

## RESERVE FORCES TRAINING & MOBILISATION POLICY

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## **1. INTRODUCTION**

- 1.1 South Tyneside and Sunderland Healthcare Group - South Tyneside NHS Foundation Trust and City Hospitals Sunderland NHS Foundation Trust ("The Trusts") employ staff who are members of the Reserve and Cadet Forces and recognise the valuable contribution that Reservists and Cadets make to the UK Armed Forces, their communities and the Trusts.

## **2. PURPOSE AND SCOPE**

- 2.1. The Trusts have pledged their support for members of, or those wishing to join, the Reserve and Cadet Forces and acknowledges the training undertaken that enables them to develop skills and abilities that are of benefit to both the individual and the Trust. This policy intends to define our obligations towards all employees who are members of the Reserve or Cadet Forces.
- 2.2 The Trusts will not disadvantage those Reservists or Cadet Force Volunteers who notify us of their Reserve status or those Reservists who are made known to the Trust directly by the Ministry of Defence (MoD).
- 2.3 The Trusts shall, subject to the provisions set out in Section 5.2, agree to release Reservists for attendance at Reserve Forces Training events where these take place on their normal working days.
- 2.4 The Trusts shall, subject to the provisions set out in Section 5.3 agree to the release of all employees mobilised for Reservist duties.

## **3. DUTIES**

### **3.1 Board of Directors**

The respective Trust Boards of Directors are responsible for monitoring and approving a framework for Reserve Forces and Cadet Adult Instructors that is compliant with all relevant legislation, guidelines and best practice standards.

### **3.2 Chief Executive**

The Chief Executive has ultimate responsibility for ensuring that a framework is in place that is compliant with all relevant legislation, guidelines and best practice.

### **3.3. Director of Human Resources and Organisational Development**

The Director of Human Resources and Organisational Development is the Executive lead for the development, consultation, implementation and review of this policy.

### **3.4 Human Resources Team**

The Human Resources team is responsible for advising and supporting managers on the effective and appropriate use of this policy.

### 3.5 Workforce Systems Officer

The respective Trust Workforce Systems Officers are responsible for recording reserve forces and Adult Cadet Volunteer status on the Electronic Staff Record (ESR) system.

### 3.6 Line Managers

Line Managers are responsible for:

- Embracing the Trust's support for members of, or those wishing to join the Reserve or Cadet Forces and acknowledge the training undertaken that enables them to develop skills and abilities that are of benefit to both the individual and the Trust.
- Ensuring policy implementation and compliance in their area(s).
- Complying with policy in relation to notification of employees reserve status.
- Liaising with relevant HR representatives in relation to mobilisation of employee reservists.

### 3.7 Employee Reservists/Cadet Force Officers and Adult Volunteers

Employees are responsible for:

- Complying with policy in relation to notification of status.
- Fulfilling their obligations in relation to the correct notification procedure for mobilisation and return to work.

## 4. DEFINITIONS

There are two main types of Reservist and two categories of Cadet Force adult volunteers:

### 4.1. Volunteer Reservists

Civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Army Reserve and Royal Auxiliary Air Force.

### 4.2. Regular Reservists

Ex-regular servicemen, who, depending on how long they have served in the Armed Forces, may have a liability to be recalled for mobilisation.

### 4.3 The Reserve Forces Act 1996 also provides for other categories, such as:

- **Full Time Reserve Service** - Reservists who wish to serve full time with regulars for a predetermined period in a specific posting
- **Additional Duties Commitment** - part-time service for a specified period in a particular post
- **Sponsored Reserves** - These are personnel employed by a contractor to provide a service to the Ministry of Defence (MoD).

- **High Readiness Reserves** – These are Reserves, usually with a particular skill set, that are available at short notice (with written agreement from their employer).

#### 4.4 **Cadet Force**

Adult Volunteers fall into two categories: Officers, who focus more on supervision and leadership in their role but also deliver training; Adult Instructors (AIs), who directly train the Cadets.

### 5.1 **STATUS NOTIFICATION**

- 5.1.1 Existing employees who are interested in joining the reserve or cadet forces or those who are already a reservist or cadet force volunteer and are considering renewing their commitment are required to discuss this with their line manager prior to any action being taken. Awareness of their membership and the specific role they undertake in the reserves is necessary so we can provide the appropriate level of support to the reservist. Using the proforma at **Appendix 1**, individual employee reservists or cadet volunteers are required to declare their status to the Director of HR & OD who in turn will arrange for ESR to be updated.

