

# FUNDING & STUDY LEAVE SUPPORT FOR CCAB PROFESSIONAL ACCOUNTANCY EXAMINATIONS

## 2016

**Important:** This document can only be considered valid when viewed on the CCG's website.

If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Name of Policy:	Funding & study leave support for CCAB professional accountancy examinations
Date Issued:	16 <sup>th</sup> November 2016
Date to be reviewed:	16 <sup>th</sup> November 2017

<b>Policy Title:</b>	Funding & study leave support for CCAB professional accountancy examinations	
<b>Supersedes: (Please List)</b>	All previous versions of Funding and study leave support for CCAB accounting examination policies	
<b>Description of Amendment(s):</b>	Reformatting to new policy template/ rewording as necessary / review of impact analysis	
<b>This policy will impact on:</b>	Finance Team only	
<b>Financial Implications:</b>	No Change	
<b>Policy Area:</b>	Finance	
<b>Version No:</b>	2.0	
<b>Issued By:</b>	Danny Storr, Deputy CFO	
<b>Author:</b>	Victoria Rimmington, Finance Manager	
<b>Document Reference:</b>	FIN002	
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<b>Review Date:</b>	16 <sup>th</sup> November 2017	
<b>Impact Assessment Date:</b>	3 <sup>rd</sup> November 2016	
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<b>Consultation:</b>	IAGC 15 <sup>th</sup> November 2016	

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## 1. Policy Statement

The purpose of this policy is to provide guidance to staff on funding and study leave support for CCAB examinations.

This policy applies for all employees of the CCG, any staff who are seconded to the CCG, contracted and agency staff, where there is an essential or desirable requirement for CCAB qualifications in the job description and/or specification.

It is intended to provide consistent and equitable support to those staff undertaking CCAB professional accountancy examinations regardless of the accountancy body or the method of learning.

## 2. Principles

This policy is available on the internet for all staff.

New employees with requirements for CCAB qualifications will be informed of this policy on induction.

Guidance and support will be provided as and when required by the CCG finance team.

## 3. Impact Analysis

### Equality

The CCG is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines, and
- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

To ensure the above this policy has been Equality Impact Assessed (see Appendix A)

### Bribery Act 2010

The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery.

Under the Bribery Act 2010, 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.

Due consideration has been given to the Bribery Act 2010 in the development of this policy document and consistent application of this policy will mitigate bribery in relation to this policy.

#### **4. Monitoring & Review**

This policy will be reviewed annually and more often if required.

#### **5. Responsibilities**

The Chief Finance Office / Finance Skills Development Lead / Line Manager have a responsibility to support the student to the best of their ability in relation to allowing study leave / annual leave, whilst at the same time ensuring that CCG workload is covered.

The student has a responsibility to ensure that they take their studies seriously and make every effort to complete the course of study as quickly as possible. The student also has a responsibility to ensure that their workload is managed and completed to the best of their ability.

#### **6. NHS Constitution**

The CCG is committed to:

- The achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- Ensuring they are taken account of in the production of its Policies Procedures and Guidelines.

This policy supports the NHS Constitution by committing to use NHS resources responsibly and fairly and providing best value for taxpayer's money.

#### **7. Study Support**

##### **7.1 Pre-requisites**

Any study should be part of the agreed Personal Development Plan for the relevant staff member.

All plans for study should be discussed and agreed with the Chief Finance Officer responsible for CCAB study (currently Emma Sayner) and their Line Manager (if different) before any commitment is made to embark on a particular course of study.

Each level of qualification should be completed before moving on to the next stage. If examinations are failed, they must be re-sat and passed before moving on to any new study.

Evidence of examination results (copy of notification) must be provided to the Chief Finance Officer as soon as they are available.

In the event that a staff member chooses to leave the CCG within twelve months of undertaking a course of study, any financial support provided for that course of study will be repayable to the CCG.

