

**NHS GREATER GLASGOW AND CLYDE  
AREA PARTNERSHIP FORUM**

Minute of meeting held at 9.30 am on Thursday 27<sup>th</sup> April 2006 in Board Room 1, Dalian House,  
350 St Vincent Street, Glasgow G3 8YZ.

**PRESENT:** As per Sederunt

**ACTION**

**1. Welcome and Apologies**

The Co-Chairs welcomed all present and apologies were acknowledged from:

Rosslyn Crocket  
Michael MacNeil  
Andy Patrick  
Caroline Fee  
Brian Cowan  
Linda de Caestecker  
Cathie Cowan  
Robert Calderwood  
Thomas McWilliams  
Carrie Bell  
Cathy Miller

**2. Clyde Pay Date**

Staff-side expressed their disquiet at a change of pay day from the last Wednesday of the month to the last Thursday for Clyde staff. Ian Reid stated that he was investigating this and instances of hardship caused would be given consideration. It was agreed that Ian Reid, Donald Sime and Mandy Robertson would meet as soon as possible to consider the matter further.

**IR/DS/MR**

**3. Minute of Last Meeting (09.03.06) and Matters Arising:**

The Minute of Last Meeting was approved with the amendment that Thomas McWilliams's name should be added to the Sederunt.

***Staff Governance Action Plan***

Ian Reid reported that the Plan had been submitted to the Scottish Executive. There would have to be appropriate integration with that of the former NHS Argyll and Clyde. The document would be very much a dynamic tool and would be monitored appropriately with quarterly reports on progress to the Area Partnership Forum.

**3. Items for discussion**

***Policy Development***

The prioritisation of policy development having been established, initial draft policies would be produced by management or staff-side on an agreed basis. The process would be managed by the Secretariat with final responsibility being retained by the Area Partnership Forum.

**Secretariat**

***Organisational Change***

Staff-side expressed their strong disappointment at the failure to implement the “Managing Workforce Change” document in aspects of the Board’s reorganisation. Although staff-side recognised that protection arrangements had been applied. Ian Reid advised that the circumstances of reorganisation had made application of the policy difficult in some instances, however, the restructuring exercise was almost at an end and the policy would be utilised in the future.

***Freedom of Expression Policy (Management Draft)***

Ian Reid tabled a draft policy on Freedom of Expression. Ian asserted that, due to organisational change and non-executive involvement, there was a requirement to replace existing policies.

In initial discussions it was questioned whether the draft policy addressed adequately the question of those staff wishing to contact outside agencies or the press and the legal obligation to report concerns.

Both sides agreed to consider.

**JOC*****Facilities Agreement (Staff-Side Draft)***

Donald Sime tabled a draft Facilities Agreement that the staff-side believed incorporated existing Divisional policies, PIN and best practice. To take this forward with management colleagues, the staff-side nominated Donald Sime, Sandra Davidson and Andy Patrick. Anne MacPherson would lead on management input to this.

**AMacP*****Workforce Plan***

Ian Reid tabled a paper previously presented to the NHS Board outlining the direction of travel for the future shape of the workforce in NHS Greater Glasgow and Clyde. A draft workforce plan was nearing completion, however, and would be circulated shortly.

Ian Reid undertook to supply the Forum with statistics in terms of the current workforce and a copy of the draft Plan as soon as it becomes available.

**IR*****Agenda for Change***

The issue of capacity for matching panels was raised as a matter of concern. This had also been discussed at the meeting of the Project Steering Group.

Ian Reid confirmed that additional resource and capacity would be made available if necessary.

It was agreed that the current Agenda for Change structure should be reviewed and in the first instance this should be referred to the Secretariat to progress.

**Secretariat*****KSF Policy***

Ross McCulloch tabled a draft KSF Policy that had been developed in partnership. Also tabled were staff-side amendments to the Policy, however, it was recognised that management may also wish to amend the Policy.

Agreed that the matter be referred to the Secretariat to progress.

**Secretariat**

3.

**ACTION**

***Child Care Tax Vouchers***

Ian Reid highlighted the concerns of management in providing the necessary administrative support required to introduce such a scheme. Glasgow City Council, like the Board, wished to introduce a scheme for their staff and, therefore, there might be merit in sharing administration. This might be jointly purchased from an external provider.

Agreed that a message should be relayed through the intranet advising on progress with this issue.

**IR/DS**

**4. Items for Decision**

***Partnership Agreement***

The Forum formally agreed the final draft of the Partnership Agreement between the Board and the Trade Unions and Professional Organisations. Authority was, therefore, given to Tom Divers and Donald Sime to sign and circulate the agreement.

**TAD/DS**

In adopting the Agreement it was noted that the reference in Section 4.10 to “the Board’s Grievance and Disputes Procedure” implied current policies and procedures existing within the former NHS Greater Glasgow and NHS Argyll and Clyde until a single system policy was agreed. It was further noted that the Partnership Agreement did not over-ride the bargaining and consultation rights of constituent organisations with regard to group-specific matters.

***Acute Partnership Arrangements***

The Acute Partnership Forum was in process of being established and Anne MacPherson and Donald Sime had sent out a communication with a view to calling a meeting on 25<sup>th</sup> May.

***CHPs/CHCPs Partnership Arrangements***

An option appraisal paper in regard to membership of Staff Partnership Forums had been circulated and responses were due by the end of the week.

***Mental Health Partnership Arrangements***

Donald Sime, Jonathan Squire and Anne Hawkins would progress discussions at this stage.

**Secretariat**

**5. Items for Information**

***Pay 2006/07***

Staff-side expressed disappointment in regard to the UK Government’s decision to introduce a variation to the review body’s recommendations and phase pay uplift for Consultants.

It was noted that discussions were taking place at Scottish level regarding the application of the pay uplift to staff who had not been assimilated to Agenda for Change.

**6. Date of Next Meeting**

*JOC* – 10.00 am on Wednesday 17<sup>th</sup> May 2006 in Board Room 2, Dalian House  
*APF Workforce* – 10.30 am on Thursday 25<sup>th</sup> May 2006 in Board Room, Ross House, Paisley

# SEDERUNT

**Name:** Greater Glasgow Area Partnership Forum

**Time:** 9.30 am

**Date:** Thursday 27<sup>th</sup> April 2006

**Venue:** Board Room 1, Dalian House

NAME	DESIGNATION
Donald Sime	Co-Chair
Ian Reid	Director of HR (Deputy Co-Chair)
Rona Agnew	Secretary (Staff-Side)
Andy Carter	Head of HR (Partnerships)
Sandra Davidson	UNISON
Ian Forbes	Amicus
Joseph Gallagher	Acting Professional Officer, Royal College of Nursing
Billy Hendry	Amicus
Kate Kenmure	National Officer, Royal College of Midwives
Karen Loudon	Royal College of Nursing
Carolyn MacLellan	British & Irish Society of Orthoptists
Anne MacPherson	Head of HR (Acute)
Ross McCulloch	Royal College of Nursing
Alison McLintock	Society of Radiographers
Keith Redpath	Director, West Dunbartonshire CHP
Mandy Robertson	Secretary (Staff-Side)
Barbara Scorgie	British Medical Association
Crawford Young	British Medical Association

**In attendance:** Olivia Cornacchia, Partnership Co-ordinator