This also assists with resource planning during periods of leave e.g. training and/or mobilisation. The Trust also recognises the additional skills and experiences that being a Reservist can bring to the Trust and therefore it is useful for the Trust to have an understanding of where these particular skills and experiences exist.

- 5.1.2 Reservist employees are also required to grant permission for the Ministry of Defence (MoD) to write directly to the Trust. This is known as 'Employer Notification' and ensures the Trust is made aware that the employee is a Reservist and the benefits, rights and obligations that apply.

The MoD will issue written confirmation to the Trust to state that the employee is a Member of the Reserve Forces. The letter will provide detail of mobilisation obligations and rights as an employee; rights as an employer; and details of the financial assistance available if an employee is mobilised. Where possible, it will also provide details of any annual training commitments. The MoD will also send a follow-up letter each year to confirm that the information held is still accurate.

- 5.1.3 It is the responsibility of the reservist/cadet force volunteer to ensure their personal details held by the Trust are maintained and up to date; this includes providing written notification to their line manager and the Director of HR & OD if they leave the reserves. In such circumstances, the line manager must ensure Workforce Information Officers are informed.

In any circumstance, the Reservist or Cadet Force volunteer will not be disadvantaged as a result of notifying the Trust of their Reserve status.

### 5.2 **TRAINING COMMITMENTS AND TIME OFF**

- 5.2.1 The Trusts recognise the importance of the training undertaken by Reservists and Cadet Force Volunteers which enables them to develop skills and abilities that are of benefit to their respective Force, the individual and the Trust.

Reservists and Cadet Force Volunteers are typically committed to 24-40 days training per year. Training commitments vary but in most cases include:

- **Weekly training** - most train at their local centre for around two-and-a-half hours, one evening a week.
- **Weekend training** - all Reservists and Cadet Instructors attend a number of training weekends which take place throughout the year.
- **Annual training** - a 2 week annual training course sometimes referred to as 'annual camp'. This may take place at a training establishment, as an attachment to a Regular Unit, a training exercise or a combination of any of these. Training normally takes place within the UK, although each year some Reservists and Cadets train overseas.

5.2.2 Any employee reservist or cadet force officer or Adult Instructor is entitled to 10 days' special paid leave during each leave year (pro rata for part time employees) to attend annual training camps. If additional time is required, this should be discussed with the line manager; if approved, it would be taken as either annual leave or unpaid leave. To ensure accurate recording of special leave (paid or unpaid) an application should be submitted and details input into ESR.

Additional unpaid leave or annual leave from the employee's normal annual entitlement may be granted for short periods of training provided adequate notice is given and where such training cannot be undertaken in off-duty time. Attendance at weekend training which cannot be undertaken during off-duty time will be subject to the same arrangements.

Reservist and Cadet Force employees should give as much notice as possible of training commitments to allow appropriate planning for absences. Permission once given will not be rescinded unless there are exceptional circumstances.

5.2.3 Wherever possible, Line Managers should facilitate work rosters to allow attendance at annual camp and other training commitments (e.g. weekly or weekend training sessions). They should also allow employee reservists to have additional requests in order to attend training.

### **5.3. MOBILISATION**

5.3.1 Mobilisation is the process of calling Reservists into full time service with the Regular Forces, in order to make them available for military operations. The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically no longer than 12 months. Cadet Force Adult Volunteers cannot be called up for military service.

5.3.2 The Call-out papers for mobilisation are sent by post to the Trust or sometimes delivered in person by the Reservist to their line manager. The documentation will include the call-out date and the anticipated timeline. Although there is no statutory requirement for a warning period prior to mobilisation, whenever possible, the MoD aims to give at least 28 days' notice of the date that a Reservist will be required to report for mobilization.

A period of mobilisation comprises three distinct phases:

- Medical and pre-deployment training;

- Operational tour;
- Post-operational tour leave.

