

Meeting of  
Lanarkshire NHS Board  
26<sup>th</sup> November 2008

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**Subject: Local Delivery Plan  
HEAT KSF Target of 100% of all A4C staff having a KSF  
based Personal Development Plan by 31<sup>st</sup> March 2009**

**1. PURPOSE**

To update the Board on progress in working towards the achievement of a 100% KSF target by 31st March 2009.

**2. KSF BASED PDP RATES FOR OCTOBER 2008 – TABLE 1**

Position is as follows:

a)	NHS Lanarkshire	Target Aug 08	Reported Aug 08	Target Sept 08	Reported Sept 08	Target Oct 08	Reported Oct 08
	NHS Lanarkshire	4%	12%	15%	9.5%	40%	15.8%

The target figures were achieved in August, however this was due to an error in reporting.

**3. E-KSF TRAINING PROGRAMME**

The E-KSF training programme will continue until 31<sup>st</sup> March 2009. This will then be reviewed in terms of number of staff trained and the existing associated resources allocated. Overall throughout NHS Lanarkshire over 600 Managers, 760 Reviewers and 3300 staff have attended training (Mid Oct 08), equating to around 46% of staff covered by Agenda for Change.

**4. PRO-ACTIVE SUPPORT**

To ensure clarity of understanding of the requirements of the HEAT target a number of briefing sessions, telephone support and enhanced support mechanisms have been developed to support managers and staff in completing the KSF PDP process. Current briefing sessions have focused on requests from areas such as:

- NHSL Laundry Services
- Senior Charge Nurse Forum – Wishaw
- Senior Charge Nurse Forum – Hairmyres
- Risk Management
- Finance

## 5. ORGANISATIONAL PROGRESS - TABLE 2

This Organisational Progress Table presents a more detailed local position of progress in reported KSF based PDPs.

Meeting/Exceeding Target	Good Progress	Improvement Required			
	<b>GREEN</b>	<b>AMBER</b>	<b>RED</b>		
40% +	31 – 40%	21% - 30%	10% – 20%	Less than 10%	0%
E- Health (338)	North CHP Admin Support (20)	Wishaw Locality (387)	Coatbridge Locality (432)	Bellshill Locality (518)	Airdrie Locality (199)
Organisational Development (23)	Medical Directorate (29)	East Kilbride Locality (427)	Motherwell Locality (218)	North Locality (198)	South CHP Admin Support (3)
		Woman's & Diagnostics (1325)	Emergency & Medicine (1802)	Clydesdale Locality (480)	Pharmacy (40)
		Finance (155)	Surgical & Critical Care (1247)	Hamilton Locality (348)	Primary Care Services (21)
		Public Health (12)	PSSD (974)	Health Promotion (16)	Nursing – PDC/Bank (53)
			HR (170)		Corporate Affairs (7)

Figures in brackets are the locally reported headcount for the 100% target.

Only two areas are currently in a position which is in line with the nationally submitted trajectory. Key areas of concern are the six areas currently reporting a 0% return, they are:

AREA	COMMENTARY
Airdrie Locality	Currently completing all outstanding PDP/Rs. Have started the transition from old to new KSF system from October 2008.
CHPS Admin Support	There are a number of new starts within this team (However there are only 3 members of staff in total)
Pharmacy	New Head of service in post (commenced 21 <sup>st</sup> October 2008) who will progress.
Primary Care Services	Although this service are reporting that they have a number of KSF PDPs these have not been counted as their KSF post outlines still to be completed. These are currently being progressed as a matter of urgency.
Corporate Affairs	Assurances have been provided that the outstanding PDPs will be completed by end of November 2008.
Nursing PDC/Bank	Traditional format PDPs are in place and are in the process of being transferred to KSF PDP format.

The main areas of concern are:

- The baseline staff figure for NHS Lanarkshire received from ISD is 10138, however the staff headcount received from all areas suggests a total figure of 9444. This highlights a difference of 694 staff that is currently unaccounted for. The ISD figure is being used to calculate the nationally reported percentage as in Table 1.
- There appears to be confusion around the need to attend e-KSF training before completing a PDP. A number of managers are attributing “awaiting training” as a reason for no change to their figures. The PDP process ***can and should*** be completed using the KSF Post Outline together with the KSF PDP Paperwork from FirstPort and ***does not*** require e-KSF training to complete.

## **6. PAY PROGRESSION GATEWAY MANAGEMENT**

At 2 defined points in the Agenda for Change pay bands – known as Gateways – decisions will be made about pay progression based on the member of staff's application of their knowledge and skills in meeting the demands of their post.

The Foundation Gateway review will take place no later than 12 months from commencement to confirm that the member of staff is meeting the basic demands of their post.

The second Gateway will take place at a Nationally determined fixed point towards the top of the pay band to confirm that the member of staff is consistently meeting the full demands of their post.

In line with Nationally agreement NHS Lanarkshire opened Gateways with effect from 1<sup>st</sup> October 2006 – however the Gateway system cannot become fully operational until AfC grading Reviews are complete and KSF based PDPs are in place.

An NHS Lanarkshire guidance document covering the effective management of Gateways and Gateway progression has been developed in partnership and has been circulated widely to support understanding and good practice through Managers and staff.

Further progress in the activation of Gateways will follow any national guidance provided.

## **7. DECISION REQUIRED BY THE CMT**

The CMT is asked to note progress.

## **8. FURTHER INFORMATION**

For further information or clarification of any issue in this paper please contact Kenneth Small on 01698 206375, Susan Dunne on 01698 206377 or Kirsty Cole on 01698 377793..

**20<sup>th</sup> November 2008**