

General
Medical
Council

Executive Board meeting

PUBLISHED
16 July 2018

Agenda item:	5
Report title:	HR Update
Report by:	Andrew Bratt , Assistant Director – HR, andrew.bratt@gmc-uk.org 0161 923 6215
Action:	To consider

Executive summary

The Board is asked to note that it will receive a half yearly report, for the period to 30 June 2018 by circulation.

This report provides an update on the proposed changes to our HR policies subject to consultation and sign off, contracts of employment and arrangements for buying and selling leave.

Recommendations:

- a** To note the plans to provide a half yearly report to the Board by circulation.
- b** To note the updates to new contracts of employment.
- c** To agree revised flexi-time and travel disruption policies for consultation and delegate final sign off to the Director of Resources and Quality Assurance.
- d** To agree increasing the number of days leave that can be bought or sold from 3 to 5 from 1 January 2019.

HR Mid-Year Report

- 1** The Board receive a mid-year report covering the main aspects of our HR monitoring. We are currently working on the data for the period to 30 June 2018 and will update the Board on circulation.
- 2** We do not anticipate the data to show any significant changes for the position covered in our 2017 report considered by Council. Our turnover remains low, reducing slightly to just over 8% for the year to May 2018. While turnover has fallen, our recruitment and transfer activity has increased. The first quarter of 2018 saw 66 new starters (47 in the same period in 2017) and 74 internal moves (Q1 2017 – 54).
- 3** An area of concern in 2017 was an increase in absence, but since January this year we have seen this reduce and this trend would see us move back below the national average in 2018.

Updating Our Employment Contracts and Policies

- 4** We regularly review and update our contractual terms to ensure they meet the GMC's operational requirements and employment law best practice. We have implemented the necessary changes to be GDPR compliant.
- 5** The following contractual clauses have now been updated and will be included in new contracts:
 - a** Return of company property
 - b** Information security
 - c** Intellectual property
 - d** Deemed receipt of notice following recent case
 - e** Eligibility to work in the UK
 - f** Payment in lieu of notice
 - g** Garden leave (specifically for staff seconded to GMCSI)
 - h** Restrictive covenants (specifically for staff seconded into GMCSI)
- 6** We are also developing guidance to enable us to manage situations where employees are reported to their professional regulator.

- 7** These are aspects of our employment policies where we take legal advice and ensure they are technically correct. There are two further areas where we are updating our policies to reflect changes to the way we work.
- 8** These relate to Travel Disruption (Annex A) where our capacity to work from home is now significant and Flexi-time (Annex B) which needs to reflect our range of contractual working hours (e.g. working 9 days over 10). There will be a level of staff interest and we propose agreeing the drafts as the basis for staff engagement and consultation with the staff forum.
- 9** Subject to this process concluding successfully we would propose that the Director of Resources and QA signs off the final version. If significant operational or resource issues arise we will report back to the Board.
- 10** There is one further area, buying and selling leave, where we have been asked by the staff forum to consider increasing the level of flexibility. Currently colleagues can buy or sell up to 3 days leave. This currently operates well and across the GMC bought and sold leave is at a similar level. Assistant Directors are supportive of the change, subject to restating our guidance on the need for requests to fit with operational requirements.
- 11** Flexibility in this area, in particular the ability to plan ahead, has some equality and diversity benefits (e.g. colleagues with caring responsibilities).
- 12** We propose implementing this change from 1 January 2019 in line with the new leave year.

5 – Annex A

Flexitime policy

What is flexitime?

- 1** The General Medical Council is committed to providing an effective and efficient service to the public and the profession. We understand the importance of ensuring we have a flexible working environment for our staff which does not impact our ability to provide the necessary level of service to our customers.
- 2** Flexitime, allows you to accrue and take up five flexi days annually which can be taken in addition to your annual leave. Some teams have separate arrangements which allow them to accrue more than five flexi days.
- 3** Flexitime is not a change to your contractual hours. If you would like to permanently change your contractual hours you should do this in line with the [Flexible Working policy](#).

Who is covered by this policy?

- 4** This policy applies to all permanent and fixed term staff members from levels 3 - 6.
- 5** This policy is non-contractual and may be amended from time to time.