### 5.3.3 Pre-Mobilisation

Line managers should liaise with Human Resources as soon as notification is received to ensure they:

- Have a copy of all documentation
- Are aware of the date of mobilisation and the anticipated return date
- Suspend the employee's salary during the period of mobilisation and
- Amend the employee's status on ESR

5.3.4 Line managers should meet with the reservist to ensure all appropriate mobilisation paperwork has been completed (including the pension scheme choice declaration as contained in the call out papers) and to:

- Arrange for the employee to receive the mobilisation letter (**Appendix 2**).
- Calculate the employee's annual leave entitlement prior to mobilisation and agree the arrangement of leave as per the Trust's Annual Leave Policy
- Discuss any handover of work and return of equipment
- Discuss arrangements for keeping in touch including revised contact details during the mobilisation period
- Ensure the employees next of kin details are recorded and up to date
- Consider requirements for cover during the period and the potential to claim for financial assistance to cover any additional employer costs associated with mobilisation (Section 5.11 - Financial Assistance)
- Consider appropriate arrangements have been made in respect of salary sacrifice arrangements , return (or otherwise) of a lease car (refer to section 5.5.3), car parking pass, Trust property, such as ID Badge, mobile communication, keys, uniform.
- Note: The employee is personally responsible for meeting any costs arising from the above e.g. early termination of a lease car agreement and/or salary sacrifice arrangement.

### 5.3.5 Post Mobilisation

Line Manager has the following responsibilities:

- Arrange for a return to work letter (**Appendix 3**) to be sent following receipt of the formal written notification of a return to work date.
- Liaising with Human Resources to ensure the employee's ESR status is updated.
- Ensuring that salary is reinstated as appropriate and in accordance with their agreed return to work date.
- Arranging a meeting prior to the employee returning to work to ensure the Trust and reservist fulfil their return to work obligations.
- Discussing after care and any support requirements including any reasonable adjustments.

- Consider the potential to claim for financial assistance to cover additional employer costs associated with mobilisation (Section 5.11 of this Policy – Financial Assistance)

## **5.4 APPLYING FOR EXEMPTION, DEFERRAL OR REVOCATION**

- 5.4.1 In all cases of mobilisation, the Trusts will release the Reservist to report for duty unless there are exceptional circumstances, whereby the decision and reasoning will be explained to the Reservist.

In such circumstances line managers have the right to seek exemption, deferral or revocation if the Reservist's absence is considered to cause serious harm to service delivery. Details of how to apply for exemption are included in the call-out pack. The application must reach the Adjudication Officer within 7 days of the Trust receiving a call-out notice. If this timescale is not met, permission to make a late application will need to be obtained from the Adjudication Officer. The Reservist also has the right to apply for exemption or deferral if the call-out papers arrive at a difficult time. Advice should be sought from the head of Employee Relations at an early opportunity.

- 5.4.2 If an unsatisfactory decision is received following the application for a deferral, the Trusts can appeal for it to be heard by the Reserve Forces Appeals Tribunal. Appeals must reach the Tribunal's Secretary within 5 days of receipt of written notice of the decision. If the tribunal rejects the application for exemption or deferral, the Trust will be required to release the Reservist for mobilisation.

## **5.5 TERMS AND CONDITIONS OF EMPLOYMENT DURING MOBILISATION**

The Trusts will continue to treat the contracts of employment of employees mobilised for Reserve Service as operable throughout the period of such service and there will be no loss of continuous service or service related benefits. Under the Reserve Forces Act (Safeguarding of Employment) Act 1985, an employee's service is terminated on mobilisation, but providing the employee follows the correct notification procedure under the Act, he or she can return to employment upon which their continuity of service will be restored.

### **5.5.1 Pay**

The MoD will assume responsibility for the Reservist's salary for the duration of their mobilisation. They will pay a basic salary according to the Reservist's military rank. If this basic element is less than the Reservist receives from their employing Trust, it is the Reservist's responsibility to apply to the MoD for the difference to ensure that they suffer no loss of earnings. This is known as a Reservist Award.

The Trusts are not required to pay the Reservist's salary during the period of mobilisation. Where mobilisation occurs the employee will be given special unpaid leave of absence.

### **5.5.2 Increments and Appraisals**

The line manager and employee reservist should carry out an appraisal before mobilisation and if possible, take any necessary action so that the employee can



achieve the required outcomes prior to the start of their tour of duty and receive their pay increment on the due date.

Where it is not possible to appraise the employee prior to their mobilisation, they should be allowed to progress to the next incremental pay point at the due date, unless there is already evidence that the employee had been informed that their performance was below the level required and action had been agreed to bring it to the level required.

Where individuals do not meet the full outline for their role, a formal discussion should take place between the employee (and a staff side or other representative if the employee wishes), his/her line manager and the relevant HR Manager to establish whether or not the employee is capable of achieving the development requirements by an agreed date and if necessary they will be dealt with under the relevant HR policy.

