

NHS LANARKSHIRE

STAFF GOVERNANCE COMMITTEE

NOTES OF THE MEETING HELD ON 12 MARCH 2007 IN THE BOARDROOM, BECKFORD STREET HAMILTON

PRESENT

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

IN ATTENDANCE

Mr David Boyd	- GMB Representative
Ms Claire Brennan	- Interim Head of SGU, Scottish Executive
Mr Tim Davison	- Chief Executive
Ms Susan Dunne	- Deputy Director of Organisational Development
Dr Alison Graham	- Medical Director
Ms Karon Hamilton	- Communications Manager
Mr Bill Hare	- Amicus Representative
Ms Ruth Hibbert	- Divisional HR Director (South CHP)
Mr Alex Killick	- Associate Director for Workforce (Employment & Recruitment)
Ms Geraldine Reilly	- Head of Partnership Support Unit
Mr Ian Ross	- Divisional Director, Acute Operating Division
Ms Mary Samson	- UNISON Representative
Mr Kenny Small	- Director of Organisational Development
Mr Gordon Walker	- Director of Human Resources

Hugh Sweeney welcomed NHS Lanarkshire's new Medical Director, Alison Graham, who was attending the meeting as part of her induction.

1. Apologies

Mr Donald Cameron	- Amicus Representative
Mr Alan Lawrie	- Divisional Director- CHP (South)
Ms Lilian Macer	- Unison Representative
Ms Neena Mahal	- Non-Executive Director
Mr Colin Sloey	- Divisional Director –CHP (North)

2. Minute of Previous Meeting

The minute of the meeting held on 4 December 2006 was approved as a correct record.

3. **Matters Arising**

- ***Equal Opportunities Questionnaire***

Kenny Small reported that 13,000 questionnaires had now been distributed throughout Lanarkshire. Concern had been expressed, particularly around the need to capture sensitive information in a confidential manner. Posters had been displayed to raise awareness, and staff should be encouraged to complete the questionnaire

4. **The National Staff Governance Unit**

Alex Killick, Associate Director for Workforce (Employment & Retention) at the SEHD introduced Claire Brennan, Interim Head of Staff Governance. Claire outlined the background to the establishment of the National Staff Governance Unit, and the main work themes which the Unit would concentrate on. The Members were informed that the revised Staff Governance Standard was ready to be signed off, and would thereafter be printed and distributed to the NHSiS.

The process for Staff Governance Self Assessment and Audit for 2006/7 was outlined, and an event had been arranged at the Beardmore Conference Centre in April

5. **KSF Implementation**

The Committee received a progress report on KSF Implementation from Susan Dunne, Deputy Director of Organisational Development. Susan outlined work completed to date, and the key features of Phase Two of the Implementation. A number of challenges remained, for example, identifying gateway dates and Management Accountants were working with OD staff to this end

Susan also informed the committee of progress towards eKSF, which would be the main focus of Phase Three of the Implementation. It was anticipated that all of this work would be completed by March 2008

6. **Organisational Development Quarterly Report**

Susan Dunne introduced the Organisational Development Directorate report for the period 1st July 2006 - 30th September 2006. The report provided an overview of the key work commitments progressed within NHSL for the period.

The report was divided into two main sections; development work and training activity. Susan clarified points raised on Stress training, PDP/R, and Induction.

7. Staff and Organisational Development Group

- ***Draft Terms of Reference***

Kenny Small informed the Members that the Staff and Organisational Development Group had been established, and Terms of Reference had been drafted to define the role and purpose of the Group.

Key components of the work streams would include KSF, the implementation of a 'Picture of Health', Joint Future, and linkage to workforce planning. This group will also plan and provide for the activity with NHSL Staff Governance Standard, and continue to report this aspect to the HRF and Staff Governance Committee.

8. Human Resources Forum

The Members received a paper detailing the main business of the February HRF. Gordon Walker highlighted the revised Partnership Agreement which had been ratified. Attention was also drawn to the forthcoming 'People of Delivery' National Conference, scheduled for the 11th, 12th and 13th June

Learning Sub Group Action Plan

The report was noted. Discussion on the new arrangements for Learning had taken place under item 7

Occupational Health & Safety

The Report from the Occupational Health & Safety Management Group was noted. Attention was drawn to the initial meeting of the Healthy Working Lives Group which would take place later that day

Joint Policy

The report from the Joint Policy group was noted. Ruth Hibbert highlighted the main work carried out by the group over the previous year, and also on measures to raise staff awareness of the policies available.

Stakeholder Engagement Group

Karen Hamilton outlined the development of the Engagement Group, which would incorporate the work of the former Communications group. The wider remit would encompass communication issues related to Picture of Health, Workforce Development, meetings with MSPs', progress of service developments.

Susan Dunne informed members that the first meeting of the Staff Sounding board would take place on the 22nd March, which would allow staff to meet on an informal basis to discuss ideas, and current issues

Workforce Quarterly Report

The Workforce Quarterly report for the period 1 October 2006 – 31st December 2006 was noted. Gordon Walker drew attention to the Employee

Relations section, and in particular the activity related to the management of sickness absence.

Attention was also drawn to the successful recruitment activity related to Medical and Dental specialties, which may be due to confidence in 'Picture of Health'

9. Area Partnership Forum

The Report from the Area Partnership Meetings in December and February was noted. Attention was drawn to the Diversity Champions Initiative which was designed to provide expert support to staff, patients and carers on diversity matters.

10. Staff Governance Self-Assessment Audit

A copy of the completed Staff Governance Action Plan for 2006/7 was tabled. The Members were informed that this document would be submitted to the SEHD, along with NHSL Mandatory Statistics, by the 31st March. A letter detailing the Self Assessment Audit process for 2006/7 was also noted. Each Board would be required to nominate two delegates to participate in the Assessment process, which would be undertaken in April

11. For Information

The minutes of the Remuneration Committee of 12 December 2006 were noted.

The draft minutes of the Workforce Steering Group of 15 December 2006 were noted.

12. Health and Safety Executive Visit

The Members were informed that the Health & Safety Executive had completed the visit to Hairmyres Hospital, and that a report would be submitted to NHSL in due course.

13. AOCB

There was no additional business

14. Revised Schedule of Meetings for 2007

Future meetings of the Staff Governance Committee have been arranged as follows;

- Monday, 12th March 2007
- Monday, 11th June 2007
- Monday, 17th September 2007
- Monday, 10th December 2007