

# Hull Clinical Commissioning Group

## LEARNING AND DEVELOPMENT POLICY

**April 2017**

HR Policy:	Learning and Development
Date Issued:	18 <sup>th</sup> April 2017
Date to be reviewed:	Periodically or if statutory changes are required

<b>Policy Title:</b>	<b>Learning and Development Policy</b>	
<b>Supersedes:</b>	All previous Learning and Development Policies: <ul style="list-style-type: none"> <li>Hull CCG LD Policy inc CPD</li> </ul>	
<b>Description of Amendment(s):</b>	New updated policy for CCG employees GDPR Update 10/01/2018	
<b>This policy will impact on:</b>	All staff	
<b>Financial Implications:</b>	No change	
<b>Policy Area:</b>	HR	
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<b>Issued By:</b>		
<b>Author:</b>	eMBED Learning & Development Lead- adapted for local use by eMBED Health Consortium on behalf of Hull CCG	
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<b>SLT Members</b>	Consultation:	

## Contents

1.0	INTRODUCTION	4
2.0	ENGAGEMENT	4
3.0	PRINCIPLES	5
4.0	IMPACT ANALYSES	5
	4.1 Equality	
	4.2 Bribery Act 2010	
	4.3 General Data Protection Regulations (GDPR)	
6.0	MONITORING AND REVIEW	6
6.0	POLICY PURPOSE AND AIMS	6
7.0	ROLES / RESPONSIBILITIES / DUTIES	6
8.0	STUDY LEAVE	7
9.0	FUNDING	9
10.0	DISTANCE, OPEN OR e-LEARNING	10
11.0	APPLYING FOR STUDY LEAVE	10
12.0	APPLYING FOR FUNDING	10
13.0	CONTINUING PROFESSIONAL DEVELOPMENT	11
14.0	IMPLEMENTATION	11
15.0	TRAINING AND AWARENESS	11
16.0	ASSOCIATED DOCUMENTATION	11
<b>APPENDICES</b>		
Appendix 1	APPLICATION FOR STUDY LEAVE AND FUNDING FORM	12
Appendix 2	LEARNING & DEVELOPMENT QUICK REFERENCE GUIDE	14
Appendix 3	EQUALITY IMPACT ASSESSMENT	15

## 1 INTRODUCTION

- 1.1 NHS Hull CCG aims to provide the highest possible standard of service within the resources available and recognises that the quality of the service it provides is a reflection of the quality of the knowledge, skills, attitudes, commitment, motivation and ability of the staff it employs. The CCG will, therefore, encourage all staff to develop to their full potential, enabling them to meet the organisation's objectives. The CCG will also support a wide and flexible range of qualification and continuing professional development opportunities to facilitate the recruitment, motivation, and retention of staff.
- 1.2 The term 'study leave' applies to a period of time when an employee is absent from his/her normal workplace to attend a course, conference, seminar, workshop, open learning, or any other development activity for the purpose of obtaining knowledge or skill which will help him/her at work.
- 1.3 This policy recommends the parameters and guidelines that should apply when considering applications for studying; however it cannot account for every individual situation. A checklist of questions is provided below to help the manager and employee negotiate a satisfactory result, balancing the employee's needs with that of the service.
- What are the benefits to **a]** NHS Hull CCG (e.g. service provision) and **b]** the employee (e.g. knowledge and skills) from the proposed course of study?
  - How does the course of study relate to the individual's work objectives and/or PDP?
  - What alternative learning approaches have been considered? Why are they deemed inappropriate?
  - What will be the impact on service provision whilst the employee is absent on study leave?
  - What is the total studying time per week recommended by the course provider?
  - What specific actions will the manager undertake to support the employee and facilitate transfer of learning to the workplace?
  - Are there any work-based projects to improve services that can be completed as a course assignment?
  - If the original study proposal is not possible, what alternatives do both the manager and employee have?

## 2 ENGAGEMENT

- North Yorkshire and Humber Social Partnership Forum
- Hull CCG staff via team meetings/team brief/internet
- Hull CCG Governing Body

### **3. PRINCIPLES**

- 3.1 This policy will be available for employees on the CCG website.
- 3.2 Training and support will be made available to all Line Managers if needed, in the implementation and application of this policy from the eMBED Workforce Team.

