>Head of HR</b></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Leading the development, implementation and review of the policy.</li> <li>• Monitoring and reporting on a quarterly basis compliance with mandatory and statutory training.</li> <li>• Ensuring all employees have access to e-learning.</li> </ul>
<p><b>Appointing Officers/ Line Managers</b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Ensuring they understand and adhere to their obligations in relation to this policy.</li> <li>• Ensuring employees are supported to access mandatory and statutory training.</li> <li>• Ensuring that a new member of staff is welcomed into the team and is established as an effective employee as soon as possible.</li> <li>• Ensuring that the new employee is met on the first day of employment to commence their induction programme.</li> </ul>
<p><b>All Employees</b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Ensuring they are familiar with the policy and procedure and are fully compliant with it.</li> <li>• Ensuring their smart card and/or password remains valid and is kept in a secure location.</li> <li>• Accessing relevant mandatory and statutory training.</li> </ul>

**6. Dissemination, Training and Review**

**6.1 Dissemination**

The effective implementation of this procedural document will support openness and transparency. NHS Barnsley Clinical Commissioning Group will:

- Ensure all employees and stakeholders have access to a copy of this procedural document via the organisation's website.
- Ensure employees are notified by email of new or updated procedural documents.

## 6.2 Training

All employees will be offered relevant training commensurate with their duties and responsibilities. Employees requiring support should speak to their Line Manager in the first instance. Support may also be obtained through Human Resources.

## 6.3 Review

6.3.1 As part of its development, this policy and its impact on staff, patients and the public has been reviewed in line with NHS Barnsley Clinical Commissioning Group's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

6.3.2 The policy will be reviewed every three years, and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in practice

6.3.3 Policies are monitored to ensure that they are in-date and relevant to the core business of the organisation. The review process is overseen by the Equality and Engagement Committee.

## SECTION B – PROCEDURE

### 1. Induction

1.1 The Line Manager has overall responsibility for ensuring that a new member of staff is welcomed into the team and is established as an effective employee as soon as possible. New employees require substantial support as they commence their induction programme and subsequent mandatory and statutory training. The amount of support each new employee will require will vary from individual to individual and the pace of the induction programme and mandatory and statutory training should be tailored to individual needs and work patterns.

1.2 The Line Manager is required to meet with the new employee on the first day of employment to commence the induction programme. The programme will consist of the following:



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- An orientation programme developed by the Line Manager which will include information on the physical environment and facilities, introductions to colleagues and a series of one to one meetings with key organisational contacts.
- Signposting to key employment policies associated with health and safety, risk management, corporate and information governance as a priority.
- Access to the range of policies and procedures associated with employment.
- Access to mandatory and statutory training.
- Development of a short term set of objectives to cover the initial three months of employment.
- A professional development review after three months of employment.
- A full set of objectives to be developed from the fourth month of employment.
- A personal and professional development plan.

1.3 The Induction Checklist form (Appendix 1) should be completed by the Line Manager and the new employee.

### **2. Mandatory and Statutory Training**

- 2.1 NHS Barnsley Clinical Commissioning Group will ensure that a comprehensive programme of mandatory and statutory training is provided to all staff through face to face classroom based training and e-learning. All employees will be provided with the details of the mandatory and statutory training requirements and access to their individual training records. (See Appendix 3 for current requirements).
- 2.2 Each employee will be responsible for accessing relevant mandatory and statutory training. E-learning packages can be accessed via the ESR links provided. It is the responsibility of the employee to ensure their login credentials remain valid.
- 2.3 Employees should access relevant mandatory and statutory training within the timescales specified and ensure learning from mandatory and statutory training is transferred into day to day practice. Employees must ensure that the Learning and Development team are provided with evidence of completion of mandatory and statutory training.
- 2.4 Personal and professional development plans should be developed in partnership between Line Managers and employees and returned to the Learning and Development Team.
- 2.5 The provision of mandatory and statutory training is via NHS Sheffield CCG Shared HR and Learning & Development Service. The Head of HR will have a range of responsibilities in relation to mandatory and statutory training as follows:

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- Maintaining records of completion of mandatory and statutory training.
- Ensuring that all reasonable adjustments are made to accommodate the needs of individual employees who may be unable to access standard training packages.
- Providing regular compliance reports to the organisation.
- Ensuring training packages are up to date and fit for purpose.

