

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 16 September 2003**

PRESENT

Professor Sir John Arbuthnott (in the Chair)

Mr J Cameron	Mr S MacLennan
Mr R Cleland	Ms K Murphy
Mr T Davison	Mr I Reid
Mr W Goudie	Mr A Robertson OBE
Mrs S Kuenssberg CBE	Mrs E Smith

IN ATTENDANCE

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

ACTION BY

15. **APOLOGIES**

Apologies for absence were intimated on behalf of Ms S Forsyth, Ms J McCready, Mrs H Ostrycharz and Mr D Sime.

16. **MINUTES OF PREVIOUS MEETING**

The Minutes of the Staff Governance Committee [GGNHSB SGC(M)03/2 held on 10 June 2003 were approved as a correct record, subject to the following amendment:-

Minute 11: White Paper: Partnership For Care
Paragraph 4 line 9: - delete last sentence and insert:

“The performance of NHS Greater Glasgow was an issue for all, including the Area Partnership Forum and staff, and this had been highlighted at the Accountability Review when the Chief Executive of NHS Scotland had met representatives of the Area Partnership Forum.”

17. **MATTERS ARISING**

- a) Self Assessment Audit Tool/Action Plans from NHS Trusts and NHS Board

Mr Cameron referred to the reference within page 3, paragraph 5 of Minute 10 (a) to advice being sought as to whether PIN Guideline policies were a legal requirement. Mr Goudie reported that the view of MSF/Amicus was that this was probably not the case. It was agreed that it would be more appropriate to seek advice from the Scottish Executive Health Department and the Central Legal Office.

b) Report on the Implentation of PIN 'Family Friendly' Guidelines and, in Particular, the Parental Leave Policy.

A paper [03/06] was submitted asking the Committee to consider the recommendations of the Work/Life Balance Policies Working Group on implementation of the PIN 'Family Friendly' Guidelines.

Sir John commented that the Working Group appeared to have been broadly representative and had produced a comprehensive report.

Mr Goudie reported that Mr Sime had requested that his objection to the recommendations contained within the report be minuted; due to a change in dates he had been unable to attend all the meetings, and North Glasgow had not been represented. Mr Sime took the view that the recommendations in the paragraph headed 'Equity' diluted the minimum standard set out in the PIN Guideline.

Mr Davison and Mr Reid suggested that it was not a question of diluting the standard, but of implementing it without disruption to the service. The recommendation still allowed for a total of 4 weeks' paid leave over whole eligibility period.

Mr MacLennan questioned the extent to which the report reflected the common view: he recalled that at the final meeting there had been a discussion with regard to disparities of application, with the suggestion that one week's leave in any one year could be applied across Glasgow; however, he and others had opposed this, since it was not currently being applied in each unit, and was not in the spirit of the PIN Guideline.

Mr Davison suggested the need for guidelines as to how to apply the policy. At present, managers in some areas were in a position whereby they had a choice of turning down a request for leave under this policy, or being unable to provide the service required.

There followed a brief discussion drawing a distinction between compassionate leave for emergencies, and parental leave, designed to allow parents to interface with their children, and which they were unlikely to request all at once.

Sir John reminded members of the original remit of the group, and the role of the Staff Governance Committee, which was to operate at a level which would satisfy the Accountability Review.

Mr Cameron and Mr Cleland pointed out that the remit had been to consider the parental leave policy, not establish a work-life balance group. The lack of a negotiating forum for Glasgow was identified as one reason for the difficulty. The staff side took the view that this policy could not be considered in isolation, but must be seen in the context of a wide portfolio.

Mr MacLennan returned to the issue of equity and fairness, and suggested that a common application to all groups of staff would be impossible, and could not be defended on the grounds of equity. Better than restricting entitlement for all would be to offer a guideline on application. Mrs Smith suggested that on becoming a single employer, NHS Greater Glasgow would have to harmonise policies, that equity was essential, and that although the organisation must be aware of costs, it must move away from simply taking the view that PIN Guidelines were unaffordable.

