



County Durham Primary Care Trust  
Darlington Primary Care Trust

## County Durham and Darlington HR Committee

23<sup>rd</sup> January 2008

Health Partnership Centre,, Peterlee, Co. Durham

### CONFIRMED MINUTES

- Present**
- John Flook, (Chair) Non Executive Director for Darlington PCT
  - Annie Dolphin, Non Executive Director for CDPCT
  - Michael Appleby, Unison Lead Steward
  - Amanda Hume, Director of Workforce and Corporate Dev. (part only)
  - Carole Harder, Director of Service Provision
  - Pat Taylor, Director of Finance
  - Nicola Levitt, Assistant Director of Workforce
  - Sue Wood, Health and Safety Advisor
  - Lynn Jones, Workforce & Development Manager
  - Michael Houghton, Head of Integrated Governance
  - Barbara Bright, Head of HR Business Services
- In attendance**
- Jane Ritchie, Chairman of VOLT
  - Nancy Radford, General Manager, Work Place
  - Sharon Oliver, N.E. Strategic Health Authority
  - Kerri Lowden, HR Management Trainee
  - Debbie Angus (minutes)

Agenda Item	Item	Action
HR/07/34	<b>Apologies for Absence</b> were received from: Fiona Charlton and Pat Keane.	
HR/07/35	<p><b>Minutes of Meeting held on 21<sup>st</sup> November 2007</b> – Received as a correct record with the following amendments:-</p> <ul style="list-style-type: none"> <li>– <u>Item HR/07/22</u> - Amend to read: DIO/DIR</li> <li>– <u>Item HR/07/25</u> – Amend last paragraph to read: ‘The Committee received and noted the verbal report for information and formally extended their thanks to the HR team and Staff Side for their hard work in successfully managing the recruitment process during the reconfiguration process.’</li> <li>– <u>Item HR/07/31</u> – Amend to read: ‘Workforce Planning Cluster Group.’</li> </ul>	
HR/07/36	<p><b>Matters Arising</b></p> <p>i) <u>Staff Survey</u> – Barbara Bright, Head of HR Business Services, advised the Committee that the response figures for the staff</p>	