### **4. IMPACT ANALYSIS**

#### **4.1 Equality**

All policies require an assessment for their impact on people with protected characteristics. An Equality Impact Assessment has been undertaken for this policy and as a result of performing the analysis, *\*the policy does not appear to have any adverse effects on people who share protected characteristics and no further actions are required at this stage/ \*it is evident that a risk of discrimination exists and this risk may be removed or reduced by implementing the actions detailed within the Action Planning section of the document.* This screening can be found in Appendix 3.

In applying this policy, the CCG 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.

#### **4.2 Bribery Act 2010**

The relevance of the Bribery Act 2010 must be considered in respect of every policy. It is considered that it is relevant to this policy as it is possible that someone may be bribed into offering or supporting a secondment.

Under the Bribery Act it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice must refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist.

#### **4.3 General Data Protection Regulations (GDPR)**

The CCG is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information

can be found in the CCGs Data Protection and Confidentiality and related policies and procedures.

## **5. MONITORING & REVIEW**

- 5.1 The policy and procedure will be reviewed every four years by the eMBED Workforce Team for the CCG in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

## **6 POLICY PURPOSE & AIMS**

### **Scope**

- 6.1 The policy applies to all Hull CCG employees with Agenda for Change terms and conditions of employment.
- 6.2 This policy does not cover statutory and mandatory training. For details of this, see the Statutory and Mandatory Training Policy.

### **Aims**

- 6.3 The CCG is committed to the development of all employees regardless of profession, job title, band or work pattern. All employees are required to have a Personal Development Plan (PDP) agreed with their manager as part of their annual appraisal and as amended by reviews.
- 6.4 Whilst considering study leave requests on an individual basis, managers must also be aware of their responsibility to ensure a level of consistency and equity within their own team and in relation to practice elsewhere in the CCG.
- 6.5 Factors that can be used to determine study leave requests will include the previous time off and funding the individual has received to participate in other courses of study and their existing qualifications. Applicants will therefore be asked to state the learning and development they have undertaken during the previous twelve months.
- 6.6 The number of employees attending external training will necessarily be limited by available funding and time constraints. As direct support for good practice, employees undertaking external study must share key learning points from their development. As a guide, the following options are usually beneficial:
1. Brief colleagues on key learning points in team meetings
  2. Provide copies of useful material, (subject to permissions), for interested colleagues
  3. Provide feedback on the overall value of the study for the directorate unit, as this helps guide future participants towards appropriate opportunities
  4. In accepting study support, employees undertake to complete the course of study and any associated assessments in full.

## **7 ROLES / RESPONSIBILITIES / DUTIES**

### **7.1 THE EMPLOYEE**

All employees must:

- Participate in the Personal Development Review Process
- Have a copy of their Personal Development Plan
- Undertake learning and development identified as statutory, mandatory or as a corporate requirement for their area of work
- Comply with reasonable requests to update skills and knowledge
- Take active part in investigating development options and discussing, agreeing and keeping up to date their own training and development plan.

## 7.2 LINE MANAGERS

All line managers are responsible for providing the following for their staff:

- Induction
- Personal Development Review
- On-the-job training and coaching where required

## 7.3 DIRECTORS

Directors have a responsibility to share their agreements to study leave and funding with the Senior Leadership Team to ensure a consistency or approach maintains fairness and equity within the process.

## 7.4 PERSONAL DEVELOPMENT REVIEW

A Personal Development Plan is just as relevant for experienced employees who want to stay in their present role as for those who aim to further progress or change their career path. Together identify, discuss and agree areas for development which will enable the employee to:

- Deliver their job targets
- Develop their teamwork, leadership and/or managerial qualities as appropriate
- Develop their experience and skills to meet longer-term job requirements or career aspirations, where these are compatible with business goals.

These must be categorised as below:

- a. Mandatory training
- b. Minimum essential professional requirements
- c. Continuing professional development
- d. Role essential requirements to meet the CCG strategic aims and operational targets
- e. Individual and personal aspirations for development.

When completing a Study Leave request (refer to 8.0), employees and their line managers must have discussed the 'priorities' of need above and make this clear in the request form.

## 8.0 STUDY LEAVE

- 8.1 Where the study leave application is for more than 3 days away from the workplace, the application must be considered by the Line Director with a copy of the request provided to the Director of Quality & Clinical Governance/Executive Nurse for approval.

