



London Ambulance Service **NHS**
NHS Trust

Management guidelines on appointments/placements/transfers etc. in circumstances of close personal relationships between employees

DOCUMENT PROFILE and CONTROL.

Purpose of the document: To provide guidance for managers when dealing with appointments etc. of individual members of staff when it is known that there are close personal relationships (past or present) between this member of staff and another in the immediate workplace.

Sponsor Department: Human Resources

Author/Reviewer: Senior HR Manager. To be reviewed by July 2013

Document Status: Final

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***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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1. Introduction

- 1.1 The following are management guidelines in regards to situations when it is identified that there are close personal relationships, either past or current, between employees of the Trust and one or other of the employees has requested to work with the other.
- 1.2 It is acknowledged that within the Trust there will be a number of relationships between employees. Some of these relationships will pre-exist employees' entry into the workplace and other relationships have been, or will be formed at work.
- 1.3 In many cases, personal relationships between employees are not an issue, as those involved may work in different parts of the Service and day-to-day contact at work is minimal or non-existent.
- 1.4 Personal relationships between employees who are working closely together, can potentially affect both the employment relationship between these persons as well as the perceptions of, and relationships with, those who work alongside them. It may also potentially affect the way individuals or the Trust is regarded by others, including the public.
- 1.5 Personal relationships cause particular issues when one of those involved is managing or supervising the other.
- 1.6 The nature of these guidelines is that they cannot cover every circumstance in detail and managers and staff are urged to work within the 'spirit' of the guidelines.

2. Scope

The guidelines cover both family (including parents/children) and other close personal relationships.

3. Objectives

1. To provide guidance to managers when deciding upon appointments, transfers, placements etc. It is also intended to inform employees, when making decisions on choice of workplace/shift etc.
2. To ensure that individuals' employment rights are protected and to respect employees' right to privacy whilst ensuring that the interaction between employees at work is conducted in both a professional and transparent manner.

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4. Responsibilities

- 4.1 Managers must consider the application of these guidelines when deciding upon the deployment of staff
- 4.2 Employees are expected to use their own judgment when they believe that any relationship with another member of staff may be an issue in terms of these guidelines. Employees are encouraged to be open about any such relationships and work with their supervisors/ managers to reach the best outcome for all concerned.

5. The Trust's position

- 5.1 Managers, when deciding upon appointments, transfers, placements etc, and they are aware of a potential situation in which one person in a close personal relationship may be managing/supervising the other, must review alternatives to prevent this happening.
- 5.2 These considerations may also be borne in mind when deciding upon the allocation of staff generally e.g. as crewmates.
- 5.3 The nature of the Trust's work is that there is the opportunity to work in an identical role at different times or locations e.g. by transferring someone to another complex. It is recognised that, in some circumstances, working closely with a person with whom an employee has a current or previous close personal relationship will be unavoidable (e.g. when the employee has applied for work that only one person or a small number of people are employed to do).
- 5.4 Under no circumstances should an employee be unfairly disadvantaged because of past or present relationships. If a particular posting is identified as being unsuitable, then an alternative posting must be identified for that member of staff with equal status/salary etc. If such a post is not available then they should be offered the original posting with the understanding that they be moved as an alternative vacancy arises.
- 5.5 Example
 - 5.5.1 If someone applies and succeeds in attaining a position of Team Leader and, for reasons outlined in these guidelines, they are not allowed their first choice appointment, they should be offered another Team Leader post at a location and shift as close as possible to their first choice.
 - 5.5.2 If there is no alternative, then the person should be given their first choice position, with the understanding that they be moved to another Team Leader position as a vacancy arises.

6. Questions on the guidelines

- 6.1 Any questions in relation to these guidelines should be raised with an HR Manager in the first instance.

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IMPLEMENTATION PLAN	
Intended Audience	For all LAS operational staff
Dissemination	Available to all staff on the PULSE
Communications	Revised policy/procedure to be announced in the RIB and link provided to the document
Training	
Monitoring	By individual line managers