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	<p>survey were as follows, and a full analysis will be available in February which will be brought to the March Committee meeting for information. Responses were reported as follows:-</p> <table border="0" data-bbox="411 264 863 338"> <tr> <td>County Durham PCT</td> <td>60%</td> </tr> <tr> <td>Darlington PCT</td> <td>54%</td> </tr> </table> <p>ii) <u>Organisational Change and Vacancy Update</u> – Barbara Bright agreed to circulate a summary on the numbers of critical vacancies still to be resolved to members for information.</p> <p>iii) <u>Workforce Planning Cluster Group</u> – Nicola Levitt advised that the first meeting of this group had been delayed as the SHA required to consult with HR Directors on a regional basis. A paper was presented to Joint Directors group, at which approval was given for the Workforce Planning Cluster group to proceed as originally intended.</p> <p>iv) <u>Health and Safety Committee</u> – Amanda Hume advised the Committee that following a formal review of the relationship between the HR Committee and the Health and Safety Committee, this appeared to be working well as two separate Committees, and there was therefore no requirement to combine the two.</p> <p><i>Amanda Hume left the meeting following this verbal report.</i></p> <p><b>5. Proposed AOP Submissions</b></p> <p>Nicola Levitt, Assistant Director of Workforce, advised the Committee of the four key priorities for the AOP submission which were:-</p> <ul style="list-style-type: none"> <li>– Work development needs around MPET budget.</li> <li>– Work with the PBC chairs and GP engagement</li> <li>– Support of various fixed term project posts which will be required to support some of the proposed within the AOP i.e. maternity, 18 weeks etc.</li> <li>– Funding for actions identified through Equality and Diversity to meet Statutory requirements. Key actions require to be implemented to achieve a single Equality scheme.</li> </ul> <p>The Committee received and noted the report on the proposed AOP submissions.</p> <p><b>6. Vocational training Centre</b></p> <p>The Committee welcomed Jane Ritchie, Chairman of VOLT and Nancy Radford, General Manager of the Work Place, to the</p>	County Durham PCT	60%	Darlington PCT	54%	<p>Barbara Bright</p>
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7.	<p>HR Committee meeting. A presentation was provided by Jane and Nancy on 'The Work Place' Vocational Training Centre to be based at Newton Aycliffe, County Durham.</p> <p>Arranging pre-16 work experience placements in the Health Services has proved very challenging in Darlington and County Durham and once the 'Work Place' becomes a reality it will become part of the vision to promote Health and Social Care career opportunities and support the new Diploma. The centre would provide a simulated learning environment providing real equipment and appropriate uniforms for young people to undertake a range of learning scenarios to help them better understand the skills, attitudes and attributes needed within the Health and social Care sector. The Work Place was scheduled for completion by end of May 2008 and open for business in September 2008.</p> <p>The Committee received and noted the presentation for information and agreed in principle to support a working partnership between County Durham and Darlington PCTs and The Work Place to promote Health and Social Care career opportunities.</p> <p>Nicola Levitt, Assistant Director of Workforce, would be the PCT contact working closely with Provider Services. A progress report would be brought to the HR Committee in 2/3 months time.</p> <p><b>Knowledge and Skills Framework Update (KSF)</b></p> <p>The NHS KSF defines and describes the knowledge and skills which NHS staff need to apply in their work in order to develop and be competent in providing a quality service to patients. The framework applies to all staff with the exception of doctors, dentists and board level executive directors.</p> <p>Nicola Levitt, Assistant Director of Workforce, and Michael Appleby, KSF Lead and Staff Side representative, updated the Committee on the progress of the reinvigoration of KSF as follows:-</p> <ul style="list-style-type: none"> <li>- To date 120 staff have been trained in KSF Awareness.</li> <li>- It was noted that further KSF champions require to be identified within Provider services. Carole Harder agreed to progress this within her directorate.</li> <li>- The post of KSF Co-ordinator was yet to be appointed to, but the vacancy was currently out to advert and it was hoped to have the successful applicant in place by end of February 2008.</li> </ul>	<p>Nicola Levitt</p> <p>Carole Harder</p>

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	<ul style="list-style-type: none"> <li>- The KSF policies were in the process of being impact assessed through the Policies and Procedures group.</li> <li>- Facilitation time for Michael Appleby and Julie Hanson, KSF Leads, was proving difficult to schedule, and this was being reviewed.</li> <li>- A gantt chart which includes timescales for KSF will be brought to the next HR Committee meeting for members' information.</li> <li>- A 'Re-energising KSF' event was held on the 22<sup>nd</sup> November 2007 which Assistant Directors attended. The key message for Managers from this event was: "To make KSF work for you, keep it simple, not bureaucratic."</li> </ul>	Michael Appleby
8.	<p><b>SHA Workforce Development Bids for 2008/09</b></p> <p>Nicola Levitt, Assistant Director of Workforce, advised the Committee that as the PCT had just completed the process for the 2006/07 bids, it was agreed that the PCT should focus on a more strategic piece of work linked to the workforce strategy which is currently being developed. A piece of research work was chosen therefore to look at the 'worklessness' agenda which tackles reducing health and inequalities. Further possible projects will also be reviewed to determine if appropriate to be put forward.</p> <p>Nicola agreed to provide a report with details of funding provided by the Strategic Health Authority to the next HR Committee meeting in March.</p> <p>The Committee received and noted the report for information and gave its agreement to the approach being taken by the HR team for the Workforce Bids 2008/09.</p>	Nicola Levitt
9.	<p><b>Health and Wellbeing of the Workforce</b></p> <p>Barbara Bright, Head of HR Business Support, provided the Committee with a report which identified and provided comparative data on the sickness absence levels within County Durham Primary Care Trust and Darlington Primary Care Trust for the period 1 April 2007 – 30 November 2007.</p> <p>Improving the health and well being of the workforce demonstrates that we value our most valuable assets: our workforce. Staff costs are approximately 70% of NHS expenditure and an estimate of the cost of paid sickness absence for 2006-2007 was in the region of 3.3 million across both organisations. This figure does not include the cost of replacement staff, and in 2006 -2007 agency spend was</p>	

