# APPENDIX 1 – CAREER BREAK SCHEME – APPLICATION FORM

|  |  |
| --- | --- |
| FULL NAME | CCG SERVICE AREA |
|  |  |
| PERSONAL NUMBER | START DATE WITH THE CCG |
|  |  |

This form should be submitted to the line manager with a copy to the embed workforce team at least 3 months before the career break is to start

|  |  |
| --- | --- |
| I would like my career break to start on |  |
| I would like to return to work on |  |
| Reason for career break |  |
| My contact details (including phone number) during the break will be |  |

I wish to apply for an extended period of unpaid leave under the Career Break Scheme. I confirm that:

* I have read and fully understood the conditions detailed within the Career Break Policy;
* I will complete and submit a Career Break Financial Agreement prior to my break.

|  |  |
| --- | --- |
| SIGNATURE OF EMPLOYEE | DATE |
|  |  |

To be completed by the Authorising Manager

I support / do not support this application for a career break from the CCG. I have attached a written statement outlining the reasons why this application has been accepted / rejected (delete as applicable).

|  |  |
| --- | --- |
| SIGNATURE OF MANAGER | DATE |
|  | |
| MANAGER’S NAME (Block letters) | |
|  | |

# APPENDIX 2 – CAREER BREAK FINANCIAL AGREEMENT

|  |  |
| --- | --- |
| FULL NAME | CCG SERVICE AREA |
|  |  |
| PERSONAL NUMBER | START DATE WITH THE CCG |
|  |  |
| START DATE OF CAREER BREAK | DATE OF RETURN TO WORK |
|  |  |

I confirm that:

I understand that I have the option to decide whether my career break should be pensionable for a period of up to two years;

I understand that, should I decide that I would like my career break to be pensionable, I remain liable for monthly pension contributions for the period and that, for the first six months of the career break, I will pay my own contributions and that the CCG will continue to pay employer’s contributions;

I understand that, if I pay my contributions continuously for the first six months of the career break, I may continue to pension the break for a further period of up to 18 months. During this additional period, I will be liable to pay both my own, and the CCG’s contributions;

I understand that contributions will be based on my normal earnings;

I agree to make monthly payments to CCG via standing order/Direct Debit.

I understand that, if I fail to make my contributions as agreed, my pension record will be closed down at the date of the last contribution made.

Please select ONE of the following four options

|  |  |  |
| --- | --- | --- |
| Option 1 | I do not wish my career break to be treated as pensionable service and understand that my pension record will be closed down at the start of my break with no contributions payable OR |  |
| Option 2 | I wish to treat up to the initial six months of my career break as pensionable and undertake to pay monthly employee contributions via standing order/Direct Debit OR |  |
| Option 3 | I wish to treat my career break as pensionable for a period of months. I undertake to pay monthly employee contributions for the first six months and both employee’s and employer’s contributions for the remainder of the period. All contributions will be made via standing order/Direct Debit OR |  |
| Option 4 | I wish to treat my career break as pensionable for the maximum period of two years. I undertake to pay monthly employee contributions for the first six months and both employee’s and employer’s contributions for the remaining 18 months of the period. All contributions will be made via standing order/Direct Debit. |  |

|  |  |
| --- | --- |
| SIGNATURE OF EMPLOYEE | DATE |
|  |  |

# APPENDIX 3 – HR PROCEDURE FOR RECORDING AND MONITORING CAREER BREAK APPLICATIONS

HR Procedure for Recording and Monitoring Career Break Applications

|  |  |
| --- | --- |
| 1 | A copy of the Career Break Scheme Application Form (Appendix 1) is sent by the individual to the eMBED HR Team. |
|  | |
| 2 | A copy of the response letter should be provided by the manager to the eMBED HR Team. |
|  | |
| 3 | A eMBED HR administrator will record the request and outcome. Equality and Diversity monitoring information will also be obtained from ESR and held on this record. |
|  | |
| 4 | The eMBED HR Team will contact managers to obtain details of the response if this is not provided in a timely manner. |
|  | |
| 5 | Reports will be produced every six months by the eMBED HR Team and provided to the CCG/HR management team. |

