

# **Vaccination policy**

## **Policy Purpose**

The purpose of this policy is to set out Derby City Council's stance on the Coronavirus vaccine as it affects our workforce and the related rights of our colleagues. It is recognised that the national and global position with regard to vaccination has the potential to change. Therefore, whilst this policy provides guidance and instruction relating to the vaccination for Coronavirus, the policy may also be seen to apply to any further legislation relating to requirements for vaccinations against other virus or disease, for example, Influenza.

## **Vaccine status**

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion.

However, the UK Government has made regulations (The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021) that require registered persons of all CQC registered care homes (which provide accommodation together with nursing or personal care) to ensure that a person does not enter the indoor premises unless they have been vaccinated. This is subject to certain exemptions. These regulations come into force on 11 November 2021.

Therefore, colleagues working in or visiting/entering Care Homes in a work capacity that are managed by Derby City Council must now be fully vaccinated with a completed course of an authorised Coronavirus vaccine. The only exceptions to this are those under 18, or those who may be medically exempt. Vaccination for certain roles is now an essential requirement of employment with Derby City Council.

Not only is a full vaccination status a mandatory requirement for specific roles, any further vaccination, for example a "booster" jab will also be considered as a mandatory requirement for colleagues working in these roles by Derby City Council.

For colleagues not employed in these identified sectors a Coronavirus vaccine is not a requirement of their employment. It must, however, be recognised that the national and legal stance on mandatory vaccination may evolve and change and Derby City Council reserve the right to review this position in the light of any new instruction or information in this regard.

## **Making an informed decision**

It is expected that some of our colleagues may have concerns about having the vaccine. We encourage all of our workforce to make an informed decision by paying attention to official information sources such as the NHS and relevant Government websites. Derby City Council has and will continue to provide relevant communication to all colleagues with regard to Coronavirus and vaccination. We would ask our colleagues to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available.

## **Having the vaccine**

Current Government strategy in 2020/21 for vaccinating the UK population is formulated on a priority basis according to age, industry sector and vulnerable status. Colleagues receive notification of their vaccine appointment which may be at their normal GP surgery or at one of the vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments.

It is noted that, at the time of writing this policy, the instructions on whether further “booster” jabs will be required and for whom this may apply is not available. In the event that a “booster” jab is made available, Derby City Council also recommends that colleagues take advantage of this.

Colleagues in job roles identified as requiring mandatory vaccination will also be required to have any “booster” or further vaccination as a condition of their continued employment in the role identified.

Derby City Council is committed to providing colleagues with the opportunity to take advantage of having the Coronavirus vaccine. Vaccine appointments are to be treated in the same way as other medical appointments. Where possible, colleagues should attempt to secure an appointment outside of their normal working hours, or as close to the start or the end of the working day as possible. Reasonable time off with pay will be provided where a colleague is unable to attend a vaccination appointment outside of working hours. Colleagues should notify their line manager of their appointment time on each occasion, giving as much notice as possible if time off work is needed to ensure business continuity.

Colleagues may be asked to provide written evidence of the appointment date and time to their manager.

## **Recording vaccination data**

Vaccination status is personal data and therefore Derby City Council will collate vaccination data in accordance with GDPR and Data Protection guidelines. The information will be processed in line with our HR and OD Privacy Notice which can be accessed at <https://www.derby.gov.uk/site-info/privacy-notices/a-z/human-resources-organisational-development/>.

## **Recruitment to roles where vaccination is mandatory**

Derby City Council will request and record the vaccination status of any candidates for roles where vaccination is a mandatory requirement. Proof of full vaccination will be a requirement of the role and offers of employment may be withdrawn in the event that a candidate is unable to provide satisfactory proof of vaccination.

### **Colleagues in mandatory vaccination roles who refuse the vaccine**

Derby City Council encourages all colleagues to be vaccinated. In the event that colleagues in an identified role choose not to be vaccinated, Derby City Council will firstly discuss whether a suitable alternative role can be facilitated where the vaccination is not mandatory. For those colleagues deployed to work in care homes, processes will be in place to explore whether there are other ways to deliver the work differently.

If a suitable alternative role is not available, Derby City Council will be unable to permit the colleague to continue in their role and therefore employment will be terminated.

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