How does flexitime work?

- 6** From time to time you may work longer than your contractual hours.
- 7** In the first instance where you need to work longer than your normal daily hours then you should let your manager know. They will support you to ensure that you are not working excessive hours and to explore whether or not the work you are undertaking needs to be completed that day.
- 8** If there is a business need for you to work additional hours and your manager agrees, these hours can be accrued to be taken at another time rather than you being paid overtime.
- 9** You can accrue up to five flexi days each year. These days can be taken in addition to your annual leave. If you work part time or compressed hours then you can accrue up to the equivalent of a week to take as flexi days.

- 10** Some teams have separate arrangements which allow them to accrue in excess of five flexi days due to the type of work they undertake. For example at MTPS where hearings may mean longer days are regularly worked.

How to book a flexi day

- 11** If you are going to take a flexi day you should ensure that this is convenient to both you and your team.
- 12** You should book any flexi days on [Agresso](#). These should be booked in whole or half days.
- 13** You will not be able to carry any accrued flexi days forward to a new calendar year and any time accrued that you do not take within the calendar year will be lost. It's therefore important that you monitor these and ensure you are able to take them.

Recording working hours and flexitime

- 14** Your team will have its own way of recording the hours you work. We have an [excel timesheet](#) you can use to keep your own record and it may be that your team uses this. Your manager may store these centrally so they are able to review these as needed.
- 15** If you have to attend a routine medical, dentist or hospital appointment, you do not need to use accrued flexitime for this. But if you can, please make the appointment at the beginning or end of the day, and let your manager know in advance that you're going to be out of the office. For more details, please see our information on [medical appointments](#).

Travel for work and flexitime

- 16** If you are required to travel to other GMC locations or to external meetings then your travel time will form part of your working day. This travel time should reflect your journey from your usual place of work i.e. Manchester city centre, London city centre, etc, to the other GMC location or location of the meeting and from that location back to the city centre.
- 17** You should speak to your manager about how this time is recorded and how you take this time back i.e. come in later or leave early the following day or accrue this time to take as a flexi day.

Last updated May 2018

5 – Annex B

Travel Disruption Policy

Why do we have a travel disruption policy?

- 1** The GMC recognises that staff members may, from time to time, have difficulties in reaching their place of work due to travel disruption. This can be caused by strike action on bus, rail or tram services, service cancellations and severe weather impacting both public transport and private car users.
- 2** Our policy on travel difficulties is based on the principle that it your responsibility to make your way to your place of work from the place where you have chosen to live.

Who is covered by this policy?

- 3** This policy applies to all permanent and fixed term staff members.

What should I do when there is travel disruption?

- 4** Where there is substantial travel disruption such as train or tube strikes or severe weather impacts your journey, you should follow the advice below:
 - a** If you are able to travel to the office as normal but you are delayed, you will not be required to make up any time.
 - b** If you are not able to travel into the office you can arrange to work from home on these days where working from home is an option. You can agree this with your manager.
 - c** If you are not able to travel into work and where homeworking is not an option, additional flexi-leave is available and you can agree with your manager when to make up the time. You can also take annual leave or unpaid leave.
 - d** If you face significant problems on your journey home and you need to leave earlier, you can agree this locally with your manager.

- e If you have caring commitments or need flexibility due to a disability and you need to leave earlier, you can agree this with your line manager.
- 5 If you are travelling to other locations on GMC business, you must check the travel and weather warnings and police advice in your area before making any journeys and you must not travel unless it is safe to do so. This is especially important if you are travelling by car.
 - 6 If you are travelling to other locations on GMC business and need emergency accommodation due to weather or travel disruption, you should contact our travel booker, Capita, on 0844 245 5815.

Further advice and information

- 7 You should always speak to your line manager, Head of Section or Assistant Director in the first instance.
- 8 HR will also be able to provide any additional advice you may require.
- 9 Emails and further guidance will only be sent out to staff in exceptional circumstances.
- 10 Occasionally, we may text you about travel disruption or incidents if you need to contact you quickly. Most colleagues receive these alerts - if you don't then please update your contact details on Agresso self-service.