### **3. Agency Staff**

- 3.1 Line Managers are required to identify agency staff who will require induction and mandatory and statutory training. Line Managers are also responsible for checking with the relevant agency to ascertain if prior training has been provided and where necessary ensure the agency worker is able to access the NHS Barnsley Clinical Commissioning Group mandatory and statutory training programme.

### **4. Monitoring and Evaluation**

- 4.1 All new employees will be asked to complete the Induction Evaluation Form (Appendix 2) to assess the effectiveness and quality of the induction programme. The Appendix should be prepared for, and discussed at, the employee's first 6 monthly review meeting.

The general effectiveness of these arrangements will be assessed using the outcome of the staff survey and other bespoke ad hoc surveys which may be conducted from time to time.

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**INDUCTION CHECKLIST**

<b>Full Name</b>	
<b>Job Title</b>	
<b>Directorate</b>	
<b>Start Date</b>	
<b>Line Manager Name</b>	

## Prior to commencement in post – Line Manager Preparation Tasks

Description	Line Manager Signature and Date
Agree start date with employee and notify HR Team	
Arrange start time with new employee and ascertain any special induction requirements	
Develop induction programme including arranging meetings for the new employee with key contacts	
Inform team / organisation / key contacts of appointment of new employee and start date	
Appoint a buddy*	
Announcement of new starter in organisational newsletter / staff briefing	
Arrange appointment for issuing of an ID Badge and entrance fob	
Arrange appointment for issuing of a Smartcard (if applicable)	
Complete and submit IT New Starter Form to arrange IT access and email/ calendar account	
Order mobile telephone, laptop and other remote working equipment etc (if applicable)	
Assign desk and prepare work space (chair, desk, stationary etc).	
Assign telephone / extension number	
Arrange for any reasonable adjustments to workstation or environment in relation to any disability or impairment (this may be flagged by the new starter or obtained through the pre-employment OH check)	
Book meeting to agree objectives for first 3 months in post	
Book meeting to undertake Professional Development Review including full objective setting and Personal Development Plan after 3 months in post	
Where the employee wishes to undertake secondary employment they must seek permission from the CCG using the form in the Working Time Directive Policy	

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Where the employee wishes to opt out of the working time directive they must sign a declaration form and an opt out form as part of the appointment documentation	
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\*An induction buddy will help you to orientate yourself with the department and its procedures, policies, personnel, sources of help and information and location of key equipment. They may act as a neutral and impartial confidante for any concerns or difficulties you may have and help you to work out strategies for success. Generally they will not be someone in direct authority over you and usually outside your immediate circle though preferably doing a similar or related role.

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**Items to be covered once the employee is in post**

*New starters should be directed to the CCG's website and intranet where a range of induction material will be available. The actions on the Induction Checklist should be completed in full during the new employees' first three months of employment. However, as a guide:*

- *Activity should be completed on the first day \**
- *Activity should be completed during the first week \*\**
- *Activity should be completed during the first month.\*\*\**

Description	Line Manager Signature/ Initial and Date	Employee Signature/ Initial and Date
<b>Initial orientation</b>		
Welcome by line manager and meet immediate team*		
Tour of Building* including: <ul style="list-style-type: none"> <li>• Car parking arrangements</li> <li>• Building access including opening / closing times</li> <li>• Fire exits and collection points</li> <li>• Staff room</li> <li>• Catering facilities – kitchens, staff room, snack boxes, sandwich van</li> <li>• Bicycle racks and sheds</li> <li>• Showers and toilets</li> <li>• Location of photocopiers</li> <li>• Location of first aid boxes</li> </ul>		
Introduction and if appropriate induction meetings with other colleagues**		
Names of first aiders, including mental health first aiders and fire wardens (available via intranet)**		
ID Badge/ fob issued*		
Location of office & workstation - arrange for DSE assessment if appropriate* (all DSE users must complete the self-assessment checklist)		
<b>About Barnsley CCG</b>		
Watch 'What is a CCG' animation (via internet)** <a href="http://www.barnsleyccg.nhs.uk/about-us/">http://www.barnsleyccg.nhs.uk/about-us/</a>		