- 8.2 Time off, paid or unpaid, in respect of day release, will be the subject of discussion with the employee at the time that the request for study leave is processed.
- 8.3 Given that, in the main, attendance on a course or programme of study forms part of an employee's agreed personal development, it is not expected that there will be any adjustment to reflect differences between duration of the course, and the normal working day, e.g. where day release extends into the evening, any time outside normal working hours will not attract time off in lieu.
- 8.4 Employees who work flexi-time may only claim the standard working day as defined by the rules of the scheme.
- 8.5 Weekend attendance on approved courses of study may be compensated by time off in lieu though not incur any payment for overtime. For optional elements the degree of support will be at the employee's manager discretion.
- 8.6 Employees may wish to undertake a course of study of some relevance to their current position or profession but which is primarily for the benefit of their own personal advancement. In this instance the CCG may allow a proportion of the time required for attending the structured elements of the course as study leave. The remainder of the leave must be taken out of holiday entitlement, or unpaid leave. Managers have the discretion to increase the proportion taken as study leave e.g. if a project being done as part of the course will lead to a service improvement, however they must consider how equitable their decision will be viewed by their team and the CCG at large.
- 8.7 Where a course of study is not related to an employee's current occupation or preparation for a future role within the CCG, there is no obligation on behalf of the CCG to provide any study leave. However in deciding whether a course of study offers a valuable and relevant experience to the potential employee, managers must look at all aspects before reaching their conclusion (i.e. the method of learning, composition of other participants etc. not just the subject matter).
- 8.8 Employees are required to complete the Application for Study Leave and Funding Form – Appendix 1 for all learning. Where the time off requested is more than three working days the completed form will be considered by their Line Director for approval; where the cost is more than £10K, the completed form will be escalated for consideration to the Senior Leadership Team for a decision to ensure fairness and equity.

### **Examination Leave**

- 8.9 Paid leave will be granted to sit examinations associated with an approved course of study. The employee will be required to provide evidence of such to their line manager prior to approval of leave.
- 8.10 Leave may be granted for a first re-take of an examination failed, at the discretion of the employee's manager. This discretion also extends to whether or not the leave is paid or unpaid. Managers need to ensure that fairness has been applied to other members of the team.

### **Assignment Leave**

- 8.11 Many courses now depend on assignments rather than examinations. Where this is

the case, the employee's manager in has discretion to grant paid study leave to complete assignments, up to the level granted for examination leave.

## 9.0 FUNDING

9.1 There is a budget set aside to support CCG employees who undertake external qualification courses, external short courses and conferences. Where the course fees are in excess of £10K, approval for assistance will be required from the Senior Leadership Team (refer to 8.8). Funding decisions on courses £10K and under will be taken by the Line Director and copied to Director Quality & Clinical Governance/Executive Nurse for information.

Funding decisions on courses £500 and under will be taken by the applicant's line manager in conjunction with the applicant's PDP and managed within the line manager's available budget.

9.2 Claims may not be made against this budget for travel expenses, subsistence or accommodation, although staff may claim for these from local budgets in the usual way. Where food and refreshments are provided as part of the course (and no overnight stay is involved) then there will be no subsistence claim.

9.3 No funding assistance will be given for administration costs (e.g. photocopying), textbooks or other learning materials, though photocopying may be used within work provided it does not breach copyright licensing.

9.4 Where employees are undertaking qualifications or training that is a statutory or professional requirement if they are to carry out their current or expected duties for the CCG, they will receive 100% support for course fees.

9.5 If employees are undertaking training for their own personal benefit, the CCG has no obligation to provide any funding assistance, even if paid or unpaid leave has been granted.

However, a course of study that has been agreed within the Personal Development Review that is not directly relevant to the employee's current occupation or role (will provide a personal learning benefit for the employee) but consequentially will provide additional organisational or business benefit or value to the CCG *may* be funded up to 75% of the value of the funding (the remaining 25% funded by the employee); though this will not be guaranteed and will entail a formal discussion and agreement and approval by the Senior Leadership Team.

9.6 Professional training courses are expensive to the CCG, both financially and in respect of time commitment; when employees leave NHS employment before, or shortly after, completing a course of study, the anticipated benefits to the CCG or other NHS organisations are not realised. Therefore the CCG reserves the right to make a deduction from the remaining salaries of the individual concerned as compensation, calculated as follows:

If leaving:

Notice Given	% repayment
Within first 11 months from completing training/exam	100%
Between 12 – 17 months from completing training/exam	50%
Between 18 – 24 months from completing training/exam	25%

These deductions are not applicable in the case of individuals being made redundant or retiring, including on health grounds.