# APPENDIX 4 – EQUALITY IMPACT ANALYSIS

|  |  |  |
| --- | --- | --- |
| **General Information** | | |
| **Policy:** | Career Break Policy | |
| **Date of Analysis:** | July 2018 | |
| **Policy Lead:**  **(Name, job title and department)** | HR, eMBED | |
| **What are the aims and intended effects of this policy?** | The Career Break Policy has been designed to allow employees the opportunity to take an unpaid break from their employment, of up to 5 years. | |
| **Are there any significant changes to previous policy likely to have an impact on staff, patients or other stakeholder groups?** | No | |
| **Please list any other policies**  **that are related to or referred to as part of this analysis** | * Grievance Procedure * Disciplinary Procedure * Appraisal Process * Organisational Change Policy * Maternity Leave Policy * Annual Leave Policy | |
| **Who is likely to be affected by this policy?** | General Public | ☐ |
| Service Users | ☐ |
| Staff | ☒ |
| **What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?** | * CCG staff * Senior Management Team * Social Partneship Forum | |
| **Promoting Inclusivity and NHS Scarborough and Ryedale CCG’s Equality Objectives.**  How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?  How does the policy promote our equality objectives | This policy does not directly promote inclusivity, however it applies a framework to follow a clear process for dealing with cases or suspected cases of misconduct for CCG staff/healthcare professionals. | |

|  |  |
| --- | --- |
| **Employee Equality Data** | |
| **General** | Total number of employees in the CCG is 82 |
| **Age** | 8.5% % of staff are aged 30 or less  51.3% of staff are over between31 and 50  40.3% of staff employed are 51 and over |
| **Gender** | 84.1% of staff employed in the CCG declared themselves White  15.9%% of staff are not stated/undefined |
| **Race / Nationality** | 81.7%% of staff employed are female  18.3%% of staff employed are male |
| **Disability** | No information |
| **Sexual Orientation** | 63.4% of staff employed declared themselves as having no disability  35.4% of staff did not declare /undefined  1.2% of staff declared a disability |
| **Gender Reassignment** | 59.8%% of staff described themselves as heterosexual  39%% did not wish to respond /undefined  1.2% described themselves as gay |
| **Religion / Belief** | Christianity is the largest religious group declared by staff in the CCG (39%)  23.2% were undefined or did not wish to declare  11% of staff declared that they were Atheists  12.2% of staff not wish to disclose their religion  11% of staff declared selected ‘other’ or faith or religious beliefs |
| **Pregnancy and Maternity** | 62.77% of employees are married.  1.06% of employees are in a civil partnership |
| **Marriage and civil partnership** | Total number of employees in the CCG is 82 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assessing Impact | | | | | |
| Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?  (Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy) | | | | | |
| **Protected**  **Characteristic:** | | **No**  **Impact:** | **Positive**  **Impact:** | **Negative**  **Impact:** | **Evidence of impact and, if applicable, justification where a *Genuine Determining Reason*[[1]](#footnote-1) exists (see footnote below – seek further advice in this case)** |
| **Gender** |  | X |  | Whilst there is no local evidence as yet, it is generally the case that women are more likely to access the childcare break. This is a positive impact, however, in a changing society, more men might be likely to take this up, as it is open to all. 80% of the staff employed in the CCG are female. | |
| **Age** |  | X |  |  | |
| **Race / ethnicity / nationality** | X |  |  | Considered, however there is no evidence of impact. | |
| **Disability** |  | X |  | A career break may be offered to support an employee suffering a long term health condition classed as a disability or with adjusting to a new disability | |
| **Religion or Belief** |  | X |  | A career break could be used to facilitate an employee undergoing a religious rite of passage or taking an extended faith related journey | |
| **Sexual Orientation** | X |  |  | Considered, however there is no evidence of impact. | |
| **Pregnancy and Maternity** |  | X |  | Employees who wish to extend their leave beyond maternity leave can use this policy | |
| **Transgender / Gender reassignment** | |  | X |  | A career break may support an employee undergoing gender reassignment |
| **Marriage or civil partnership** | | X |  |  | Considered, however there is no evidence of impact. |
| **What sources of equality information have you used to inform your piece of work?**  (Please refer to the JSNAs and Population data, previous engagement findings, research, patient experience reports etc.) | | | | | |
| Not applicable | | | | | |
| What measures have been put in place to mitigate any potential impact? | | | | | | |
| Not applicable | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Planning: | | | | |
| **As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?** | | | | |
| **Identified Risk:** | **Recommended Actions:** | **Responsible Lead:** | **Completion Date:** | **Review Date:** |
|  |  |  |  |  |

