

NHS LANARKSHIRE'S STAFF GOVERNANCE COMMITTEE

Minutes of the Meeting held on Friday 16th April 2010 at 11am in the Board Room, Board HQ, Beckford Street, Hamilton

Present: Mrs Lillian Macer, Employee Director (Chair)
Mr Ken Corsar, Chairman, NHS Lanarkshire
Mrs Sandra Smith, Non Executive Director

In Attendance: David Boyd, GMB Representative, NHSL
Lorna Boyle, Secretary to Employee Director (Minutes)
Calvin Brown, Communications Manager (for Karon Hamilton)
Caroline Fee, Staff Governance Associate, SGHD
Ruth Hibbert, Divisional Director of HR
Lynne Khindria, Director of HR, NHSL
Mary Samson, UNISON Representative, NHSL
Kenny Small, Director of Organisation Development, NHSL
Hugh Sweeney, HWL Manager, NHSL (for Dr MacDonald)

Lillian Macer welcomed members to the meeting and advised that her appointment as NHS Lanarkshire's Employee Director had now been endorsed by the Minister. Lillian would now be in the position to Chair the Staff Governance Committee.

1. Apologies

Apologies were received from:

Karon Hamilton, Head of Communications
Dr MacDonald, Director of OH&S
Neena Mahal, Non Executive Director
Jan Miller, RCN representative

2. Minutes for the Meeting held on 7th December 2009

The Minutes of the Meeting held on 7th December 2009 were approved as a correct record.

Lilian thanked the Chairman for chairing the meeting of 7th December 2009 on her behalf.

3. Matters Arising

(i) A Force for Improvement – Draft HR Strategy

Lynne Khindria reported that the draft HR Strategy was nearing completion and that once Lilian Macer and Donald Spence had been given the opportunity to provide their comments, the Strategy would be taken to the next HR Forum for consideration. Lynne highlighted that the current economic position and CRES programmes had been taken into account when drafting the HR Strategy. The strategy also covers all priorities for A Force for Improvement.

It was anticipated that the Strategy would be circulated for wider consultation within the next couple of weeks.

The Staff Governance Committee noted that it had been agreed that the HR Forum would now have responsibilities for signing off and monitoring the Modernisation Workforce Programme.

(ii) Future Job Funds – progress report

This item had been deferred until the next meeting. John White, Head of Resourcing would be invited to the Committee to provide a progress report.

(iii) International Medical Recruitment – evaluation report

This item had also been deferred until the next meeting. It was noted that John White was currently developing an update report.

Lynne advised that there had been a lot of interest recorded on the website but that resources were not being produced for NHS Lanarkshire. Reports had still to be received from other Boards to establish how many applicants had been received for the advertised posts.

4. Staff Governance Standard SAAT Return 2009/10 : NHS Lanarkshire's draft submission

Comments were welcomed from the Staff Governance Committee on the tabled draft SAAT return before being submitted to the Scottish Government on 31st May 2010.

- **Appropriately Trained**

Kenny Small, Director of OD, advised that he would forward amendments for this section to reflect the end of March HEAT projectory.

Action: K Small/L Boyle

o **Involved in decisions**

Director of HR, Lynne Khindria, highlighted the enhanced Partnership Forum in place for NHS Lanarkshire. She advised that a new forum had now been established for PSSD and Corporate staff to ensure they are also fully engaged. It was noted that Tom Findlay, UNISON, was the staff side Chair for this group but that the management Chair had still to be identified.

o **Treated Fairly & Consistently**

Page 8 : The figure noted for the volunteer champions to be amended from 130+ to 250+

o **Provided with a Safe & Improved Working Environment**

Hugh Sweeney, HWL Manager, highlighted that the HWL Award Scheme was continuing to progress well, but that within some CHP areas progress was slow.

5. Staff Governance Action Plans

The Action Plans submitted to the Committee were noted and approved. It was agreed, however, that Action Plans should be developed for 2009/10 and 2010/11 and that the format for these be revised to include an evidence column.

Action: LK/KH/DR MAC/RH/KS

(i) Well Informed

This was discussed under item 10, report from the Stakeholder Engagement Group.

(ii) Appropriately Trained

Kenny Small, Director of OD, reported on the successful year of the Training and Development department. He advised that the Staff and Organisational Development (SOD) group continued to take forward this work and that the monitoring of quality and feedback is being progressed.

The Committee noted that the prioritisation of training and development and links to KSF, e-KSF and PDPs to the priorities of the organisation would now also be the role of the SODs Group.

It was highlighted that during the last quarter, in the region of 5,000 members of staff had participated in an NHS Lanarkshire training programme. Members were advised that a reduction in funding for the provision of higher education would be targeted with the need for efficiency and effectiveness highlighted. NHS Lanarkshire would endeavour to create a consortium approach to minimise the duplication of costs.

Kenny advised that the Committee would receive annual reports for training and development and that national guidance would be taken on board.

Mary Samson, UNISON Representative, updated the group in regard to KSF training. She advised the group that KSF skills training was due to commence and that 2 return to learn courses were going to be made available for staff. Funding for courses had been received via Branch secretaries with further money being offered by Off-Com. Mary and Agnes Robb, Training & Development Manager would pursue this on behalf of NHS Lanarkshire.

Lilian Macer highlighted that the joint working around this be recognised and suggested that a communication be included in the PULSE to raise awareness around these initiatives.

Action: C Brown

(iii) Treated Fairly & Consistently

Ruth Hibbert, Divisional Director of HR (South CHP) advised that the circulated Joint Policy Forum Action Plan looked at the period 2009/10 and that an Action Plan for 2010/11 would be developed for approval at the next Staff Governance Committee. Members noted the policies developed and reviewed from 1st April 2009 – 31st March 2010.