For courses £500 or less, the organisation has the discretion to waive the above repayment fees.

They will also not apply to employees on fixed term contracts, save where those contracts are subsequently made substantive. Where these circumstances arise, the time they have served on a fixed term contract since completing their studies will also be included in determining whether any deduction from salary is applicable.

- 9.7 Employees will have deemed to have completed their studies on submitting their last assignment or period of course attendance, whichever is the latter. The last attendance on a course can include a final examination or re-sit.
- 9.8 Special leave of any sort (e.g. maternity) or career breaks undertaken after completion of studies will be included in the calculations outlined in 9.6 as being continuous employment.
- 9.9 Where employees have failed to attend, or complete, a course of study/exam they will be subject to the conditions described in 9.6. However the same extenuating circumstances must apply as outlined above and includes long-term sickness.

## **10.0 DISTANCE, OPEN OR E-LEARNING**

- 10.1 Employees who are studying using these methodologies are subject to the terms and conditions already outlined in sections 6-9 of this policy and shall be neither advantaged nor disadvantaged in comparison with students following more conventional courses of study.
- 10.2 Managers may exercise some flexibility in implementing the study leave policy e.g. employees undertaking distance learning may receive more funding support if there is less need for study leave, providing the total 'package' is equitable with that of employees undertaking a conventional course of study.

## **11.0 APPLYING FOR STUDY LEAVE**

- 11.1 Study leave must be agreed between the employee and their Director. The agreed study leave must be recorded using the form in Appendix 1; the form must be kept on the employee's personal file and a copy must be sent to the Director of Quality & Clinical Governance/Executive Nurse for monitoring purposes.
- 11.2 Where the study leave application is for more than 3 days away from the workplace, the application must be considered by the employee's Director and copied to Director of Quality & Clinical Governance/Executive Nurse for monitoring purposes.

## **12.0 APPLYING FOR FUNDING**

- 12.1 All requests for funding must be made on the Application for Study Leave and Funding Form Appendix 1. This must follow agreement between the employee and their line manager on the relevance of the course (refer to 7.2) study and leave requirements.

Once a training request has been received it will be passed to the employee's Director for consideration and authorisation. Applicants will need to ensure that they leave adequate time for processing the application.

- 12.2 Any employee who feels they have been treated unfairly by refusal of study leave or funding for an external learning and development course/activity/event must refer to the CCG Grievance Policy and Procedure.

### **13 CONTINUED PROFESSIONAL DEVELOPMENT**

Where required for the role, employees are expected to maintain their continued professional development record as required by registered bodies. Employees have a responsibility to keep their skills and knowledge up to date.

### **14 IMPLEMENTATION**

- 14.1 This policy will be published on the CCG website, and all employees will be made aware of its publication through team meetings and regular information bulletins.

### **15 TRAINING & AWARENESS**

- 15.1 A copy of the policy will be available on the CCG website. Training needs will be identified via the appraisal process and training needs analysis.

### **16. ASSOCIATED DOCUMENTATION**

- 16.1 To ensure that this policy is viewed in context, it must be read in conjunction with the Statutory and Mandatory training Policy, the Appraisal Policy, and the Induction Policy and Procedures

## **APPENDICES**

- |                   |  |
|-------------------|--|
| <b>Appendix 1</b> | Application for Study Leave and Funding Form |
| <b>Appendix 2</b> | Learning & Development Quick Reference Guide |
| <b>Appendix 3</b> | Equality Impact Analysis                     |

## Application for Study Leave and Funding Form

## Applicant Details

Name	
Job Title	
Directorate	
Email address	
Phone number	
Date of request	

## About the training course/event/conference

Name of course/training/event					
Training/course reference where applicable					
Date of training/event					
Duration of training event					
Location					
Description					
Amount of study time leave requested (No of days in total)					
Training identified in PDP - Y/N <b>[delete non-applicable]</b>	[Yes]			[No]	
Prioritised Learning Need (refer to PDR and Section 7.4 L&D Policy) <b>Circle applicable</b>	A	B	C	D	E
Amount requested	£				
Total Course cost	£				
Amount agreed to self-fund (where applicable)	£				
Describe how this training or event will help you in your job and/or career development/project. Please be specific as to anticipated skills, knowledge and/or professional development. Please use a separate sheet if necessary					