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Description	Line Manager Signature/ Initial and Date	Employee Signature/ Initial and Date
Barnsley CCG awards and accolades (via intranet)**		
AGM animation (via intranet)**		
<b>Getting ready to work effectively</b>		
Initial induction meeting with line manager* to include: <ul style="list-style-type: none"> <li>• Role &amp; responsibilities</li> <li>• Key contacts, networks, relationships</li> <li>• Initial priorities</li> <li>• Working hours &amp; flexibilities</li> <li>• PDR process</li> <li>• Learning &amp; development needs</li> <li>• Agree frequency of 1 to 1s</li> <li>• Key meetings</li> <li>• Buddy or mentor (if appropriate)</li> </ul>		
Put dates for 1 to 1s and formal PDR reviews into calendar**		
IT access including PC, photocopying, printing and scanning*		
Email Address and Outlook Email / Calendar System**		
Add ID picture to NHS Mail accounts (Comms Team can support)**		
Issue mobile telephone, laptop and other remote working equipment (if appropriate)**		
Set up smart card access if appropriate		
How to access stationery**		
How to book a meeting room**		
Corporate templates for documents		
Sending and receiving post		
<b>Human Resources Administration</b>		
New Starter and Bank details forms completed and sent to HR*		

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Description	Line Manager Signature/ Initial and Date	Employee Signature/ Initial and Date
P45 or P46 sent to HR*		
Signed copy of contract of employment (may take longer if HR need to check CSD)**		
Pay arrangements including pay method and pay day dates		
Set up ESR access for training, payslips etc (via HR team)**		
NHS Pension Scheme Information**		
Expenses Claim process inc verification of car insurance (and MOT if required)**		
Annual Leave form, allocation and request process**		
Time Sheets and completion process (where appropriate)**		
Absence Reporting procedure** <ul style="list-style-type: none"> <li>• Ring line manager on first day of absence</li> <li>• Complete self cert if return within 7 days</li> <li>• GP sick note or fit note required from 8<sup>th</sup> day of absence</li> </ul>		
<b>CCG values and behaviours</b>		
Review CCG values (website)**		
Become familiar with corporate values and behaviours (in PDR guidance)***		
Review relevant policies***: <ul style="list-style-type: none"> <li>• Acceptable Standards of Behaviour</li> <li>• Confidentiality Code of Conduct</li> <li>• Appropriate use of internet and social media</li> <li>• Dress Code</li> <li>• Equality &amp; Diversity Policy</li> </ul>		
<b>Good Governance</b>		
Familiarise with Standards of Business Conduct Policy**		



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Description	Line Manager Signature/ Initial and Date	Employee Signature/ Initial and Date
Complete Declarations Interest Form and return to Corporate Affairs team**		
Local Counter Fraud contact details and intranet page		
Business Continuity – complete emergency contact details form (available from Corporate Affairs team)**		
<b>Mandatory training arrangements</b>		
Issue Mandatory and Statutory Training Matrix**		
Complete all mandatory training asap***		
<b>Familiarise with key CCG documents</b>		
Explore intranet, website & shared folders to become familiar with the information they hold**		
Become familiar with where to find key documents***, including: <ul style="list-style-type: none"> <li>• Constitution (website)</li> <li>• Policies and Procedures (website)</li> <li>• Team pages (intranet)</li> <li>• Staff zone (intranet)</li> <li>• Organisational templates (shared drive)</li> <li>• Governing Body membership &amp; meetings (website)</li> </ul>		
Agree with line manager any Policies to be reviewed in detail***, inc: <ul style="list-style-type: none"> <li>• Relevant HR policies</li> <li>• PDR</li> <li>• Whistleblowing</li> <li>• Business Continuity Policy &amp; Procedure</li> <li>• Incident Reporting System</li> <li>• Security Policy incorporating lone working procedures</li> <li>• Safeguarding Vulnerable Clients Policy</li> </ul>		
<b>Other useful information, advice and support</b>		
Employee Discount/ Membership Schemes, Tax Free Childcare Account (details via intranet)***		
Staff Side representative***		

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<b>Description</b>	<b>Line Manager Signature/ Initial and Date</b>	<b>Employee Signature/ Initial and Date</b>
Staff Communication and Engagement - newsletters, team briefs, TVs, notice boards, internet, intranet, email etc***		
Employee Wellbeing:** <ul style="list-style-type: none"> <li>• Occupational Health</li> <li>• Employee Assistance programme</li> <li>• Workplace Wellbeing pages</li> <li>• Radiators Group</li> </ul>		

**Appendix 2**

**INDUCTION EVALUATION FORM**

**Please give information that we can use to improve the induction process.**

*Optional Fields*

<b>Employee Name</b>	
<b>Job Title</b>	
<b>Directorate</b>	
<b>Line Manager Name</b>	
<b>Start Date of Employment</b>	