Ruth reported that work was being done around the new format which had to be applied this year for all policies. The appearance and format of the Firstport site for accessing NHSL policies was also currently being progressed. Training and awareness sessions would be developed and taken forward by the HR and T&D departments to support the implementation of the new policies.

The Staff Governance Committee recognised the huge amount of work carried out by the Joint Policy Forum around some of the recent policies and that this should be reported back to members of the Forum.

Action: R Hibbert/M Samson

(iv) Provided with a Safe & Improved Working Environment

Hugh Sweeney, HWL Manager, provided a progress report on the action points included in the SALUS Action Plan.

He advised that the EASY project continued to have a positive effect on NHS Lanarkshire's sickness absence figures. He suggested that it would be worthwhile inviting Moyra Anderson, EASY Absence Management Project, to give a presentation on EASY at a future Staff Governance meeting. The Committee noted a vote of thanks to the HR team, staff side reps and managers involved in applying this sickness absence service.

Hugh highlighted that the progress being made around the HWL awards was encouraging and that NHS Lanarkshire were well placed to meet the challenges set out. It was noted that 15 areas within the localities and acute hospitals had registered for HWL, with 7 Silver awards having been achieved.

In relation to the issue of training and development for the introduction of new policies, members were advised that this was an ongoing piece of work for the SALUS team.

Work was continuing around the staff immunisation programme for pandemic flu. Approximately 5,000 had now been vaccinated.

Hugh confirmed that the Board and CMT received monthly reports on Health & Safety arrangements. He reported that 100 sites throughout Lanarkshire now have a designated site manager for health & safety and that Gordon Gray and David Browning were currently working with managers to take this forward.

6. Organisational Development

The Staff Governance Committee noted the Minutes of the Staff & Organisational Development Group held on 7th December 2009 for information. Kenny Small, Director of OD, advised that a meeting of this group had also taken place on 16th March 2010 and that these notes would be circulated to the next Committee.

Kenny highlighted that it was the intention to review the management membership of the SoDs Group in order to achieve the right balance of attendees. It was noted that the staff side were very active within the Group and the possibility of extending the roles of members would be looked at. Kenny also highlighted that the number of apologies received

for these meetings did not impact on the work being taken forward by the group. It was suggested that it would be helpful to include the designations of members in the minutes of the SoDs group.

Kenny updated the Committee on some of the main issues discussed.

- Work Experience Policy

Kenny reported that a small working group had been established to look at developing a Work Experience Policy for NHSL. Progress in relation to this would be reported back to the SoDs Group.

- Medical Education

The Committee noted that Hazel Scott had been successful in securing a new post at the West of Scotland Deanery and that NHS Lanarkshire were currently looking for a suitable replacement.

- E-Learning

Consideration was being given to the development of an e-Learning Strategy. Funding had been secured from the Working Well Challenge Fund to support the provision of electronic Violence and Aggression training. External providers, Learnpro, were currently being considered to provide this training.

7. Report from Area Partnership Forum

The Staff Governance Committee noted the report from the Area Partnership Forum held on 17th March 2010.

Lilian Macer, Employee Director, highlighted that there had been lengthy debate at this meeting around the CRES Savings Programme and that this would be an ongoing item on the APF agenda. Lilian also reported on the excellent presentation received from Rosemary Lyness, Director of Acute Services, on the successful outcomes following the implementation of LEAN in Lanarkshire.

8. Report from HR Forum

The Committee noted the Minutes of the HR Forum held on 19th March 2010.

Lynne Khindria, Director of HR, advised that the Terms of Reference for the HR Forum would be revised to incorporate responsibility for the Workforce Development Group. A Medical representative would now be required to attend the HR/Workforce Forum. This would be progressed by Lynne and Alison Graham, Medical Director.

The undernoted policies were ratified at the HR Forum held on 19th March 2010:

- Car Leasing
- Redeployment – to be kept under review every 6 months.
- Volunteering
- Further/Higher Education Policy

9. HR Workforce Report

Lynne Khindria, Director of HR welcomed comments on the HR Workforce Report for month ending 31st January 2010. Lynne advised that this report is submitted to the CMT on a monthly basis, providing a snap shot of workforce figures. Work is ongoing to ensure the report is as robust as possible.

The APF staff side highlighted the wealth of information provided within the report, and in particular, found the sickness absence figures a useful summary.

Lynne clarified issues around appointing to medical vacancies and the use of locums at present. Other comments would be taken on board, which included the provision of narrative before the inclusion of figures and the suggestion that the breakdown of bank staff and overtime figures be linked to the reason for this usage.

Action: L Khindria

10. Report from Stakeholder Engagement Group

The Committee noted the first quarterly report on the activity being undertaken by NHS Lanarkshire's Stakeholder Engagement Group (SEG) for the period January-March 2010.

Calvin Brown, Communications Manager, reported that SEG were taking forward the work outlined in the Communications Action Plan. Current activity being progressed included:

- Evaluation of Display Screen Pilot
- SEG Programme Grid
- Public Engagement Survey 2010
- Sounding Board Proposal – CRES Planning Process.
- Protocol on Staff Noticeboards
- Facebook Pilot
- Maintaining Financial Health
- Web Strategy Group

Mary Samson, UNISON Representative, put forward the suggestion that PC's be made available in staff canteens during certain periods throughout the day for those staff who do not have access elsewhere. Calvin agreed to take this back to the next Web Strategy Group meeting.

11. Any Other Competent Business

There was no other business to report.

12. Date & Time of Next Meeting

Member noted the schedule of meetings for 2010.

The next meeting would be held on Thursday 3rd June 2010 at 10.30am in the Board Room, Wishaw General Hospital.