

NHS LANARKSHIRE

STAFF GOVERNANCE COMMITTEE

NOTES OF THE MEETING HELD ON 22 APRIL 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

IN ATTENDANCE

Ms Gillian Archibald	- Sickness Absence Project Manager
Mr Calvin Brown	- Communications Manager
Ms Linda Davidson	- NHS Western Isles
Ms Alison Irving	- Minute Secretary
Ms Joan James	- Divisional Nurse Director
Ms Eleanor Marley	- NHS Western Isles
Ms Jan Miller	- RCN Representative
Ms Geraldine Reilly	- Head of Partnership Support Unit
Mr Peter Rintoul	- NHS Western Isles
Mr Kenny Small	- Director of Organisational Development
Ms Denise Wilson	- NHS Western Isles

1. Apologies

Mr David Boyd	- GMB Representative
Ms Ruth Hibbert	- Divisional HR Director (South CHP)
Ms Lynne Khindria	- Deputy Director of Human Resources
Dr E Macdonald	- Director of Occupational Health and Safety
Ms Lilian Macer	- Unison Representative
Ms Mary Samson	- Unison Representative
Ms Sandra Smith	- Non Executive Director
Mr Gordon Walker	- Director of Human Resources

Hugh Sweeney introduced visitors from NHS Western Isles who were observing proceedings.

2. Minute of Previous Meeting

The minute of the meeting held on 10 December 2007 was approved as a correct record.

3. **Matters Arising**

- ***Sickness Absence Rates for NHS Scotland***

Overall sickness rates for other Health Boards in Scotland are produced by SWISS. However, NHSL has been advised that this information should be kept confidential and not published.

Geraldine Reilly advised the members that NHS Lanarkshire's overall position currently is in the middle of the range and had shown a slight improvement.

Kenny Small and Hugh Sweeney felt that further clarification should be sought surrounding the confidentiality of this information.

4. **Sickness Absence Project Group**

Progress Report

Gillian Archibald delivered a comprehensive presentation on the progress of the sickness absence management project.

Gillian outlined the main themes of the project to date and highlighted the success of the employee counselling service in particular, and the progress of the Healthy Working Lives Project. Gillian then concentrated on the methodology and outcomes from the recently conducted "Soft Audit" and the next steps to be taken. Gillian concluded by introducing a new project under the direction of Dr Ewan Macdonald, which would be based on early intervention by Occupational Health professionals and individual case management.

5. **Scottish Standard Time System**

Joan James made a presentation detailing the main features of the system, and the benefits to NHS Lanarkshire of adopting SSTS. Joan also outlined the stages of development to date and the project milestones.

The system would greatly enhance the quality of the information required for both rostering and payroll purposes and would streamline the administration process supporting both.

An SSTS manager and support staff had been appointed and a programme of training sessions was scheduled to commence at the end of April

6. Staff Governance Self Assessment

The Committee received a progress report on each of the following component parts of the Staff Governance Action Plan for 2007/08:-

Communications
Learning
Occupational Health and Safety
Joint Policy
North CHP
South CHP
Acute Division

In addition, mandatory statistics were circulated for discussion. These documents, together with a progress report on the sickness absence project, would be submitted as NHS Lanarkshire's Staff Governance Self Assessment Portfolio to the Interim Head of Staff Governance at the Scottish Government by 30 April 2008.

Neena Mahal suggested that the accompanying covering letter should note the concern the Staff Governance Committee expressed about the relevance of certain aspects of the statistical information requested.

7. Report from HRF

The Committee noted the HRF action note of 22.02.08. Geraldine Reilly advised the members that the Long Service Recognition Scheme had been updated to reflect that most major retailers no longer accepted cheques.

The re-formatted HR Quarterly Report was also noted.

8. Report from APF

The draft minute from the APF of 21.01.08 was noted. Hugh Sweeney advised the Committee that the APF had a further meeting on 21 April 2008 where the following issues were discussed:-

A revised policy incorporating changes surrounding smoking on hospital premises which will be submitted to the Board in due course.

Ways to encourage staff to car share

Public Health Nursing

9. Report from Workforce Steering Group

The minute of the meeting held on 14.12.07 was noted.

10. Report from Staff & Organisation Development Group

The minute of the meeting held on 23.01.08 was noted.

11. Any Other Competent Business

Hugh Sweeney advised the committee that a National Staff Survey was planned for the NHSS later this year and that ORC had been commissioned to carry out the work. Details of timescales and the format of the survey would be conveyed to the NHSS at a future date.

12. Date of Next Meeting

The next meeting is scheduled for Monday 9 June 2008 at 10.30 am in the Boardroom, Beckford Street.

Draft