

RECOGNITION AGREEMENT

COMMUNICATION & IMPLEMENTATION PLAN

INTRODUCTION

Fundamentals:

The Recognition Agreement requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the agreement
- Dissemination of the agreement to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Monitoring mechanism to ensure compliance with Data Protection, Employment Law and appropriate standards, guidelines and performance measures
- Regular review of the agreement

Frequency of Review

The Recognition Agreement has been reviewed in line with changes and amendments to Trust Procedures and NHS national standards. The frequency of review will be a maximum of 3 year intervals.

Task	Activity	Responsible	Start	End	Status
1	Policy Comments	Negotiating Sub Committee (NSC)	5 December 2016	13 December 2016	Complete
2	Policy Comments	Operational Management Board (OMB)	5 December 2016	13 December 2016	Complete
3	Policy Approval	Negotiating Sub Committee (NSC)	26 January 2017		In Progress
4	Policy Ratification	Operational Management Board (OMB)	January 2017		In Progress
5	Uploaded to Internet	Information Governance Department			In Progress
6	Article for Cascade Brief	Human Resources Department			In Progress
7	Intranet Update	Information Governance Department			In Progress
8	Audit Compliance	Review of policy due in three years	Ongoing	Ongoing	Completed
9	Legal Compliance	Policy will be reviewed and subsequently updated in line with any Employment Law changes prior to review date of January 2020	At the time at which any law changes	Ongoing	Completed