Where the manager responsible for appraising an individual is absent a substitute should be identified.

Line managers who carry out appraisals and performance review meetings with a Reservist should be aware that activities undertaken by an individual (either through training or mobilisation) bring essential skills into the workplace such as leadership, communication, team working and organisational ability, which ultimately lead to improved performance in the workplace.

### **5.5.3 Benefits**

Contractual benefits that are suspended by the Trust during mobilisation can be claimed by the reservist as part of their Reservist Award.

The line manager and reservist should discuss benefit arrangements during the pre-mobilisation meeting. This should cover those benefits which will be suspended and for any continuing benefits, arrangements should be made as to how these are paid. Where the reservist has a contract lease car or a salary sacrifice lease car advice should be sought from the Debtors and Contract Car Finance Manager regarding the available options during a period of mobilisation.

If the Reservist is participating in a salary sacrifice scheme then advice should be sought from the Trust's Rewards and Benefits Manager and the MoD as it may be possible to transfer the schemes during the period of mobilisation.

### **5.5.4 Pension**

If the reservist is a member of the NHS Pension Scheme and the employer suspends the employer contribution, and the reservist chooses to remain within it, then the MoD will make the employer contributions for the period of mobilisation, as long as the reservist continues to make their personal contributions. The individual reservist is responsible for liaising with the Rewards & Benefits Manager to ensure financial arrangements are in place.

### **5.5.5 Annual Leave**

Reservists are required to take any accrued annual leave before mobilisation.

Annual leave will not accrue during the period of mobilisation. Reservists accrue annual leave with the MoD whilst they are in full time service. When a reservist demobilises, reservists are entitled to a period of post-operational leave, known as POL. During this period they will continue to be paid by the MoD.

The amount of accrued annual leave a reservist can carry over to the next annual leave year should not exceed five days i.e. one working week (pro-rata for part-time employees and full time employees who work their shifts over less than five shifts per week) in accordance with the Annual Leave Policy. The amount of annual leave an employee wishes to carry over must be approved by the line manager before mobilisation.

## **5.6 DISMISSAL/REDUNDANCY**

A reservist's employment cannot be terminated on the grounds of their military duties or their liability to be mobilised. To do so would be a criminal offence under s.17 of The Reserve Forces (Safeguarding of Employment) Act 1985.

If it is necessary as part of organisational change, reservists can be liable for redundancy. However, all employees should be treated consistently and redundancy criteria should not discriminate against reservists on the grounds of their reserve service or call-up liability.

## **5.7 SICK PAY**

During the period of mobilisation the reservist will continue to accrue any rights to Occupational Sick Pay. Should a reservist become sick or injured during mobilisation they will be covered by Defence Medical Services and any financial assistance will continue to be received (including pay) until demobilised. If the sickness or injury continues and this results in early demobilisation, the reservist will remain covered by the MoD, until the last day of paid military leave.

If, as a result of their reservist activity, a NHS Pensions Scheme member is permanently incapable of performing their NHS duties they have the same rights as other 'in service' Scheme members. Death benefits would be based on twice the actual pay or twice the average for practitioners.

After this time the reservist will be covered by their Trust's sickness arrangements. If the reservist becomes ill post mobilisation, and a notional return to work date has been agreed, they will be covered by the Attendance Management Policy. The NHS Injury Benefits Scheme does not apply to injuries sustained whilst on reservist duty.

## **5.8 PROFESSIONAL REGISTRATION**

An employee is responsible for ensuring that they maintain their competence and professional registration (where applicable) at all times during a period of mobilization.

## **5.9 RETURN TO WORK**

Both the Reservist and the Trusts have obligations under The Reserve Forces (Safeguarding of Employment Act) 1985 regarding the return to work process.

