



London Ambulance Service **NHS**
NHS Trust

Policy 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, training etc. of individual employees when it is known that there are close personal relationships (past or present) between those involved.

Sponsor Department: HR

Author/Reviewer: Senior HR Manager. To be reviewed by July 2018

Document Status: Final

Amendment History			
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31/7/15	2.1	Senior HR Manager	Post-SMT version and Equality Analysis
22/7/15	1.5	Senior HR Manager	Amendments following initial SMT comments
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01/07	1.0	Senior HR Manager (South)	First version published

***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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Equality Analysis completed on	By
31/07/15	HR team
Staffside reviewed on	By
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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	HPCPC Standards of education and training	
	HPCPC Standards of education and training guidance	
HR021	Disciplinary Policy	
HR026	Policy on Bullying and Harassment	

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1. Introduction

- 1.1 This Policy addresses situations when it is identified that there are close personal relationships, (either in the past or currently) between employees of the Trust and sets out expectations in regards to working arrangements concerning these individuals.
- 1.2 It is acknowledged that within the Trust, as with other workplaces, there will be a number of relationships of differing kinds between employees. Some of these relationships will pre-exist employees' entry into the workplace whilst others may have developed at work.
- 1.3 In general, personal relationships between employees are not an issue, as those involved may work in different parts of the Service or are based at different workplaces and day-to-day contact at work is minimal or non-existent.
- 1.4 Personal relationships between employees who are working in close proximity to one another 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. The Policy also addresses potential issues affecting those responsible for the supervision and/or evaluation of staff in training and development situations, either in a formal classroom type setting or work-based e.g. as a practice educator.
- 1.6 The nature of this Policy is that it cannot cover every circumstance and both managers and staff are expected to work within the spirit of the Policy.

2. Scope

- 2.1 The guidelines are applicable to all Trust employees and cover family (including parents/children) and other close personal relationships.

3. Objectives

- 3.1 To provide guidance to managers when deciding upon appointments, transfers, placements etc as well as those involved in the training and assessment of staff. It is also intended to inform employees, when making decisions on choice of workplace/shift etc.

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4. Responsibilities

- 4.1 Managers, must consider the application of this Policy when deciding upon the deployment of staff. Those responsible for the training and/or assessment of staff must also consider the application of this Policy.
- 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.
- 4.3 HR managers will provide advice regarding the application of the Policy.

5. Application of the Policy

- 5.1 Managers, in deciding upon appointments, transfers, placements etc. (including within change management situations) and are aware of a situation in which one person is in (or has been in) a close personal relationship with another employee and may potentially be going to manage/supervise this person must consider alternatives to prevent this happening.
- 5.2 These considerations should also be borne in mind when deciding upon the allocation of staff generally - for example, in making decisions regarding future working arrangements consideration must be given to those who have been or are currently in a relationship not being crewed together.
- 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 recognized 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 proviso that they be moved as an alternative vacancy arises; for example:
 - 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.

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- If there is no alternative, then the person should be given their first choice position, with the proviso that they be moved to another Team Leader position as a vacancy arises.
- 5.5 In circumstances where moves to an alternative work area are not practical (for example in some areas of support services) then alternative work arrangements may be put in place which may help manage the situation e.g. by changing reporting lines, amended supervision and/or appraisal arrangements.
- 5.6 The provisions set out for managers equally apply to trainers and others (e.g. Practice Educators) responsible for the mentoring, supervision and/or assessment of students. They, in line with their professional responsibilities, are expected to maintain high standards of personal conduct and to ensure that they do not put themselves into a position where their professionalism or integrity could be called into question. If a close personal relationship exists or has existed between a manager and member of staff then the manager should, if possible, no longer manage that member of staff. These same principles will apply to those who are in a position in which they train, mentor, supervise or otherwise assess students.
- 5.7 Whilst close personal relationships between trainers/supervisors and students are strongly discouraged, in the event that a close personal relationship does develop then the senior line manager or Clinical Education and Training Manager needs to be informed immediately by either or both individuals and changes made to the training, mentoring, supervision and assessment arrangements.

6. Advice

- 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	All employees			
Dissemination	On Pulse			
Communications	Via Rib.			
Training	Not applicable			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Not applicable	N/A	N/A	N/A	N/A