## **7.2 Examinations First Attempt**

### **Financial Support**

The CCG will fund 100% of the costs of either tuition fees or open learning/home study course and the examination fees. The member of staff can choose to have either main tuition or a revision course funded but not both.

This funding will be subject to agreement by the Finance Skills Development Lead and their Line Manager that the course/home study pack is offered by an appropriate provider and is judged to provide value for money.

Travel to attend any tuition, revision courses or examinations will be funded to the closest location at Public Transport Rate. Funding of travel to any other location will be at the discretion of the Finance Skills Development Lead/Line Manager, and any such request should be supported by a case of need.

### **Study Leave**

The CCG will allow a maximum of four days study leave per examination, to include:

- Attendance at formal tuition
- Open learning study (if this is the chosen method)
- Revision
- Sitting the examination itself.

The study leave allowance outlined above can be supplemented by a staff member using their annual leave, subject to agreement and approval by the Finance Skills Development Lead and the Line Manager (if different).

At the commencement of a course of study the relevant staff member should present to the Finance Skills Development Lead and their Line Manager a proposed plan of study which identifies when they are proposing to be away from the CCG (Study Leave/Annual Leave/Other Leave) up to and including the sitting of the examination. This plan should be realistic and maintain a balance of study and CCG workload.

Block periods of leave will not usually be classed as appropriate and will depend on the departmental workload and other staff studying and requesting time off for the same sitting.

### **7.3 Examinations First Re-sit**

#### **Financial Support**

Tuition fees will not normally be funded, although it may be considered if there is a fundamental restructuring of the examination syllabus that effectively means a different examination has to be taken.

Students may be entitled to free tuition and/or revision depending on the Pass Guarantee scheme of the training provider.

Examination fees will be funded at 100% for the first re-sit. Revision courses will not be funded.

Travel to attend any tuition, revision courses or examinations will not be funded.

#### **Study Leave**

The CCG will allow a maximum of one days study leave per examination, to include:

- Attendance at formal tuition
- Opening Learning study (if this is the chosen method)
- Revision
- Sitting the examination itself

The study leave allowance outlined above can be supplemented by a staff member using their annual leave, subject to agreement and approval by the Finance Skills Development Lead and the Line Manager (if different).

At the commencement of a course of study the relevant staff member should present to the Finance Skills Development Lead and their Line Manager a proposed plan of study which identifies when they are proposing to be away from the CCG (Study Leave/Annual Leave/Other Leave) up to and including the sitting of the examination. This plan should be realistic and maintain a balance of study and CCG workload.

Block periods of leave will not usually be classed as appropriate and will depend on the departmental workload and other staff studying and requesting time off for the same sitting.

### **7.4 Examinations Second and Subsequent Re-sits**

Financial support and Study Leave support will not be available.

Annual leave may be approved, subject to the agreement of the Finance Skills Development Lead and the line manager.

APPENDIX A

Equality Impact Analysis:									
<b>Policy / Project / Function:</b>	Funding & Study Leave Support for CCAB Professional Accountancy Examinations V2.0								
<b>Date of Analysis:</b>	01 November 2016								
<b>This Equality Impact Analysis was completed by: (Name and Department)</b>	Victoria Rimmington Finance Manager Resources								
<b>What are the aims and intended effects of this policy, project or function?</b>	This policy is to provide consistent and equitable support to those staff undertaking CCAB professional accountancy examinations regardless of the accountancy body or the method of learning								
<b>Please list any other policies that are related to or referred to as part of this analysis</b>	None								
<b>Who does the policy, project or function affect ?</b>  Please Tick ✓	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Employees</td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Service Users</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Members of the Public</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Other (List Below)</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								



