

GREATER GLASGOW NHS BOARD
STAFF GOVERNANCE COMMITTEE

**Minutes of a meeting of the Staff Governance Committee
held in Board Room 2, Dalian House,
350 St Vincent Street, Glasgow,
at 2.00 p.m. on Tuesday 15 June 2004**

PRESENT

Professor Sir John Arbutnott (Joint Chair)
Mr W Goudie (Joint Chair)

Mr J Cameron	Mrs S Kuenssberg
Mr T Davison	Mr S MacLennan
Ms S Forsyth	Mrs H Ostrycharz
	Mr D Sime

IN ATTENDANCE

Mr J C Hamilton	Head of Board Administration
Ms J Thompson	Human Resources Manager

ACTION BY

1. APOLOGIES

Apologies for absence were intimated on behalf of Mr R Cleland, Ms K Murphy, Mr A O Robertson CBE and Mrs E Smith.

2. MINUTES OF PREVIOUS MEETING

The Minutes of the Staff Governance Committee [GGNHSB SGC(M)03/4] held on 16 December 2003 were approved as a correct record.

3. MATTERS ARISING

a) Request for Legal Advice

Ms Thompson confirmed that G Mr Docherty of the North Glasgow Division had received confirmation of the advice on the contractual position with regard to PIN Guidelines from Central Legal Office. Ms Thompson would circulate this advice to Committee members.

**Human Resources
Manager,
GGNHSB**

b) Single System Negotiating Forum

A paper [04/01] was submitted asking the Committee to note progress with the establishment of a single system negotiating forum for NHS Greater Glasgow.

Mr Goudie explained that there was an urgent requirement for a Human Resources negotiating forum, that the general principles which had been suggested were accepted, but that there was a difficulty for the staff side in agreeing the number of representatives. A facilitated meeting was to be arranged to see if some form of agreement could be reached.

A discussion followed, during which the following points were made:

- One of the issues for the staff side was numbers involved, in terms of the proportionality of seats.
- A negotiating forum was essential to take forward the harmonisation required for single system working.
- To proceed without a single-system negotiating forum would not be in the best interest of the staff side.

The Staff Governance Committee was keen that the staff side organisations agreed a resolution of this issue by the time of its next meeting.

Mr Goudie hoped that this strong message from the Staff Governance Committee would be helpful.

DECIDED

That staff side representatives would be urged to seek a resolution to the issue of representation on a negotiating forum for NHS Greater Glasgow.

c) Action Plans: Staff Survey and Self Assessment Audit Tool

A paper [04/02] was submitted asking the committee to note the content of Action Plans for operating divisions and pan-Glasgow.

Mr Goudie explained that Annex A of the paper was the proposed format for a pan-Glasgow action plan, which drew together common features from individual action plans. The Partnership Support Unit had advised that separate divisional action plans were unacceptable. It had not been possible in previous years to produce a pan-Glasgow plan, but a short/life working group would be established to ensure that there was a plan for 2004/05.

Mr Goudie referred to the tables in Annex B, which included a management action with regard to provision of mandatory statistical information. This would also be a key action for future years.

**Employee
Director**

Regarding the content of action plan, Mr Goudie drew attention to 2 issues:

- Personal Development Plans: although there were pockets of excellence, there was still work to be done.
- Partnership Working: the need for more staff involvement, and to look again at the processes for partnership working.

Mr Sime suggested that much work had been done by Local Partnership Forums and that the intention had not been to bring everything to the centre.

Mr Davison stated that since each Division had different issues, locally agreed action plans could be aggregated, with the pan-Glasgow action plan focussing on generic issues.

Mr Cameron reminded the committee of the size of NHS Greater Glasgow compared with other NHSScotland organisations and suggested that the Partnership Support Unit's approach did not give full recognition to these issues. Achieving partnership working for 32,000 staff would be a huge challenge and producing a pan-Glasgow action plan raised the question of whether the process should be 'top-down' or 'bottom up'. The structures were in place and must be utilised to engage all, including those who were not trade union members. Promoting the spirit of partnership working was the remit of this Committee.