- The reservist must write to their line manager by the third Monday after their last day of military service making their request to return to work and suggesting a date which should fall within 6 weeks of their last day of full-time service. This letter formally starts the return to work process.
- The reservist is encouraged to informally contact their employer line manager to discuss their return to work at the earliest opportunity, whether via a letter, a meeting or a telephone call. The formal application must be made in writing for it to be valid under the Act.
- The Trusts have an obligation under Reserve Forces (Safeguarding of Employment) Act 1985 to reinstate the Reservist, where possible to their former role, and if not, to a mutually acceptable role on the same terms and conditions prior to mobilisation.
- If the reservist is not happy with the offer of alternative employment they must write to their Trust stating why there is reasonable cause for them not to accept it. If a reservist believes that the Trust's response to their application denies their rights under the Safeguard of Employment Act 1985, an application can be made under the act to a Reinstatement Committee for assessment. This committee will consider the reservist's application and can make an order for reinstatement and/or compensation.
- The Reservist should be reinstated within 6 weeks of the last day of their full-time service. They must be reinstated for a minimum period of 13, 26 or 52 weeks, depending on their length of service prior to mobilisation.
- Sometimes reservists may need refresher training when they return to work, or be given time to familiarise themselves with processes and procedures in the workplace. Although applications cannot be made for training courses that would have taken place anyway, financial assistance may be available for retraining if it is required as a direct result of their mobilisation; evidence of costs will be required in addition to evidence that the reservist could not reach the required standard by any other means, such as workplace experience.

## **5.10 AFTERCARE**

A Reservist returning to work should have a will benefit from a smooth re-integration into the workplace/team wherever possible. The following should be considered as part of this process:

- The need to update on changes and developments in the organization and workplace.
- The need to offer specific refresher training where it is sought/considered necessary.
- Where the job duties have changed since mobilisation a period of skills training may be required to assist with new aspects of the job.
- Whether the reservist can meet up with colleagues informally or socially before or after return to work to prevent any feeling of dislocation, if this is sought.
- Reasonable time off to seek therapeutic treatment if required.

## **5.11 FINANCIAL ASSISTANCE**

Financial assistance for employers, of an employee Reservist being mobilised, is governed by the Reserve Forces (Call out and Recall) (Financial Assistance) Regulations 2005. These cover additional costs above the normal earnings of the called-up Reservist associated with replacing that employee. There are 3 types of award available:

### 5.11.1 One-off costs

- Agency fees, if a recruitment agency or employment agency is used to find a temporary replacement; or advertising costs.
- No financial cap on claims, but any claim must be supported by relevant documentation.

### 5.11.12 Recurring costs

- Overtime costs, if other employees work overtime to cover the work of the Reservist.
- Costs of temporary replacement.

### 5.11.3 Training award

- If a returning Reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded), then the Trust can make an application for the financial assistance.

5.11.4 Line managers should liaise with the HR Manager in relation to submitting financial assistance requests.

## 6 MONITORING AND COMPLIANCE WITH THE POLICY

Area for monitoring	Method	Frequency	Responsibility	Monitoring Assurance Group	Lead for developing action plan	Group responsible for monitoring action plan
Number of reservists employed by the Trust	Workforce Report	Quarterly	Workforce Analyst	Execs	Director of HR & OD	Workforce Committee
Number mobilised	Workforce Report	Quarterly	Workforce Analyst	Execs	Director of HR & OD	Workforce Committee
Grievances raised by reservists in relation to this policy	Workforce Report	Quarterly	Deputy Director of HR	Execs	Director of HR & OD	Workforce Committee

## 7 DISSEMINATION, IMPLEMENTATION & TRAINING

7.1 The Trusts will provide information via Corporate Induction to all new employees and others engaged to work at South Tyneside and Sunderland Healthcare Group to help them understand their duties under this policy.

7.2 The Trusts will provide bespoke support to managers if required to enable them to deal with employee reservists. Additional information will be disseminated via:

- Emails to Senior Manager Forum
- The Intranet

- HR briefings at Directorate meetings
- HR Workshops/Roadshows

## **8 CONSULTATION, REVIEW AND APPROVAL/RATIFICATION**

### **Consultation/Review**

- Workforce Committee
- Joint Consultative Group
- Senior Managers
- HR Operational Team

### **Approval**

- Executive Committee

### **Ratification**

- Policy Committee

### **Review**

- Every 3 years

## **9. EXTERNAL REFERENCES**

- Employment Rights Act 1996
- The Reserve Forces Act (Safeguarding of Employment) Act 1985
- The Reserve Forces (Call out and Recall) Financial Assistance Regulations 2005
- Defence Relationship Management-  
<https://www.gov.uk/government/groups/defence-relationship-management>

## **10. ASSOCIATED TRUST DOCUMENTS**

- Special Leave Policy
- Annual Leave Policy
- Working Time Policy
- Professional Registration Policy
- KSF Appraisal Review Policy
- Management of Change Policy
- Managing work Performance Policy

### Appendices

1. Declaration of Reserve cadet Force Status
2. Acceptance to Variation of contract during Mobilisation
3. Return to Work
4. Equality Impact Assessment Screening Form (Complete)