<b>Equality Impact Analysis:</b>	
<b>Local Profile/Demography of the Groups affected</b> (population figures) Relevant data can be found in the attached Knowledge Management Toolkit (Employee data as at January 2016)	
<b>General</b>	Total number of employees in the CCG is 78
<b>Age</b>	73.07% of staff are aged 30-55 20.51% of staff are over 55 6.41% of staff employed are aged 30 or under
<b>Race</b>	94.87% of staff employed in the CCG declared themselves white 3.85% of staff are not stated/undefined 1.27% of staff declared themselves Asian
<b>Sex</b>	70.51% of staff employed are female 39.49% of staff employed are male
<b>Gender reassignment</b>	No information available
<b>Disability</b>	57.69% of staff employed declared themselves as having no disability 38.46% of staff did not declare /undefined 3.85% of staff declared a disability
<b>Sexual Orientation</b>	56.41% of staff described themselves as heterosexual 43.59% did not wish to respond /undefined No staff described themselves as gay, lesbian or bisexual
<b>Religion, faith and belief</b>	47.44% were undefined or did not wish to declare – the largest group 35.90 of staff declared themselves Christian 11.54% declared themselves Atheist 5.13% of staff declared their faith as 'other' Zero staff declared as Islam, Buddhism, Hindu, Judaism or Sikhism
<b>Marriage and civil partnership</b>	64.10% of employees are married. 25.64% are single 7.69% are divorced/legally separated 2.56% are undefined 0% of employees are in a civil partnership
<b>Pregnancy and maternity</b>	No information yet as the CCG has not been established long enough to build meaningful data

Equality Impact Analysis:	
<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>’. Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Application success rates <i>Equality Groups</i></p> <p>2: Complaints by <i>Equality Groups</i></p> <p>3: Service usage and withdrawal of services by <i>Equality Groups</i></p> <p>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <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).</p>
<p><b>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</b></p>	
<p><b>Promoting Inclusivity</b> How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This policy applies to all employees of the CCG, any staff who are seconded to the CCG, contracted and agency staff and any other individual working on CCG premises.</p>

**Equality Impact Assessment Test:**

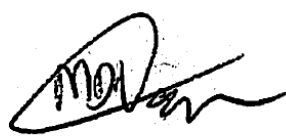
**What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

<b>Protected Characteristic:</b>	<b>No Impact:</b>	<b>Positive Impact:</b>	<b>Negative Impact:</b>	<b>Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists</b>
<b>Gender</b> (Men and Women)	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of gender.
<b>Race</b> (All Racial Groups)			✓	Potential Language barrier. Policies can be translated as necessary by using the “policies in different format” form available on the intranet
<b>Disability</b> (Mental and Physical)			✓	Potential Visual Impairment barrier. Policy and forms can be changed into suitable format using “policies in different format” form available on the intranet.
<b>Religion or Belief</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of religion or belief.
<b>Sexual Orientation</b> (Heterosexual, Homosexual and Bisexual)	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of sexual orientation.
<b>Pregnancy and Maternity</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff.
<b>Transgender</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff.
<b>Marital Status</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of marital status.
<b>Age</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff.

**Action Planning:**

**As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

<b>Identified Risk:</b>	<b>Recommended Actions:</b>	<b>Responsible Lead:</b>	<b>Completion Date:</b>	<b>Review Date:</b>
Potential language barrier where employees first language is not English.	The CCG's Communication Team has developed the 'portal' to signpost individuals to alternative formats	CCG Communications Team	End 2014	End 2016
Potential disability barrier where employee has visual impairment	The CCG's Communication Team has developed the 'portal' to signpost individuals to alternative formats	CCG Communications Team	End 2014	End 2016

Equality Impact Findings:	
<b>Analysis Rating:</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">✓</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Red</span> <span>Red Amber</span> <span>Amber</span> <span>Green</span> </div>
<b>Red – Stop and remove the policy</b>	<b>Red:</b> As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.
<b>Red Amber – Continue the policy</b>	<b>Red Amber:</b> As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.
<b>Amber – Adjust the Policy</b>	<b>Amber:</b> As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
<b>Green – No major change</b>	<b>Green:</b> As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.
<b>Other Comments:</b>	
<b>Confirmed by (Manager): (Name and Title)</b>	
<b>Date:</b>	03.11.16