Mr Sime reiterated his concern that a 'top down' process would mean command and control, which was contrary to the ethos of the White Paper. He suggested that the reason for the difficulty was that Area Partnership Forum did not request the Divisional plans early enough, with a view to deciding what could be taken forward on a pan-Glasgow basis.

In summary, Sir John reminded members that the Staff Governance Committee must assure the Board that the required processes were in place. If something were missing, then the Committee would require that this be progressed through the Area Partnership Forum.

DECIDED

That the Area Partnership Forum be asked to ensure the production of a pan-Glasgow Action Plan.

**Area Partnership
Forum**

d) Pay Modernisation

A paper [04/03] was submitted asking the Committee to note progress with the 3 strands of pay modernization, with the work on the General Medical Services Contract and the new Consultant Contract nearing completion. Preparatory work on Agenda for Change was underway; Mrs Ostrycharz advised members that implementation had been postponed until 1 December 2004, but that this still presented a huge challenge.

Mr Cameron emphasised the volume of work, which would require staff to be released. Backfilling and resourcing would be a major challenge, particularly given the current financial position.

Mrs Kuenssberg suggested that this required to be considered in the Financial Strategy, particularly once financial estimates were available.

Members were advised that Early Implementer sites would be reporting shortly, which would provide more robust information regarding costs.

Sir John suggested that this could be the subject of an NHS Board Seminar. The Pay Modernisation Unit could perhaps be asked to provide input.

Mr Cameron advised members that a legal issue had arisen with regard to the requirement since 1 April 2004 that all employees of NHS Boards be employed on Whitley terms and conditions, whereas many Divisional staff had transferred on Trust terms and conditions. Agenda for Change, if implemented, would resolve this discrepancy.

DECIDED

That the Staff Governance Committee request a Board Seminar on Agenda for Change.

**Head of Board
Administration**

e) Consultation Paper: Amending the NHS Reform (Scotland) Bill to include Staff Governance

Ms Thompson provided a verbal update, confirming that a response had been provided on behalf of the Staff Governance Committee supporting the proposal that Staff Governance be included in the NHS Reform (Scotland) Bill.

She also referred to a recent invitation to comment on the Revised Staff Governance Standard and tabled a response provided on behalf of the Committee.

DECIDED

That the response to consultation on the amendment to the NHS Reform (Scotland) Bill and on the Revised Staff Governance Standard be noted.

4. REPORT FROM AREA PARTNERSHIP FORUM

A paper [03/11] was submitted by the Employee Director reporting on the business of the Area Partnership Forum. An additional update was tabled. During the brief discussion which followed, the following points were made:

- A group led by Evelyn Borland, Acting Director of Health Promotion, was considering a pan-Glasgow smoking policy.
- UNISON's participation in the Area Partnership Forum was welcomed.
- The BMA had been invited to attend the Area Partnership Forum.

DECIDED

That the report from the Area Partnership Forum be noted.

5. PIN GUIDELINES

A paper [04/05] was tabled which included a letter received from the Joint Chairs of the PIN Board, and a report on the position with regard to PIN Guideline development within Greater Glasgow. Ms Thompson advised that work was beginning on harmonising policies pan Glasgow.

Mr Goudie reported that the failure to implement the Parental Leave Policy would form part of the staff side submission to the Accountability Review.

DECIDED

That the report be noted.

6. ANY OTHER COMPETENT BUSINESS

The Board Chairman reported that a job description for the post of Director of Human Resources was at an advanced stage, and that the post would be advertised externally.

Mr Goudie and Mr Sime expressed concern at the decision to advertise externally, suggesting that this would give an unfortunate message to staff, and that in the current financial climate this was inappropriate.

Mr MacLennan suggested that this would not disadvantage suitable internal candidates, and that he would be concerned about the public perception of an internal appointment at this level.

Sir John stated that he noted both comments, but that the Board would comply with the expectations of the Scottish Executive Health Department.

DECIDED

That the intention to advertise the post of Human Resources Director be noted, and that the job description be circulated to the Staff Governance and Remuneration Sub-Committees.

**HR Manager
GGNHSB**

7. DATE OF NEXT MEETING

Tuesday, 7 September 2004 at 2.00 p.m. within the Conference Room, Dalian House, 350 St Vincent Street, Glasgow G3 8YZ.