

GREATER GLASGOW NHS BOARD

Minutes of a Meeting of the
Staff Governance Committee
held in Meeting Room A, Ground Floor, Dalian House,
350 St Vincent Street, Glasgow
on Monday 6 March 2006 at 1.00 pm

PRESENT:

Mr R Cleland (in the Chair)

Professor Sir J Arbuthnott
Ms R Dhir MBE

Mrs S Kuenssberg CBE
Mr D Sime

Mrs E Smith

IN ATTENDANCE:

Mr I Reid	-	Director of Human Resources
Mrs H Ostrycharz	-	Associate Director of Human Resources
Mr W S Marshall	-	Secretariat Officer

ACTION

1. INTRODUCTORY REMARKS

Mr Cleland intimated that whilst both he and Mr Sime were Joint Chairs of the Staff Governance Committee, they had agreed that Mr Cleland should chair its meetings in the future.

2. APOLOGY

An apology for absence was intimated on behalf of Mr A Robertson OBE.

3. MINUTES OF PREVIOUS MEETING

The Minutes of the Staff Governance Committee [GGNHSB SGC(M) 05/3] held on 17 August 2005 were approved as a correct record.

NOTED

4. MATTERS ARISING FROM MINUTES

(a) Single System Working

The Director of Human Resources advised he had reminded the current Operating Divisions that under single system working the Area Partnership Forum was the only negotiating forum for NHS Greater Glasgow.

NOTED

(b) Staff Governance in Community Health Partnerships

The Director of Human Resources advised that he had written to the Directors of the various Community Health Partnerships regarding their obligations to partnership working, citing the Memorandum of Agreement and the expectation that its remit would apply to all.

NOTED

(c) Parental Leave Policy

The Director of Human Resources advised that a compromise had been reached regarding the Parental Leave Policy. Discussions had been held with Mr M Fuller of AMICUS. The Employee Director confirmed that the outcome of the various discussions held should be acceptable to the Area Partnership Forum. It was planned to introduce a phased implementation to reduce costs. The Parental Leave Policy would be backdated to October 2004 as under the terms of Agenda for Change.

NOTED

(d) Development of Workforce Strategy

The Director of Human Resources advised that a Workforce Strategy had now been drafted and that the intention was to issue it for consultation. The Staff Governance Committee would have the opportunity to comment on this document.

NOTED

5. REMIT AND MEMBERSHIP OF STAFF GOVERNANCE COMMITTEE

A report of the Director of Human Resources [NHSGG SGC Paper No 06/1] comprising the revised remit and membership of the Staff Governance Committee was submitted for approval.

The Director of Human Resources pointed out that since the Staff Governance Committee last met in August 2005, NHS Greater Glasgow had substantially completed the reorganisation into a single health system. In addition, preparations were in hand for the transfer of staff from NHS Argyll and Clyde following dissolution on 31 March 2006. These changes had necessitated a review of committee structures and membership.

The Director of Human Resources pointed out that a proposed remit for the Staff Governance Committee of NHS Greater Glasgow and Clyde was attached at Appendix A of the report. For reference, the previous remit of NHS Greater Glasgow Committee was attached at Appendix B and the remit for NHS Argyll and Clyde was attached at Appendix C.

The second edition of the Staff Governance Standard published in August 2004 set out the role and responsibilities of the Staff Governance Committee. The Standard was now being reviewed by the Scottish Workforce and Governance Committee (SWAG) however, the proposed remit was in accordance with the role and responsibilities set out.

The Director of Human Resources pointed out that the members of the Staff Governance Committee would be non-Executive Members of the NHS Board.

In addition, appropriate trade union representatives who were members of the Area Partnership Forum would attend, as would the appropriate Directors and managers within the organisation. The proposed managerial members were set out in the report. The trade union representation of the Area Partnership Forum was being reviewed and therefore would be agreed shortly. This, however, would reflect the pattern set out in paragraph 2.5 of the proposed remit.

Some discussion followed on the documentation provided. In regard to the proposed Constitution of the new NHS Greater Glasgow and Clyde Staff Governance Committee, it was agreed that the members of the Area Partnership Forum listed at paragraph 2.5 should be regarded as ex officio members. However, it was noted that only full members of the Staff Governance Committee would be permitted to vote at meetings should the need arise. It was further agreed that full membership of the Staff Governance Committee be extended to a representative from the Clyde area of the current NHS Argyll and Clyde and that this be preferably a Councillor.