Describe any learning and development undertaken in the last twelve months	
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**The following agreements apply to this application [✓]:**

- I have attached the course outline/ details of the course confirming the date and cost
- I agree to report to my manager about the value/content of this learning event and share the knowledge gained with colleagues.
- I confirm non-completion of the course, or leaving the CCG within the timescales outlined in the Study Policy, will require me to reimburse the CCG for funding unless otherwise agreed.**

Signature	
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**To be completed by line manager**

I have reviewed this request with my member of staff and approve it for [✓]:

- Study Leave
- Funding

Name	
Job Title	
Signature	

Completed forms must be emailed to the employee's Director and copied to the Director of Quality & Clinical Governance / Executive Nurse for monitoring.

To be completed on behalf of the CCG by the local/line Director

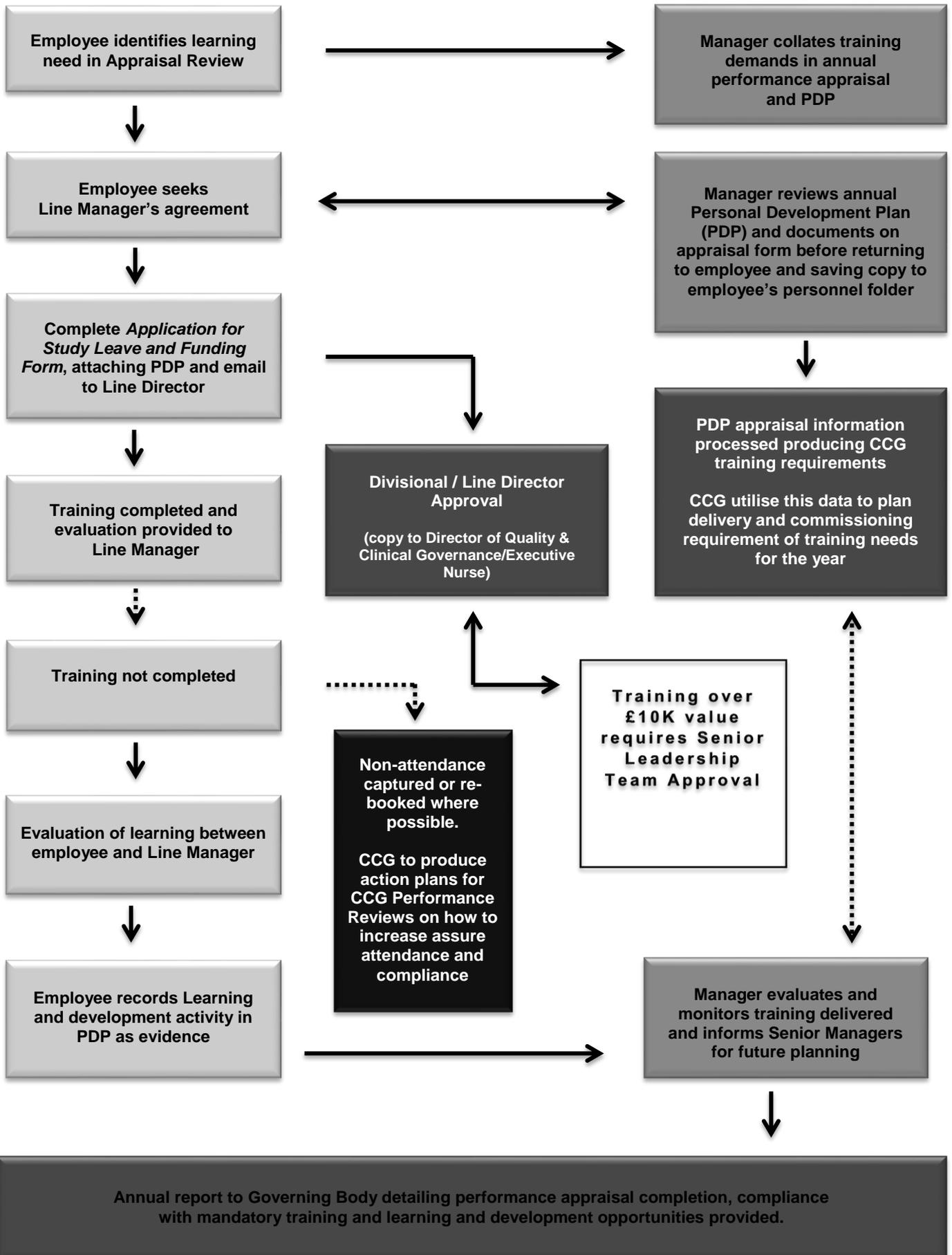
**NB:** for funds above £10,000, final approval is at the discretion of the Senior Leadership Team in consultation with the local Director.