|  |
| --- |
| Sign-off |
| **All EIAs must be signed off by a member of SMT** |
| **I agree with this assessment** |
| **Signed off by (Name/Job Title) Sally Brown, Associate Director of Corporate Affairs** |
| **Signed: March 2018** |
|  |

# APPENDIX FIVE - SUSTAINABILITY IMPACT ASSESSMENT

**Instructions**

Sustainability is one of the CCG’s key priorities and consequently the CCG has made a corporate commitment to address the environmental effects of its activities across all service areas. The purpose of the Sustainability Impact Assessment is to record any positive or negative impacts that a Policy / Board Report / Committee Report / Service Plan / Project is likely to have on each of the CCG’s sustainability themes. The Sustainability Impact Assessment enables any relevant impacts to be identified and potentially managed.

The Sustainability Impact Assessment is based on assessing the impact of the activity against a series of criteria covering environmental sustainability issues. It would be most desirable for activities to score positively in as many areas as possible, although it is likely that some areas will score positively against some themes, and negatively against others.

**Using the Sustainability Impact Assessment template**

To complete the Sustainability Impact Assessment template, you should consider whether the Policy / Board Report / Committee Report / Service Plan / Project will have a positive or negative impact on each of the themes by placing a mark in the appropriate column. When you think there is likely to be an impact, please provide some annotations regarding the nature of the impact, and any actions that will be taken to address that impact. Users should note that not every theme will be relevant. Where this is the case the ‘No Specific Impact’ column should be marked. Users should also consider the following tips:

1. Make relative not absolute judgements (e.g. a new energy efficient service would score positively even if it consumes more energy than if no service were provided).
2. Be aware that small positive changes could be outweighed by negative ones (e.g. new energy efficient lighting in the short term may outweigh the benefits of maintaining current lighting).
3. If there are both positive and negative impacts, these need to be recorded in order to give a balanced view. Be objective and unbiased.
4. Concentrate on the most key significant issues - there is the potential to consider the appraisal in a very detailed way. This should be avoided at this stage.
5. Judge a proposal over its whole lifespan and remember that some impacts may change over different timescales.

If you require assistance in completing the Sustainability Impact Assessment please contact the Corporate Services Team