Following further discussion on the need for consistent guidance and clear criteria, it was agreed that this was an operational matter which the Staff Governance Committee should refer the matter to Chief Executives to find a workable solution. It was agreed that the commitment to implementation by 1 December 2003 should be retained.

DECIDED:

That the Chief Executives within NHS Greater Glasgow be charged with ensuring that a consistent method of applying the Parental Leave policy on a pan-Glasgow basis.

**HR Directors/
Chief Executives****c) 2003 Staff Survey**

A paper [03/07] was submitted updating the Committee on the arrangements for the 2003 Staff Survey. On behalf of Mrs Ostrycharz, Mr Goudie explained that arrangements were in place to attach copies of the staff survey to payslips over the coming weekend. Transport arrangements still had to be confirmed.

The cost of having survey forms attached to payslips would be £1,800. The Scottish Executive Health Department was contributing £27,000, but the actual cost was likely to be in the region of £35,000. In response to a query from Mr Cleland regarding tendering, Mr Goudie explained that using MORI again would produce a saving, since some of the work had already been done on the previous occasion. The Health Department had not confirmed its contribution until after the tendering process.

NOTED**18. COMPOSITION OF STAFF GOVERNANCE COMMITTEE**

Sir John explained that he had received correspondence regarding membership of the Staff Governance Committee in the light of the position regarding partnership working at one of the Glasgow NHS Trusts.

Mr Goudie referred to the constitution of the Staff Governance Committee, which stated that the staff side should be represented by the Chairs of the Local Partnership Forums. The difficulty was that the Glasgow Primary Care Trust did not have a properly constituted Local Partnership Forum.

Mr Reid explained that the Primary Care Trust had decided on a divisional structure for partnership working, and had an employee relations council, which Ms Murphy chaired. When the Staff Governance Committee had been established, the Chairs of the Partnership Forums within the Primary Care Trust had been asked to nominate their representative. Ms Murphy was therefore present as the representative of all the Primary Care Trust partnership forums.

Mr Reid suggested that the more substantive issue was the non-participation of UNISON in the Glasgow Area Partnership Forum, but that this was a matter which needed to be addressed Board-wide.

Ms Murphy expressed concern that discussions regarding her professional role had taken place without her knowledge, and reiterated that she had been asked by her fellow Partnership Forum Chairs to represent them on the Staff Governance Committee.

Following discussion, Mr Cameron suggested that if Ms Murphy's participation on the Staff Governance Committee was endorsed by the staff side at the Primary Care Trust, he was content that she should attend. Other members agreed.

With regard to the correspondence on this matter, it was explained that this item had been placed on the agenda for discussion only, so that no papers had been circulated. However, copies of the correspondence were available and were distributed to members.

DECIDED:

That Ms Murphy's membership of the Staff Governance Committee should continue.

19. REPORT FROM THE AREA PARTNERSHIP FORUM

There was submitted a paper [03/08] which summarized action points arising from the meeting of the Glasgow Area Partnership Forum which had taken place on 1 June 2003. Mr Goudie provided additional information, explaining with regard to 'Agenda for Change' that some funding for implementation was being provided by the Scottish Executive Health Department, to be managed by the Area Partnership Forum. This funding had to cover the Golden Jubilee Hospital and NHS 24 in addition to the Glasgow NHS Trusts and Board.

NOTED

20. REMUNERATION SUB-COMMITTEE MINUTES

Minutes of meetings of the Remuneration Sub-Committee which had taken place on 18 June 2003 and 19 August 2003 were noted.

NOTED

21. DATE OF NEXT MEETING

The next meeting would be held on Tuesday, 16 December 2003 at 2.00 p.m. in the Conference Room, Dalian House, 350 St Vincent Street, Glasgow G3 8YZ.

The meeting ended at 3.40 p.m.