**Please answer the following:**

Is your induction complete?	Y/N
Do you understand your job role/function and how it fits into the CCG?	Y/N
Are you familiar with the CCG as an organisation; its facilities, structures, and major objectives?	Y/N
Has the Personal Development Review/ Plan process been explained?	Y/N
Have you received a set of objectives and a personal development plan?	Y/N

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**Could your induction to the organisation have been improved? If so, please provide details.**

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**Do you require any further support in order to complete your induction programme? If so, please provide details.**

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**Please return this form to the Head of Governance and Assurance**

## Appendix 4

### Statutory and Mandatory Training - Barnsley Clinical Commissioning Group Employed Staff

Topic:	Level:	Mandatory for:	Frequency:	Duration	Delivery method(s):	Delivered by:
Fire Safety	Level 1 Basic Awareness	All staff	Annually	30 minutes	<ul style="list-style-type: none"> <li>Classroom</li> <li>e-learning</li> </ul>	Fire Trainer Self study
Fire warden training	Voluntary to ensure safe evacuation	Fire Wardens	Annually	1 hour	<ul style="list-style-type: none"> <li>Classroom</li> </ul>	Fire Trainer
Data Security Awareness	All four modules.	<p>New Starters and all staff whose roles do not require them to access personal information.</p> <p>New starters and all staff whose roles may require them to access personal information.</p> <p>All staff who have previously completed IG on line training.</p>	Annually	1 hour	<ul style="list-style-type: none"> <li>Classroom</li> <li>E learning</li> </ul>	IG staff Self Study
Equality and Diversity	Equality & Diversity in Healthcare Commissioning	All Staff	3 yearly	2 hours	<ul style="list-style-type: none"> <li>Classroom</li> <li>E-learning</li> </ul>	E&D staff Self Study
Health & Safety Includes: <ul style="list-style-type: none"> <li>Slips Trips &amp; Falls</li> <li>Stress at work</li> <li>Moving and Handling</li> </ul>	Awareness	All Staff	<p>3 yearly</p> <p>2 yearly</p>	2 hours	<ul style="list-style-type: none"> <li>Classroom</li> <li>Workbook</li> <li>E-Learning</li> </ul>	H&S Lead  Self Study
Infection prevention and Control	Level 1 Basic Awareness	All Staff	Every 3 years	30 mins	<ul style="list-style-type: none"> <li>E learning</li> </ul>	Self Study
Safeguarding Adults	Level 1 Basic Awareness	All Staff	Every 3 years	1 hour	<ul style="list-style-type: none"> <li>E learning</li> <li>Leaflet</li> </ul>	Self Study Named Nurse
Safeguarding Children	Level 1 Basic Awareness	All Staff	Every 3 years	1 hour	<ul style="list-style-type: none"> <li>E learning</li> <li>Leaflet</li> </ul>	Self Study Named Nurse
Fraud	Level 1 Basic Awareness	All Staff	Every 3 years	1 hour	<ul style="list-style-type: none"> <li>Classroom</li> <li>E learning</li> </ul>	NHS Protect Self Study
Conflict of Interest	Level 1	Relevant staff only	Annually	1 hour	<ul style="list-style-type: none"> <li>E learning</li> </ul>	Self study

### Statutory and Mandatory Training - Barnsley Clinical Commissioning Group – Governing Body Members

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<b>Topic:</b>	<b>Level:</b>	<b>Mandatory for:</b>	<b>Frequency:</b>	<b>Duration:</b>	<b>Delivery method:</b>	<b>Delivered by:</b>
Fire Safety	Level 1 Basic Awareness	All	Once	30 minutes	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• e-learning</li> </ul>	Fire Warden Self study
Data Security awareness	All four modules	<p>All whose roles does not require them to access personal information.</p> <p>New starters and all whose roles may require them to access personal information.</p> <p>All who have previously completed on line IG Training</p>	Annually	<p>1 hour</p> <p>1 hour</p> <p>Half hour</p>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• E learning</li> </ul>	<ul style="list-style-type: none"> <li>• IG staff</li> <li>• Self Study</li> </ul>
Equality and Diversity	Equality & Diversity in Healthcare Commissioning	All	3 yearly	1 hour	<ul style="list-style-type: none"> <li>• Classroom</li> </ul>	<ul style="list-style-type: none"> <li>• E&amp;D staff</li> </ul>
Safeguarding Adults/	Level 1 Basic Awareness	All	Every 3 years	1 hour	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• E learning</li> </ul>	Named Nurse Self Study
Safeguarding Children	Level 1 Basic Awareness	All	Every 3 years	1 hour	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• E learning</li> </ul>	Named Nurse Self Study
Fraud	Level 1 Basic Awareness	All	Every 3 years	1 hour	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• E learning</li> </ul>	NHS Protect Self Study
Health & Safety	Awareness	All	Every 3 years	2 hours	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• E learning</li> </ul>	H&S Lead Self Study
Conflict of Interest	Level 1	All	Annually	1 hour	<ul style="list-style-type: none"> <li>• E learnign</li> </ul>	Self study