The Chairman emphasised the need for increased visibility and suggested that future meetings could be held at different locations. He also suggested that meetings could be preceded by events such as, for example, open forums. More use should be made of the Communication Department to publicise the work of the Staff Governance Committee. Sir John concurred with these sentiments and emphasised that the Staff Governance Committee would need to be fully committed to new ways of working in the future.

There was some discussion on the parameters of the Committee's governance role, particularly in relation to grievance procedures and whistle blowing. It was recognised that it was not within the remit of the Staff Governance Committee to determine such issues but rather to ensure that effective policies and mechanisms were working properly to affect appropriate resolution. Again, more use should be made of the Communications Department to publicise the policies which were available to any employee in such a situation.

DECIDED:

- (i) That the Staff Governance Committee approve the revised remit and membership, including the agreed amendments regarding ex-officio members and additional representation from the Clyde area, as submitted.
- (ii) That the Staff Governance Committee give further consideration to looking at other locations for meetings as well as the timetable and form of these meetings in the future with a view to greater visibility and openness.

**Director of Human
Resources**

Members

6. STAFF GOVERNANCE ACTION PLAN

A report of the Director of Human Resources [NHSGG SGC Paper No 06/2] comprising the Staff Governance Action Plan was tabled for approval subject to agreement with the Area Partnership Forum.

The Director of Human Resources pointed out that in March 2005, NHS Greater Glasgow compiled an Action Plan that brought together the previously separate plans of the Glasgow Divisions. A revised plan had now been prepared. This reported on progress over the past year and outlined actions for the year ahead. This document was attached as Appendix 1 to the Action Plan.

For the year 2006/07, the Plan included the whole of NHS Greater Glasgow and Clyde as it would become on 1 April 2006 and had been compiled in conjunction with the staff currently carrying this responsibility in Argyll and Clyde. The Plan would be presented to the Area Partnership Forum for approval on 9 March 2006.

The Director of Human Resources pointed out that the Plan was a key document that set out the achievements of the past year and the priorities for the year ahead. It detailed how NHS Greater Glasgow and Clyde would make progress towards achievement of the staff governance standard. It was a dynamic document that would continue to be reviewed throughout the year and amended in the light of new information, in particular this year cognisance would need to be taken of the staff survey results when they became available.

Both the Director of Human Resources and Mrs Ostrycharz led Members through the key points of the Plan. They referred to the importance of ensuring some audit type support on those areas of the Plan deemed appropriate, a point reinforced by Mrs Smith. This would be an issue for the new Head of Staff Governance when appointed.

Ms Dhir pointed out the need to ensure that equal opportunities and diversity policies became an integral part of the Staff Governance Action Plan in line with general NHS Board policy. Mrs Ostrycharz acknowledged this point and referred to the large corpus of work already ongoing within the NHS Board regarding these issues. She would ensure this was reflected in the Plan in the future.

The Employee Director asked that the work of the Health and Safety Forum be included in the Plan in the future. This was agreed and Mrs Ostrycharz would attend to same.

Sir John referred to the fact that partnership working was not quite as well developed in some of the neighbouring Local Authorities as it was within NHS Greater Glasgow. There were concerns that professionals were working to different governance arrangements under the new procedures. The Director of Human Resources advised that under the Memorandum of Agreement, Local Authorities had been encouraged to adopt effective partnership working.

DECIDED:

- (i) That the Staff Governance Committee note the audit of the Staff Governance Action Plan for 2005/06.
- (ii) That the Staff Governance Committee approve the Staff Governance Action Plan for 2006/07 subject to agreement with the Area Partnership Forum.

Director of Human Resources

Director of Human Resources

7. STAFF GOVERNANCE AUDIT ARRANGEMENTS FOR 2005/06

The Staff Governance Committee received for information copies of a Scottish Executive Health Department Letter outlining the staff governance audit arrangements for 2005/06.

