

REPORT FROM THE HUMAN RESOURCES FORUM (HRF)

1. The Human Resources Forum met on the 18 November 2005. The business of the Forum was as reported below.
2. The four sub-groups (Communications, Joint Policy, Learning and Occupational Health and Safety) reported progress against their respective action plans. The PSU reported progress on the Remaining Accountabilities within the Staff Governance action Plan.
3. The Forum ratified the following policy documents/guidelines:
 - Library policy
 - Adverse Weather
 - Disclosure Scotland
 - Interim Procedure for Pandemic Flu Planning
4. A paper detailing progress with the SHAW programme was noted.
5. The revised arrangements for the Communications department were noted.
6. The NHSL response to the National Review of Occupational Health services was noted.
7. An update on the Sickness Absence Project was presented. Gillian Archibald has been appointed as Project Manager and will attend the HRF to report progress.
8. The PSU will establish arrangement to monitor the usage of Facilities time, under the terms of the NHSL Facilities Arrangements document.
9. An update on National Shared Services was noted. Jenny Porteous informed the group of progress towards the Lanarkshire bid to be a payroll and procurement 'hub'.
10. The Staff Survey will be conducted late January/early February 2006. NHSL agreed to participate as a Pilot site and a successful event was held on 23rd November in this respect. Hugh Sweeney has been identified as the Staff Survey Champion, the PSU as Survey administration support and Robin Wright as IT lead for NHSL.
11. The Minimum Data Set comprising Human Resources Information was presented. Key data was highlighted in the report.
12. The SEHD document 'Partnership: Delivering the Future' was noted. The NHSL Partnership arrangements for CHP's were under review and Terms of Reference for the Divisional Partnership Forums were under development.
13. An Implementation and Monitoring Plan and Collective Agreement for the Working Time Directive were agreed and would be distributed with guidance to relevant managers.
14. The draft Communications Strategy was noted.
15. The next HRF will take place on 17/02/06.

Employee Director
January `06