

STAFF GOVERNANCE COMMITTEE

11TH SEPTEMBER 2006



REPORT FROM THE HUMAN RESOURCES FORUM (HRF)

1. The Human Resources Forum met on the 18th August 2006. 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 Action Plans had been reviewed in light of the Staff Survey results
3. The Forum agreed the following policy documents;
 - Exit Interviews
 - Phased Retirals
 - Special Leave
 - Homeworking
 - Guide for Staff Interacting with the Legal system
 - Policy and Procedure for the Effective Management of Employee Conduct
 - The Resolution of Disputes and Grievances (Employee Dissatisfaction)

Due to the associated financial implications, the policies on Phased Retiral and Special Leave would be referred to the CMT.

4. A paper containing the results of the 2006 Staff Survey was discussed. Further analysis would be undertaken to provide more detailed information to the 3 divisions
5. A progress report and revised action plan on the Sickness Absence Project was prepared by Gillian Archibald
6. The H R Director, Employee Director and the Joint Chairs of the Sub groups would meet to review Partnership arrangements
7. The Audit on Working Time was discussed. Comments on the management response were invited, and should be sent to Ruth Hibbert
8. The Workforce Report 2006, prepared by the SEHD, was noted
9. The Workforce Quarterly report (formerly the Minimum Data set) was noted. Information relating to Equality and Diversity would be incorporated when available
10. The next meeting of the HRF will take place on the *** at 9.30am, in the ***.