Mrs Ostrycharz pointed out that for this year only the Department had asked NHS Boards to undertake their self assessment and submit an information package which had been signed off by the Staff Governance Committee and the Board. The signed off package would be used to inform the annual review process. The pack comprised updated action plans, details of improvement and mandatory statistics.

Mrs Ostrycharz pointed out that the completed information required to be sent to Audit Scotland and the Department by 31 March 2006. Members would be kept informed of any further developments.

Mrs Ostrycharz

NOTED

8. REPORT OF AREA PARTNERSHIP FORUM

The Staff Governance Committee received for information copies of a paper [NHSGG SGC Paper No 06/3] from the Employee Director pertaining to the Area Partnership Forum comprising a draft minute of the meeting of the Area Partnership Forum held on 1 December 2005; a report from the Development Event held on 23 January 2006; a copy of the Draft Partnership Agreement and copies of a number of Partnership Briefs.

The Employee Director gave an overview of the current situation. The Area Partnership Forum had tended to be rather process orientated in the past but it now required to be much more focussed on the key issues including, for example, national and local health policies, corporate delivery, human resource policy development and associated matters. In the future, meetings would be divided between those that dealt with strategic policy, financial and staff governance issues and those that dealt with workforce and general employment issues. The first meeting devoted to the former process would be held on 9 March 2006 and the first meeting devoted to the latter process would be held in April 2006.

The Employee Director emphasised the need to ensure that partnership working became embedded within NHS Greater Glasgow. He would be meeting with the Director of Corporate Planning and Policy in the very near future to discuss partnership involvement in the development of the Local Delivery Plan.

In reference to the draft NHS Glasgow and Clyde Partnership Agreement, the Chairman asked how reporting relationships under the new arrangements might be best managed especially where there might be a failure to reach an agreement. The Employee Director acknowledged the point and the desirability for an agreed procedure. The Director of Human Resources and the Employee Director would look into this.

**Director of Human
Resources/
Employee Director**

NOTED

9. PAY MODERNISATION BENEFITS DELIVERY PLAN

A report of the Director of Human Resources [NHSGG SGC Paper No 06/4] comprising the Pay Modernisation Benefits Delivery Plan for 2005/06 was submitted.

The Director of Human Resources pointed out that NHS Greater Glasgow submitted a Pay Modernisation Benefits Delivery Plan to the Scottish Executive in September 2005 in accordance with NHS HDL(2005) 28. The Plan was attached as Appendix A and the HDL as Appendix B of the Plan.

The Plan described activity within NHS Greater Glasgow that had been facilitated by one or more of the strands of Pay Modernisation including Agenda for Change, the Consultants contract and the GMS Contract.

On the 17 February 2006, Mr J Turner, Workforce Modernisation Director, had met with the senior Human Resources team, including those from NHS Argyll and Clyde to discuss the Plan and its next iteration. A summary of this meeting was set out in a letter from Mr Turner to the Director of Human Resources and this was attached to the Plan as Appendix C. This would be taken into account in the next iteration of the Plan, which would be agreed by the local Pay Modernisation Board, jointly chaired by the Chief Executive and the Employee Director and presented to the Staff Governance Committee at its next meeting.

NOTED

10. STAFF SURVEY 2006

Mrs Ostrycharz referred to this year's staff survey which had been attached to employees' February pay slips and was available on a designated NHS Scotland website. The survey was Scotland-wide with a closing date for returns by 13 March 2006. So far only about 7% of the survey forms had been returned and whilst this was very disappointing it was anticipated the return rate would increase significantly in the final week. It was suggested that employees be encouraged to complete their survey returns perhaps by means of additional publicity. Mrs Ostrycharz would look into this. It was noted that the return rate last year was about 24%.

H Ostrycharz

NOTED

11. MINUTES OF THE REMUNERATION SUBCOMMITTEE

The Staff Governance Committee received for information copies of the Minutes of meetings of the Remuneration Subcommittee [RSC(M) 05/1] held on 21 September 2005 and [RSC(M) 06/2] held on 24 January 2006.

NOTED

12. DATE OF NEXT MEETING

The next meeting of the Staff Governance Committee would be held on Thursday 20 July 2006 at 2.00 pm in Board Room 2, Ground Floor, Dalian House, 350 St Vincent Street, Glasgow.