| **Domain** | **Review questions** | **Assessment of Impact**  Negative = -1  Neutral = 0  Positive = 1  Unknown = ?  Not applicable = n/a | **Brief description of impact** | **If negative, how can it be mitigated?**  **If positive, how can it be enhanced?** |
| --- | --- | --- | --- | --- |
| **Models of Care** | Will it minimise ‘care miles’ making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people’s homes?  Will it create incentives to promote prevention, healthy behaviours, mental wellbeing, living independently and self-management?  Will it provide evidence-based, personalised care that achieves the best possible health and well-being outcomes with the resources available?  Will it reduce avoidable hospital admissions or permanent admissions to residential care or nursing homes?  Will it pay for services based on health outcomes rather than activity for example through personal budgets?  Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?  More info: <http://www.sduhealth.org.uk/areas-of-focus/clinical-and-care-models.aspx> | n/a |  |  |
| **Travel** | Will it reduce ‘care miles’ (telecare, care closer) to home?  Will it reduce repeat appointments?  Will it provide / improve / promote alternatives to car based transport (e.g. public transport, walking and cycling)?  Will it support more efficient use of cars (car sharing, low emission vehicles, community transport, environmentally friendly fuels and technologies)?  Will it improve access to services and facilities for vulnerable or disadvantaged groups or individuals?  More info: <http://www.sduhealth.org.uk/areas-of-focus/carbon-hotspots/travel.aspx> | n/a |  |  |
| **Facilities Management** | Will it reduce the amount of waste produced or increase the amount of waste recycled?  More info: <http://www.sduhealth.org.uk/areas-of-focus/carbon-hotspots/waste.aspx>  Will it reduce water consumption?  Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?  Will it improve green space and access to green space?  More info: <http://www.sduhealth.org.uk/areas-of-focus/carbon-hotspots/energy.aspx> | n/a |  |  |
| **Adaptation to Climate Change** | Will it support mitigation of the likely effects of climate change (e.g. identifying proactive and community support for vulnerable groups; contingency planning for flood, heatwave and other weather extremes)?  More info: <http://www.sduhealth.org.uk/areas-of-focus/community-resilience/community-resilience-copy.aspx> | n/a |  |  |
| **Procurement** | Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery in line with the [Public Services (Social Value) Act 2012](http://www.sduhealth.org.uk/policy-strategy/legal-policy-framework/public-services-social-value-act.aspx)?  Will it stimulate innovation among providers of services related to the delivery of the organisations’ social, economic and environmental objectives?  Will it reduce waste, environmental hazards and toxic materials for example by reducing PVC, antibiotic use, air pollution, noise, mining and deforestation?  Will it reduce use of natural resources such as raw materials, embedded water, and energy to promote a [circular economy](http://ec.europa.eu/environment/circular-economy/index_en.htm)?  Will it support the local economy through local suppliers, SMEs or engage with third sector or community groups?  Will it [promote ethical purchasing of goods or services](http://www.bma.org.uk/working-for-change/international-affairs/fair-medical-trade/tools-and-resources/ethical-procurement-guidance) e.g. increasing transparency of modern slavery in the supply chain globally?  More info: <http://www.sduhealth.org.uk/areas-of-focus/commissioning-and-procurement/procurement.aspx> | n/a |  |  |
| **Workforce** | Will it provide employment opportunities for local people?  Will it promote or support equal employment opportunities?  Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?  Will it offer employment opportunities to disadvantaged groups and pay above living wage?  More info: <http://www.sduhealth.org.uk/areas-of-focus/social-value.aspx> | n/a |  |  |
| **Community Engagement** | Will it promote health, increase community resilience, social cohesion, reduce social isolation and support sustainable development?  Will it [reduce inequalities in health](http://www.instituteofhealthequity.org/projects/working-for-health-equity-the-role-of-health-professionals) and access to services?  Will it increase participation including patients, the public, health professionals and elected officials to contribute to decision making?  Have you sought the views of our communities in relation to the impact on sustainable development for this activity?  Will it increase peer-support mechanisms?  More info: <http://www.sduhealth.org.uk/areas-of-focus/community-resilience.aspx> | n/a |  |  |
| **Estimated carbon benefit** | What is the estimated carbon benefit (in terms of tCO2e) from the implementation of this project? As opposed to the current business as usual position. Speak with your sustainability manager and see the following guidance:  More info: <http://www.sduhealth.org.uk/areas-of-focus/carbon-hotspots/pharmaceuticals/cspm/sustainable-care-pathways-guidance.aspx> | n/a |  |  |

1. 1. *The action is proportionate to the legitimate aims of the organisation (please seek further advice)*

   [↑](#footnote-ref-1)