



STAFF GOVERNANCE COMMITTEE

Notes of the meeting held on Wednesday 11th November 2010 at 2pm in the Board Room, Newstead.

Present: Edwina Cameron, Chair, Kath McLaren, Sheila MacDougall, Janice Laing, Shona Cameron, Jim Torrance, Jennifer Croall, Louise Hamilton Welsh, Bob Salmond, Alison Ferahi, Isabel Swan, Irene Bonnar, Roa Johnstone, Elizabeth McKay, Secretary

	<u><i>Item</i></u>	<u><i>Summary</i></u>	<u><i>Action</i></u>
1.	Apologies were received from: -	Adrian Lucas, Trudy Gane, Leonie Smith, Helen Clinkscale, Mary Wilson, Beverly Meins, Eileen Frame,	
2.	Minutes from Previous Meeting – 16th September 2009 Matters Arising LEAN Communication Format Remuneration Committee	An accurate record was given. A discussion took place.	<i>To pursue this issue with Karen McNicoll.</i> <i>Louise Hamilton Welsh to provide a report for the next meeting.</i>

	Funding for Physio and Counselling	It was reported that there will be a recurrent funding for these services from 2010/11. The Endowment Fund has paid for a proportion of these services up to March 2008. OHSxtra paid for them in 2008/09, with non-recurrent funding provided by NHS Borders in 2009/10.	<i>Jennifer Croall asked for this item to be place on the Endowment agenda.</i> <i>Irene Bonnar to provide a report for the meeting in March 2010.</i>
	Staff Governance Standards		
3.	Well Informed		
a)	Communications Update	<p>Shona Cameron gave an update on the core business activities within Public Involvement & Communications department: -</p> <p>There has been a 57% increase Freedom Of Information (FOI) enquiries from last year. A discussion took place regarding placing pressures on the cost. It was also suggested to highlight to the organisation the amount of work and time it takes with each FOI enquiry.</p> <p>Your Health Our Future – 18 internal and 15 external group meetings have taken place. Seven and half thousand cards have been produced and distributed informing of the process.</p> <p>Global Email Policy is currently being updated. Looking at who has access and how to improve managing this</p>	<i>Edwina Cameron to discuss this item at the National Employee Directors meeting and Louise Hamilton Welsh to also discuss at the National Human Resource Directors meeting.</i>

		<p>facility.</p> <p>Public Involvement - to be placed on the intranet.</p> <p>Weekly Staff Update – Unable to send it out weekly due to resources and work pressures. It has been agreed to revamp it.</p> <p>Quarterly Newsletter – it is currently being looked at. It has been suggested to provide hard copies as well as being placed on the intranet. There will be cost implications and will take time to roll this facility out.</p>	
b)	Sustainable Workforce Strand of SCP	<p>Louise Hamilton Welsh informed that there will be a Quarterly Stakeholders meeting which will be chaired by Louise. Clinical Boards have been asked to provide three top priorities. A meeting for Support Services has been organised for November 2009. Workforce planning has to be consistent and to look at areas that will provide good practice.</p>	<i>Louise Hamilton to provide a report for the next meeting.</i>
4.	Involved in Decisions Which Affect Them		
a)	Area Partnership Forum Agenda and Minutes	For noting.	
b)	Pay Modernisation Report Speciality Drs Contract	Bob Salmond spoke to the paper ‘Pay Modernisation New Speciality Doctor and Associate Specialists Contracts – Update’.	

		Bob informed that 31 doctors expressed interest to move to this contract and a small handful wish to remain with the original contract. There will be financial implications	
5.	Treated Fairly and Consistently		
a)	Progress of Action Plan	<p>Bob Salmond reported that the Local Partnership Forum Chairs and Staff Governance Champions are now streamlined. The Area Partnership Forum endorsed the Plan on the 19th October 2009. The Clinical Boards are also fully engaged with the Plan.</p> <p>Standard 5 sits with Occupational Health, Risk & Safety and will progress with the Plan.</p> <p>Each area has chosen priorities from the last Staff Survey. The previous Plan had 87 actions and the current has 8 actions.</p>	<i>Sheila McDougall and Irene Bonnar to provide actions for the next meeting.</i>
b)	Final Report – Consultants Contract Internal Audit Report	<p>Bob Salmond spoke to the report. Assurances were required to ensure job planning was working. Monitoring was put in place. Centrally within HR there is a register of work plans where information can be extracted on consultant’s time.</p> <p>The Committee informed that they were happy with the feedback which Bob had given.</p>	<i>Jennifer Croall asked for this item to go to the Chairs of the Governance Committees. Louise Hamilton Welsh to do this.</i>
c)	Draft Workforce Strategy	Louise Hamilton Welsh spoke to the paper ‘Draft Workforce Strategy 2009-2011’. The paper highlights	<i>Committee to provide comments to Louise Hamilton Welsh.</i>

		<p>highest reported category.</p> <p>Policies – currently there are policies out for consultation and going through the approval process.</p> <p>Education Programme – it is currently being re-vamped.</p> <p>Legal action – due to slips, trips and falls.</p> <p>Noise at Work Policy – aimed at noise at certain levels such as the Laundry.</p>	<p><i>A report to come back to the next meeting.</i></p>
7.	Any Other Competent Business		
a)	Procedure Manual	<p>It was reported that information within the manual is against our local policies. Assurances is required that it will be a reliable resource. Isabel Swan will take it to the Clinical Risk group. Janice Laing to take it to Training.</p>	<p><i>Ann Palmer and Erica Nisbet to give feedback at the next meeting.</i></p>
8.	Date of Next Meeting	<p>Wednesday 20th January 2101 at 2pm in the Board Room, Newstead.</p>	