**Appendix 1**

From	
Name	
Employee No or (if not yet commenced employment) NI No	
Home Address	
Tel No	

To: Director of HR & OD

**DECLARATION OF RESERVE/CADET FORCE STATUS**

I, ..... (*full name*) hereby declare that I am an existing member of the Reserve or Cadet Forces/Propose to join the Reserve or Cadet Forces\*

- My Reserve or Cadet Forces Unit is/will be.....(*unit title*).
- My role in the unit is/will be .....  
.....(*describe role/appointment*).
- Date of Enlistment into the Reserve/Cadet Forces.....

As part of the Employer Notification Scheme, I understand that the Ministry of Defence (MoD) will write directly to the Trust in relation to my reserve forces commitments.

Other Information:

.....  
.....

Signed..... Date .....

Name..... Department/Trust Role .....

***\*delete as applicable.***

From	
Name	
Employee Number	
Home Address	
Tel No	

**ACCEPTANCE TO VARIATION OF CONTRACT DURING MOBILISATION**

I understand and accept the arrangements set out in South Tyneside and Sunderland Healthcare Group Reserve and Cadet Forces Mobilisation Policy including those variations to my terms and conditions of employment during my period of Reservist Mobilisation.

Signed.....Date.....

Name.....

Signed on behalf of the Trust:.....

Name:..... Date.....

Copies to:

- Line Manager
- HR
- Reservist

South Tyneside and Sunderland Healthcare Group

Date: .....

Name and Address of Reservist

-----

Dear .....[Insert Name of Reservist],

**Re: RETURN TO WORK**

I am writing to acknowledge your formal notification of intention to return to work following your Reservist Mobilisation.

It has been agreed that you will return to work on .....[insert date]. In support of this, a return to work meeting has been scheduled for .....[Time] on ..... [Date] and will be held .....[Location]. The meeting will be attended by [Line manager] .....and .....[HR Representative]. The purpose of this meeting is to welcome you back to work and to discuss a number of practical matters to support a smooth reintegration back into the workplace.

In the meantime if you have any queries, please do not hesitate to contact either .....[line manager] or..... [HR].

Yours sincerely

[Insert name and appointment]

Copy to:

Director of HR & OD



## Equality Impact Assessment Screening Form (Complete)

The following screening document will ask you to identify any potential risks or negative impacts to each of the equality strands. Background data will help to identify these potential risks. If there is no data available then you cannot assume that there is no risk. In these circumstances you may need to carry out some further investigations before you can carry out the Equality Impact Assessment.

New	X	Proposed	Existing	Date of implementation	Date of Review
<b>Name of policy:</b>				Reserve and Cadet Forces Training and Mobilisation Policy	
<b>Aim of policy:</b>				In order to support our reservist and adult cadet instructors employees we need to define our obligations towards them and develop a harmonised Reserve and Cadet Forces Training and Mobilisation Policy for CHS and STFT which will encompass employee reservist and cadet force information that is contained in other policies.	
<b>Directorate:</b>				Human Resources	
<b>Manager(s) completing assessment:</b>				Brian Hughes-Mundy	
<b>Date:</b>				8 <sup>th</sup> July 2018	
<b>Does this policy have a direct impact on service users/public or staff? Yes or No</b>				Yes	
Patients, Community or staff groups by equality strands				High or Low Risk	Comments
<b>Race</b> What is the risk that Black, Asian or Minority Ethnic service users/staff would have problems adhering to this policy?					No risk
<b>Religion and belief</b> What is the risk that people practicing different religions or beliefs would have problems adhering to this policy?					No risk
<b>Disability</b> What is the risk that patients/public/staff with a disability would have problems adhering to this policy?					No risk
<b>Gender</b> What is the risk that people of different genders would have problems adhering to this policy? ( <i>this will also include transgender</i> )					No risk
<b>Age</b> What is the risk that older people or younger people would have problems adhering to this policy?					No risk
<b>Sexual orientation</b> What is the risk that people who are lesbian, gay or bisexual would have problems adhering to this policy?					No risk
<b>(Please tick as appropriate):</b>					
[ <input checked="" type="checkbox"/> ] Full EIA is not required to be carried out on this policy as it is not relevant to any of the equality duties					
[ <input type="checkbox"/> ] Full EIA is required to be carried out on this policy as it is relevant to some/all of the equality duties					