## Equality Impact Assessment

<b>Title of policy or service:</b>	Induction, Mandatory and Statutory Training Policy	
<b>Name and role of officer/s completing the assessment:</b>	Head of HR/ Head of Governance and Assurance	
<b>Date of assessment:</b>	12.4.2016	
<b>Type of EIA completed:</b>	Initial EIA 'Screening' <input checked="" type="checkbox"/> or 'Full' EIA process <input type="checkbox"/>	<i>(select one option )</i>

1. Outline	
<b>Give a brief summary of your policy or service</b> <ul style="list-style-type: none"> <li>including partners, national or regional</li> </ul>	<p>This policy aims to demonstrate that the provision of effective induction processes and mandatory and statutory training are recognised by NHS Barnsley Clinical Commissioning Group as an integral part of best employment practice. This policy enables all new employees to have access to a robust induction programme to the organisation and to the NHS as a whole. It ensures that a comprehensive package of mandatory and statutory training is provided for all employees.</p>
<b>What Outcomes do you want to achieve</b>	<p>NHS Barnsley Clinical Commissioning Group will ensure that induction programmes and mandatory and statutory training packages are fit for purpose and enable employees to undertake their roles safely and in compliance with legislation and other employment policies in place within NHS Barnsley Clinical Commissioning Group. It is recognised that to achieve this, a high level of commitment at all levels within the organisation is required.</p>

<p><b>Give details of evidence, data or research used to inform the analysis of impact</b></p>	<p>A draft of this policy has been circulated for review by the following:-</p> <ul style="list-style-type: none"> <li>• BCCGs Information Governance Manager,</li> <li>• BCCGs Equality and Diversity Lead,</li> <li>• Staff Side Union Representative,</li> <li>• Local Counter Fraud Officer</li> <li>• BCCG staff.</li> </ul> <p>The final policy has been signed off by BCCGs Chief Nurse and the Equality and Engagement Committee.</p>
<p><b>Give details of all consultation and engagement activities used to inform the analysis of impact</b></p>	<p>As above</p>

**Identifying impact:**

- **Positive Impact:** will actively promote or improve equality of opportunity;
- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is either justified, eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.



<b>2. Gathering of Information</b>					
<b>This is the core of the analysis; what information do you have that might <i>impact on protected groups, with consideration of the General Equality Duty.</i></b>					
<b>(Please complete each area)</b>	<b>What key impact have you identified?</b>			<b>For impact identified (either positive or negative) give details below:</b>	
	<b>Positive Impact</b>	<b>Neutral impact</b>	<b>Negative impact</b>	<b>How does this impact and what action, if any, do you need to take to address these issues?</b>	<b>What difference will this make?</b>
<b>Human rights</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies to all CCG staff and ensures that they all receive appropriate induction, statutory and mandatory training regardless of whether they belong to one or more protected group.	Not applicable
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Carers</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Race</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Religion or belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Sexual orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Gender reassignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Pregnancy and maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Marriage and civil partnership (only eliminating discrimination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other relevant groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
HR Policies only:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

**IMPORTANT NOTE:** *If any of the above results in 'negative' impact, a 'full' EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.*

Having detailed the actions you need to take please transfer them to the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible

4. Monitoring, Review and Publication				
When will the proposal be reviewed and by whom?	Lead / Reviewing Officer:	Head of Assurance / Head of HR	Date of next Review:	April 2021

Once completed, this form must be emailed to the Equality Lead [barnsleyccg.equality@nhs.net](mailto:barnsleyccg.equality@nhs.net) for sign off:

Equality Lead signature:	
Date:	