Study Leave Approved – Y/N <b>[delete non-applicable]</b>	<b>[Yes]</b>		<b>[No]</b>	
Funding approved: Y/N % or £ <b>amount [delete non-applicable]</b>	<b>[Yes]</b>	<b>[No]</b>	£	%
If no for either, state reason (s)				
Signature				

**Signed form to be filed on individual's personal file**

## Learning & Development Quick Reference Guide

## Appendix 2



## Equality Impact Assessment:

<b>HR / Corporate Policy Equality Impact Analysis:</b>	
<b>Policy / Project / Function:</b>	Learning and Development policy
<b>Date of Analysis:</b>	04/04/2017
<b>Completed by: (Name and Department)</b>	Neil Robson – eMBED Senior Learning & Development Lead
<b>What are the aims and intended effects of this policy, project or function?</b>	The CCG is committed to the development of all employees regardless of profession, job title, band or work pattern. All employees are required to have a Personal Development Plan (PDP) agreed with their manager as part of their annual appraisal and as amended by reviews
<b>Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?</b>	No; changes are to clarify processes, link to personal development plans and development priorities more clearly.
<b>Please list any other policies that are related to or referred to as part of this analysis</b>	<ul style="list-style-type: none"> <li>• Statutory and Mandatory Training Policy</li> <li>• Appraisal Policy</li> <li>• Induction Policy and Procedures</li> </ul>
<b>Who will the policy, project or function affect?</b>	All employees of the CCG
<b>What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?</b>	Consultation has taken place both locally and nationally with Trade Unions and staff <ul style="list-style-type: none"> <li>• SLT</li> <li>• CCG Employees</li> <li>• Y&amp;H SPF</li> <li>• Governing Body (approval)</li> </ul>
<b>Promoting Inclusivity and Hull CCG's Equality Objectives.</b>  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: <ol style="list-style-type: none"> <li>1. Ensure patients and public have improved access to</li> </ol>	This Policy does not directly promote inclusivity, but sets out a process to allow all staff to access training where required. However, this might be more difficult for some groups and this must be monitored

<p>information and minimise communications barriers</p> <p>2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job</p> <p>3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve</p> <p>4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs</p>	
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## Equality Data

<p><b>Is any Equality Data available relating to the use or implementation of this policy, project or function?</b></p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Recruitment data, e.g. applications compared to the population profile, application success rates</p> <p>2: Complaints by groups who share / represent protected characteristics</p> <p>4: Grievances or decisions upheld and dismissed by protected characteristic group</p> <p>5: Insight gained through engagement</p>	<div style="text-align: right;"> <input checked="" type="checkbox"/> Yes </div> <p>Employee data has been used to support the monitoring of the impact of this policy in the future.</p> <div style="text-align: right;"> <input type="checkbox"/> No </div> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p><b>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</b></p>
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**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 <i>Genuine Determining Reason</i> <sup>1</sup> exists (see footnote below – seek further advice in this case)
Gender	✓			
Age	✓			
Race / ethnicity / nationality	✓			
Disability	✓			
Religion or Belief	✓			
Sexual Orientation	✓			
Pregnancy and Maternity	✓			
Transgender / Gender reassignment	✓			
Marriage or civil partnership	✓			

**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:
As the policy is	The CCGs internal	Sarah	18 <sup>th</sup> April	Next

1. <sup>1</sup> The action is proportionate to the legitimate aims of the organisation (please seek further advice)

written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	'portal' and external website signpost individuals to alternative formats such as large print, braille or another language.	Smythe	2018	policy review

<b>Sign-off</b>
<b>All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs</b>
<b>I agree / disagree with this assessment / action plan</b>
<b>If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:</b>

<b>Signed:</b>
<b>Date: 16 May 2017</b>