

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

Minute of meeting held at 11.30 am on Thursday 31st August 2006 in Board Room 1, Dalian House

PRESENT: As per Sederunt

ACTION

1. Welcome and Apologies

Ian Reid welcomed all present and acknowledged apologies from Robert Calderwood, Keith Redpath, May Bassy, Kath Stewart, Caroline Fee and Caroline Wilson.

2. Minute of Last Meeting (08.06.06)

The minute of last meeting was approved with the amendment that Barbara Scorgie should be shown as being in attendance.

3. Matters Arising

Child Care Tax Vouchers

Andy Carter tabled a summary paper and advised that this was a salary sacrifice scheme which allowed employees to purchase vouchers from gross pay, thereby making savings in tax and national insurance contributions. It was noted that lower paid staff may not meet the criteria for access. A working group had been established and had met 3 times with another meeting scheduled for 19th September. The preferred process was to proceed through the European Union Journal (OJEC), which would take between 3 and 6 months. The target date was 1st March 2007 for the scheme to be up and running.

It was agreed that the Summary Paper should be communicated through a Partnership Brief.

AC/MR

Health and Safety Forum

Nominations had been sought for the Health and Safety Forum which would meet in September. Those organisations which had not already done so were urged to inform Ken Fleming as soon possible.

JOC

4. Secretariat Report

Revised Staff Governance Standard

This was due to be published by October 2006.

Pay

Staff who had not been assimilated under Agenda for Change should have received back pay in regard to the "on account" 2.5% cost of living increase. The Payroll Department had identified some staff on protected pay that were not picked up by the system. A manual adjustment would be made to rectify this.

Staff-Side requested an updated list of allowances reflecting the 2.5% increase as a consequence of the recent pay circular (PCS(AfC)2006/3) increasing the flat rate "unsocial hours payments" and "on-call" allowances that continue to be paid in accordance with Section 2 of the Agenda for Change Handbook. Ian Reid agreed to arrange this.

IR

2.

ACTION

Parental Leave

The policy modification had been agreed at a previous meeting and the details would now be disseminated by HR. In response to requests for clarification the Forum was advised that the former Divisional policies continue to apply with the modification agreed.

KSF

The draft policy had been withdrawn to allow the newly appointed Head of Learning and Development, Lyndsay Lauder, to review the document

IR

Procurement

The paper "Pan Glasgow and Clyde Procurement – Clyde Procurement Services Integration Report – August '06 Final Report" had been circulated. Progress had been made in the integration of Clyde.

Director – Information Management and Technology

Richard Copland had been appointed to the role of Director of Health Information and Technology and would take up the post at the beginning of November. Adrian Bark would cover the position until then.

5. Items for Discussion

Agenda for Change

The paper "Progress Report – Greater Glasgow AfC Team/Clyde AfC Team" had been circulated. In order to meet the deadline for job matching panels were working overtime at evenings and weekends. It was hoped that in Glasgow this exercise would be completed in the next couple of weeks and panels could move on to consistency checking.

Ian Reid explained that the Payroll Department was attempting to pay arrears as soon as possible after assimilation, but that the limiting factor was capacity. While there was a willingness to address issues of capacity, there was a difficulty in finding skilled staff to carry out the work. Ian Reid would ask Marie Cumming, Head of Payroll, to provide a plan outlining the proposed timescale for the payment arrears.

IR

Ian Reid presented the paper "Agenda for Change Implementation". This proposed that the current Agenda for Change Project Steering Group and Sub-Groups should be dissolved, that the Area Partnership Forum take responsibility for Board level decisions on terms and conditions of service (including KSF), and that a short-term Assimilation and Performance Group be established with a remit to complete job matching and evaluation through to payroll assimilation. A concern was raised with regard to responsibility for AfC in Clyde. It was, therefore, agreed to remit the matter to the Co-Chairs dependent upon the outcome of a Staff-Side meeting to take place on 7th September.

IR/DS

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3.

ACTION

Staff Governance Action Plan

Helen Ostrycharz presented an overview to the Forum of the most significant results of the Staff Survey. A number of points were raised following this, including the fact that incidents of bullying and harassment, and violence and aggression had increased since the last survey. This highlighted the urgency of agreeing and implementing effective policies to deal with these issues. It was felt that a culture change was required in order to properly address these matters. It was agreed that Juli McQueen should be invited to attend the next meeting in order to discuss a development approach to assist them.

IR

It was recognised that the Survey identified a multitude of issues that would have to be addressed in the Forum's Staff Governance Action Plan and taken forward in the Divisions. It was suggested to take this forward that an Action Plan Sub-Group be formed. This was agreed and remitted to the Secretariat to discuss how this would be implemented.

Secretariat

HR Structure

Ian Reid advised that the HR restructure should be complete by the end of October. The restructuring also included both Occupational Health and Health and Safety staff. Therefore, it was recognised that the recent request from the Associate HR Director (Acute) for staff-side representation under a Health and Safety banner was actually a group-specific matter that should involve the organisations representing the staff affected.

It was agreed that a communication would be sent to HR Managers clarifying the process in regard to group-specific matters.

Secretariat

6. Items for Decision

Facilities Agreement

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

IR/DS

7. Items for Information

Workforce Plan

This would be circulated by e.mail following the meeting.

OC

8. Date of Next Meeting

JOC – 10.00 am on Thursday 7th September 2006 in Board Room 1, Dalian House
APF – 2.00 pm on Thursday 14th September 2006 in Board Room 1, Dalian House

SEDERUNT

NAME	DESIGNATION
Ian Reid	Co-Chair
Donald Sime	Co-Chair
Rona Agnew	Joint Staff-Side Secretary
May Bassy	Management Secretary
Mandy Robertson	Joint Staff-Side Secretary
Catriona Smith	Management Secretary
Kath Stewart	Management Secretary
Bernie Brand	GMB
Andy Carter	Head of Human Resources, Partnerships
Cathie Cowan	Director, South East CHCP
Sandra Davidson	UNISON
Ian Forbes	Amicus
Joseph Gallagher	Professional Officer, Royal College of Nursing
Carolyn MacLellan	British and Irish Orthoptics Society
Ross McCulloch	Royal College of Nursing
Matt McLaughlin	Regional Organiser, UNISON
Alison McLintock	Society of Radiographers
Cathy Miller	UNISON
Andy Patrick	Royal College of Nursing
Alan Rumley	Federation of Clinical Scientists
Barbara Scorgie	British Medical Association
Jakki Sheppard	Royal College of Midwives
Gerry Slevin	Head of Human Resources, Projects
John Starrs	Amicus
Crawford Young	British Medical Association
Gordon Anderson	Co-Chair, Mental Health Partnership Forum
Frances Lyall	Co-Chair, Acute Services Partnership Forum

IN ATTENDANCE:

Olivia Cornacchia	Partnership Co-ordinator
Helen Ostrycharz	Human Resources