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10.	<p>around 1.1 million.</p> <p>Whilst a level of absence is inevitable, this information is the first step in a longer term process as further analysis, exploration and action needs to take place including some of the following:</p> <ul style="list-style-type: none"> <li>• Further analysis of short term absence figures</li> <li>• Monitoring the current use of the absence monitoring and recording processes to audit use across directorates</li> <li>• Working with line managers to ensure fair and consistent application to the approaches of managing absence including the use of return to work interviews.</li> <li>• Pro-actively managing long term absence, working closely with occupational health, in order to support staff and ensure access to early interventions</li> <li>• When available, monitoring the reasons for absence, working closely with partners within the organisation, for example, health and safety on areas around stress, musculoskeletal problems, etc, to ensure measures are developed to address and improve such areas</li> </ul> <p>The Head of HR Business Services, along with the Assistant Director of Integrated Governance and Corporate Support are part of an SHA wide project that has recently been established to look at improving the health and well being of the workforce on a regional basis. This project will look at determining best practice models, minimum data sets of information and whole systems approach to this issue covering health and safety, corporate and clinical governance and occupational health.</p> <p>The following points were highlighted:-</p> <ul style="list-style-type: none"> <li>– It was noted that the figures provided for sickness absence for County Durham and Darlington were from ‘standard reports’ and may not be a true reflection of absence. Barbara Bright agreed to check these figures and advise accordingly.</li> <li>– Data was being collated to identify the reasons for sickness absence and to enable initiatives to be explored and adopted.</li> <li>– The HR team were working with Occupational Health Services to produce a standard pathway of care for staff from the beginning of sickness absence to their return to work. Barbara Bright agreed to bring a further report on what local procedures had been put in place to the next HR Committee meeting.</li> </ul> <p>The Committee received and noted the report for information.</p> <p><b>ESR Update</b></p> <p>Barbara Bright, Head of HR, updated the Committee on the</p>	<p>Barbara Bright</p> <p>Barbara Bright</p>

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	<p>work of the Electronics Staff Record Project as follows:-</p> <p>The Electronic Staff Record (ESR) Project is set to go-live on the 1 February 2008. This was a joint project with Durham and Darlington Foundation Trust from which the PCT obtains payroll services. Work was being undertaken within a joint Project Team and Project Board, working to nationally set protocols, stages of preparation, evidence requirements and testing stages prior to 'sign off' as each key milestone is achieved.</p> <p>ESR is the national, integrated Human Resources (HR) and Payroll system which will be used by all NHS organisations throughout England and Wales: I.</p> <ul style="list-style-type: none"> <li>• Replacing 29 payroll systems and 38 HR systems with a single, national, integrated solution</li> <li>• 1.2 million NHS employee records will (when rollout is completed in Spring 2008) be stored on ESR.</li> <li>• sponsored by the Department of Health.</li> <li>• The ESR central team includes NHS and McKesson staff working together in the design and implementation of the solution</li> </ul> <p>ESR has three main 'Core Components' – Recruitment, Human Resources and Payroll.</p> <p>Dedicated resource for ESR within HR was available until June 2008, and a bid for additional funding to extend this resource period has been submitted.</p> <p>The Committee received the report for information and noted that the final decision to go-live was made by the Project Board on the 18<sup>th</sup> January 2008 for February payroll.</p>	
11.	<b>Confirming Minutes of Joint Consultative Negotiating Committee 11<sup>th</sup> December 2007.</b> – received for information.	
12.	<b>Any Other Business</b>	
i)	<u>Provider IT System</u> – Carole Harder, Director of Service Provision, extended her thanks to the IT team for their help in implementing the computer system for provider staff.	
ii)	<u>Project role for Carole Harder</u> – It was agreed that discussion would be held with regard to the HR implications in connection with Carole Harder's new project role.	All members
13.	<b>Date and time of next meeting:</b> Tuesday 25 <sup>th</sup> March 2008, Easington PDA, 2pm-4pm Seminar Room.	

Minutes approved as a correct record by:

John Flook – Non Executive Director

A handwritten signature in black ink, appearing to read 'J Flook', enclosed within a circular scribble.

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25<sup>th</sup> March 2008