

# NHS LANARKSHIRE

## STAFF GOVERNANCE COMMITTEE

### NOTES OF THE MEETING HELD ON 9 JUNE 2008 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

Mr David Boyd	- GMB Representative
Dr Marie Cerinus	- Associate Director of Practice Development
Ms Susan Dunne	- Deputy Director of Organisational Development
Ms Karon Hamilton	- Head of Communications
Ms Ruth Hibbert	- Divisional HR Director (South CHP)
Ms Alison Irving	- Minute Secretary
Ms Lilian Macer	- Unison Representative
Ms Geraldine Reilly	- Head of Partnership Support Unit
Ms Mary Samson	- Unison Representative
Mr John Scott	- Chairman – NHS Orkney (visiting)
Mr Kenny Small	- Director of Organisational Development
Ms Kate Thomas	- Head of Workforce Planning

Hugh Sweeney introduced Mr John Scott, Chairman, NHS Orkney, to the members of the Committee. Mr Scott was visiting NHS Lanarkshire and had been invited to the Staff Governance Committee to observe proceedings.

#### 1. Apologies

Ms Gillian Archibald	- Sickness Absence Project Manager
Ms Lynne Khindria	- Deputy Director of Human Resources
Dr E Macdonald	- Director of Occupational Health and Safety
Ms Jan Miller	- RCN Representative
Mr Gordon Walker	- Director of Human Resources

#### 2. Minute of Previous Meeting

The minute of the meeting held on 22 April 2008 was approved as a correct record.

### 3. **Matters Arising**

- ***Sickness Absence***

The publication of sickness absence statistics from other NHS Boards was discussed. As there are differing understandings of whether the information is confidential, confirmation of the definitive position will be sought from the HR Director.

- ***Workforce Equality Monitoring***

Kenny Small reported progress on achieving Statutory targets in respect of Workforce Equality Monitoring. A Working group had been established, and from this an Action Plan had been developed. It was recognised that staff had reservations and concerns regarding the collection and confidentiality of this information and a communication and engagement strategy was being developed to address this. A number of initiatives to improve NHS Lanarkshire's position were under consideration, and were detailed in a Report which had been circulated to the members.

Following discussion, the Staff Governance Committee supported the actions proposed in the Report and looked forward to noting progress at future meetings.

### 4. **Organisational Development**

#### ***NMAHP Practice Development Annual Report***

Marie Cerinus delivered a comprehensive presentation on the Annual Report from the Practice Development Centre for Nurses, Midwives and Allied Health Professionals, July 2006- June 2007. The presentation covered a wide range of subjects, in three main sections - Development Work, the Education Programme and Other Initiatives. Marie dealt with a range of questions from the members, and undertook to return to a future meeting of the Committee with the Annual Report for 2007/8. Marie circulated a paper based on her presentation, for information

#### ***Knowledge and Skills Framework***

Susan Dunne delivered a comprehensive verbal report on progress towards KSF targets. The HEAT target, eKSF and PDPs' were covered in detail. Susan reported that NHS Lanarkshire would be required to achieve 100% linkage of KSF and PDPs, by March 2009, which presented a significant challenge. The main actions being undertaken, including staff development and training for managers, were discussed. Susan dealt with a range of questions from the members, and undertook to report progress at future meetings of the Committee.

**5. Sickness Absence Project Group**

Kenny Small informed the Committee of the main topics of discussion at the most recent Sickness Absence Project Board. It was noted that the most recent sickness absence figure for NHSL, as reported by SWISS, had increased slightly. Kenny informed the group about the pilot 'EASY' project, which had recently been launched. There was also discussion about certain elements currently counted within the NHSL sickness absence figure- e.g. medical exclusions- which should be excluded from the figures reported. It was noted that most NHS Boards in Scotland were struggling to achieve the 4% target.

**6. Staff Governance Self Assessment Audit**

The portfolio of papers submitted to the Scottish Government as NHS Lanarkshire's Staff Governance Self Assessment Audit were noted

**7. Report from HRF**

The HRF Action Note of 23.05.08 was noted. Attention was drawn to the key discussion topics at the meeting, and to the ensuing action points

Kate Thomas reported on the revised format of the HR Quarterly Report. Kate informed the members that the report was initially reported to and discussed by the HRF, and thereafter to the respective Divisions. The members welcomed the revised format, and looked for further refinement of the data in due course.

**8. Report from APF**

Hugh Sweeney highlighted the main staff Governance issues discussed at the APF. The minute of the meeting held on the 21<sup>st</sup> April was noted.

**9. Report from Workforce Steering Group**

Kate Thomas informed the members that there had been a meeting the previous week and that all projections had been completed and submitted.

The draft minutes of the meeting held on 5<sup>th</sup> March were noted.

**10. Report from Staff & Organisation Development Group**

Kenny Small reported on the main issues discussed at the previous meeting of the group

The minutes of 19.03.08 were noted.

11. **AOCB**

Hugh Sweeney acknowledged Gordon Walker's contribution and support to the work of the Staff Governance Committee over the years.

14. **Date of Next Meeting**

The next meeting was scheduled for Monday 8 September 2008 at 10.30 am in the Committee Room, Beckford Street.

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