

GGNHSB SGC(M)04/2
Minutes: 8 - 16

GREATER GLASGOW NHS BOARD

STAFF GOVERNANCE COMMITTEE

**Minutes of a meeting of the Staff Governance Committee
held in Conference Room 1, Dalian House,
350 St Vincent Street, Glasgow,
at 2.00 p.m. on Tuesday 7 September 2004**

PRESENT

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

Mr J Cameron	Mrs H Ostrycharz
Mrs S Kuenssberg CBE	Mr I Reid
Mr S MacLennan	Mr A Robertson CBE
Ms J McCready	Mr D Sime
Ms K Murphy	Mrs E Smith

IN ATTENDANCE

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

ACTION BY

8. APOLOGIES

Apologies for absence were intimated on behalf of Mr T Davison, Mr R Cleland, and Ms S Forsyth.

9. MINUTES OF PREVIOUS MEETING

The Minutes of the Staff Governance Committee [GGNHSB SGC(M)04/1] held on 15 June 2004 were approved as a correct record.

10. MATTERS ARISING

a) Single System Negotiating Forum

Mr Goudie reported that agreement had not yet been reached, with one issue outstanding. It had been agreed that the Area Partnership Forum would act as a negotiating forum in the meantime. A further meeting of the staff side was to be held, with the support of a TUC-accredited facilitator.

NOTED

b) Pan-Glasgow Action Plan

A paper [04/05] was submitted containing the pan-Glasgow action plan derived from the outcomes of the 2003 Staff Survey and 2004 Self Assessment Audit Tool. Mr Goudie explained that a small working group had prepared this based on the key issues within the divisional action plans. Time constraints had not allowed a more detailed piece of work, and it was acknowledged that more work would be required on future action plans.

Mr Reid suggested that the action plan should inform part of the Greater Glasgow Corporate Objectives and be implemented through Divisional structures.

DECIDED

That the pan-Glasgow action plan would be included in the Greater Glasgow Corporate Objectives and be implemented through Divisional structures.

**Chief Executives,
NHSGG**

c) Pay Modernisation

Mr Reid reported that leads for Agenda for Change Project teams were now in place. Agreement had been reached with the UK Staff Council to revisit the unsocial hours arrangements, and on this basis the trades unions would progress this to a second ballot. Work was already underway locally in terms of gathering information, e.g. on job descriptions and staff groups. Mr Reid chaired the national implementation group which provided guidance and support. The financial impact was still to be assessed.

Sir John expressed concern, which was shared by Mrs Ostrycharz and Mr Cameron, regarding the scale of the task in Glasgow and the resources available.

Mr Reid confirmed that technical support would be provided, with software procured nationally; project teams were already established at the Golden Jubilee National Hospital. David Robertson, Glasgow Payroll Services Manager, was the lead payroll manager for the pan-Scotland work.

Sir John emphasised the importance of keeping Board committees updated. Mr Reid confirmed that the Corporate Management Team and Board committees would be kept informed by the Steering Group leads.

DECIDED

That the Board's Committees be kept up to date on Agenda for Change.

**Project Leads
Agenda for
Change**

d) Director of Human Resources

Ms Thompson reported that interviews for the post of Director of Human Resources were scheduled for 16 September 2004.

NOTED

11. REPORT FROM AREA PARTNERSHIP FORUM

A paper [04/06] was submitted by the Employee Director reporting on the business of the Area Partnership Forum.

NOTED

12. STAFF GOVERNANCE STANDARD

Mr Goudie provided a presentation on the responsibilities of the Staff Governance Committee, and its relationship with Area and Local Partnership Forums, in the light of the revised Staff Governance Standard.

There followed a discussion during which the undernoted points were made:-

- The Staff Governance Standard applied to all NHS staff, which included those working in General Practice surgeries and those who would be working in Community Health Partnerships. This would be a challenge for General Practitioners and also for partner agencies, e.g. Local Authorities, since Community Health Partnerships would have to establish their own Local Partnership Forums.
- Local Partnership Forums would continue to be charged with the conduct of the Staff Survey and the Self Assessment Audit Tool, and providing action plans to the Area Partnership Forum. Producing an overarching action plan from the individual plans would be a huge remit for the Area Partnership Forum.
- One of the difficulties was seen as the lack of a common method of reporting, making it impossible to collate data. This was seen as a responsibility for the employer, not the Area Partnership Forum.
- The Area Partnership Forum should contribute to the development of the Local Health Plan, and link into regional planning arrangements but it was not clear that it had the capacity to do this.
- Staff Governance should be integral to the work on establishing Community Health Partnerships, particularly as this way of working would be new to some partner organisations
- It would be useful to have a seminar to ensure the dissemination of the Staff Governance Standard into Community Health Partnerships.

There was submitted a report from the Partnership Support Unit regarding Staff Governance in Greater Glasgow. Concern was expressed regarding the status of this report and the accuracy of some of the comments. It was agreed that the Partnership Support Unit be asked for clarification, and corrections made if necessary.

DECIDED

1. That a seminar be arranged to ensure the dissemination of the Staff Governance Standard into Community Health Partnerships.
2. That the Partnership Support Unit be approached for clarification regarding its report on Staff Governance in NHS Greater Glasgow.

**Human Resources
Manager,
GGHNSB**

**Human Resources
Manager,
GGNHSB**

13. ACCOUNTABILITY REVIEW

Mr Goudie table the NHS Greater Glasgow Accountability Review dated 21 July 2004. It was considered that the report was positive, particularly in the light of the challenges facing NHS Greater Glasgow. It was noted that two of the Action Points referred to Staff Governance issues, particularly partnership working.

NOTED

14. REMUNERATION SUB-COMMITTEE

The minute [RSC(M)04/01] of the Remuneration Sub-Committee which took place on 27 July 2004 was noted. It was agreed that the committee be asked to consider a more appropriate timetable for objective setting.

**Head of Board
Administration**

NOTED

15. DATE OF NEXT MEETING

The next meeting was scheduled to take place on Friday 10 December 2004 in Board Room 2, Dalian House. However, members agreed that it would be helpful to try to arrange a meeting for an earlier date, to which the leads of the Project Steering Group for Agenda for Change would be invited.

**Human Resources
Manager,
GGNHSB**

The meeting ended at 3.45 p.m.