

NHS LANARKSHIRE

STAFF GOVERNANCE COMMITTEE

NOTES OF THE MEETING HELD ON 4 DECEMBER 2006 IN THE BOARDROOM, BECKFORD STREET HAMILTON

PRESENT

Mr Hugh Sweeney	- Employee Director (Chair)
Mr Ken Corsar	- Chairman, NHS Lanarkshire
Ms Neena Mahal	- Non Executive Director
Ms Sandra Smith	- Non Executive Director

IN ATTENDANCE

Ms Gillian Archibald	- Sickness Absence Project Manager
Dr John Browning	- Medical Director
Mr Bill Hare	- Amicus Representative
Ms Ruth Hibbert	- Interim Divisional HR Director (south CHP)
Mr Alan Lawrie	- Director of CHP (south)
Ms Geraldine Reilly	- Head of Partnership Support Unit
Mr Ian Ross	- Chief Executive, Acute Operating Division
Ms Mary Samson	- UNISON Representative
Colin Sloey	- Chief Executive
Mr Kenny Small	- Director of Organisational Development
Ms Kate Thomas	- Head of Workforce Development

1. Apologies

Mr David Boyd	- GMB Representative
Donald Cameron	- Amicus Representative
Mr Tim Davison	- Chief Executive
Ewan Macdonald	- SALUS, Consultant Occupational Health Physician
Ms Lilian Macer	- Unison Representative
Mr Gordon Walker	- Director of Human Resources

2. Minute of Previous Meeting

The minute of the meeting held on 12 September 2006 was approved as a correct record.

3. Matters Arising

- *Agenda For Change Progress Report*

Neena Mahal expressed concern that some serious issues had been raised following the implementation of Agenda for Change and the NHSL Board should be aware of these. It was agreed that the matter would be raised with the Director of HR.

- *Staff Survey*

Geraldine Reilly reported that work was ongoing to incorporate the Staff Survey results into the Staff Governance Action Plans, and that progress would be reported through the Human resources Forum.

Kenny Small informed the members that the Diversity Questionnaire schedule had slipped, and that distribution of the questionnaire was likely to take place in the New Year

4. NHS QIS & Audit Scotland Approach to Streamlining Governance & Risk Management

Dr Browning drew attention to the NHS QIS Review of Performance, and in particular the need to minimise overlap, with regard to issues of Staff and Clinical Governance. Dr Browning highlighted two issues – Risk management and Health and Safety – to illustrate the issue. Hugh Sweeney informed the members that Staff Governance Audit arrangements were under review nationally.

5. Management of Sickness Absence

Kenny Small outlined the background to the Management of Sickness Absence Project, and introduced Gillian Archibald, Project Manager. Gillian, and Colin Sloey, Divisional Director for CHP (North) delivered a comprehensive presentation under the headings of 'Policy', 'Training', 'Communication', 'Information', 'Occupational Health', 'Employee Support', 'Audit', and 'Management Action'.

It was acknowledged that the Employee Counselling Service was beneficial to staff, and reports from the ECS would be analysed to identify trends, and from this appropriate management actions could be agreed. It was also acknowledged that work-life balance policies were an important factor in the management of sickness absence.

Neena Mahal drew attention to the differences in absence figures as reported by SWISS and Empower. Kate Thomas stated that work was ongoing to reconcile the information from both systems. Managers would continue to collect and analyse locally collected sickness absence information. It was hoped that the OHSXtra initiative would be retained following assessment of the pilot project.

Ken Corsar drew attention to the variation in sickness rates between different categories of staff. Gillian Archibald that 'hotspots' were analysed to identify underlying issues

6. Director of Occupational Health Annual Report

Dr Macdonald presented a comprehensive Report on Occupational Health and Safety from April 2005- March 2006. Dr MacDonald drew attention to the Executive Summary which detailed 'Highlights', 'Issues' and 'Developments', and discussed each of these in turn. Following a robust discussion, the Report was noted. Dr MacDonald undertook to clarify a matter relating to mercury levels in flu vaccine which had been raised during the discussion

7. Human Resources Forum

The members received a Report detailing the main issues from the Human Resources Forum. Attention was drawn to the SPPA Consultation on future arrangements for the Pension scheme

Communications

Kenny Small, reported that the development of the Intranet was progressing well. An Engagement group had been established to encompass all strands of Communication, including Staff matters

Learning

Kenny Small reported that good progress was being made across a range of issues. A change to the structure of the Learning group was currently under discussion

Joint Policy

Ruth Hibbert reported that the Joint Policy forum was working through a range of policies. Policies on Career Break and Lifelong Learning would be finalised in the near future

Occupational Health & Safety

The Report was noted

Workforce Quarterly Report

It was noted that a number of Consultant vacancies, including some previously hard to fill posts, had been successfully appointed to

8. Area Partnership Forum

The Report was noted

9. Organisational Development & Learning - Partnership Structure

Kenny Small informed the members that a review of the structure of the current Learning Group would be undertaken. This would encompass the role, function, and responsibility of the Learning Group. The intention was to disband the current Learning group, and re-launch the new group with a wider learning focus, including development related to a 'Picture of Health'

10. For Information

The minutes of the Remuneration Committee of 20 September 2006 were noted

The minutes of the Workforce Steering Group of 22 September 2006 were noted

11. AOCB

There was no additional business

12. Proposed Schedule of Meetings for 2007

The following dates were agreed;

- Monday, 5th March 2007
- Monday, 4th June 2007
- Monday, 10th September 2007
- Monday, 3rd December 2007