

**HR COMMITTEE**  
 held on  
**Wednesday 21 January 2009**  
**Meeting Room 6, Fern Court**

**UNCONFIRMED MINUTES**

**PRESENT**

John Flook	(Chair), Non Executive Director for Darlington PCT
Michael Appleby	Staff side representative - UNISON
Barbara Bright	Head of HR Business Support
Brian Everett	Non Executive Director for Darlington PCT
Allison Gill	HR Manager
Lynn Jones	Workforce, Learning & Development Manager
Irene Steer-Richards	Head of Equality & Human Rights
Linda Templey	Director of Nursing & Patient Safety

**IN ATTENDANCE**

Diane Hillock (Minutes), PA to Barbara Bright & Terry Holloran

		Action
<b>1.</b>	<b>Apologies for Absence</b>  Terry Holloran, Assistant Director Integrated Governance & Corporate Services and Carole Harder, Director of Community Health Services.	
<b>2.</b>	<b>Minutes of the Meeting held on 23 October 2008</b>  The minutes were agreed as a true and accurate record.	
<b>3</b>	<b>Matters Arising</b>	
<b>3.1</b>	<b>Health &amp; Safety Training Data</b> The data validation exercise had not taken place, so no update was available to present to the committee regarding health and safety training. This will be chased up by LJ and data will be presented at the next committee meeting.	<b>LJ</b>
<b>3.2</b>	<b>A Healthy Workplace Group</b> A planning session is being held early February where the group will be looking at terms of reference and an action plan. This will be presented at	

	a future meeting.	
<b>3.</b>	<p><b>Agreed Terms of Reference</b></p> <p>Following an amendment, the terms of reference have been sent to the PCT Board for approval.</p> <p>A copy was circulated for information.</p>	
<b>4.</b>	<p><b>Mandatory Training update - Lynn Jones</b></p> <p>LJ provided an update requested at the October meeting.</p> <p>Non compliance of staff was an issue highlighted and discussed by the committee. Data collection proformas have been circulated to Managers and copied to associate/assistant directors and heads of department to identify non compliant staff. This has been met with a lack of response.</p> <p>The committee agreed that the proformas be resent with a statement attached advising that the committee are concerned at the lack of response. In the instance that this has no effect, then individuals may need to get a direct letter from the committee or the Chief Executive with a copy to the manager pointing out the implications of non compliant staff.</p> <p>A report on non compliance will be presented to the committee at the next meeting with a view to looking at what improvements could be made for the future.</p>	<b>LJ</b>
<b>5.</b>	<p><b>KSF Update - Lynn Jones (<i>standing item</i>)</b></p> <p>LJ provided an update to the Committee on progress with regard to the NHS Knowledge and Skills Framework (NHS KSF).</p> <p>The PCT is currently on target with KSF Appraiser training.</p> <p>Information relating to Prison Staff who have undertaken training is still outstanding. LJ is awaiting figures from Eric Stevens in relation this.</p> <p>A status report detailing measures of success is to be presented to the committee at the next meeting.</p> <p>BE requested that feedback or a matrix be provided to non executive directors to identify what training they should be undertaking.</p>	<b>LJ</b>
<b>6.</b>	<p><b>Equality, Diversity and Human Rights update - Irene-Steer-Richards (<i>standing item</i>)</b></p> <p>ISR provided an update to the report from the October meeting, focusing on the HR element of the Single Equality Scheme Corporate Action Plan and the progress required to integrate the actions into the HR Strategy Action</p>	

	<p>Plan.</p> <p>The equality objectives should be mainstreamed into strategy and policy development and should not be seen as a separate element.</p> <p>Updates on progress will be given at every other meeting.</p>	
<b>7.</b>	<p><b>HR Services action plan - Barbara Bright</b></p> <p>BB Went through the HR Action Plan highlights and advised of work that still needs progressing.</p> <p>It was noted that 4 policies were signed of at the November JCNC meeting. The discipline, grievance, maternity and sickness absence policies are now finalised and available.</p> <p>BB advised that compliancy in relation to personal files is a specific piece of work that needs to be undertaken.</p> <p>Training was advertised prior to Christmas in respect of on-line booking and e-KSF however uptake was very poor in the original pilot area. This is now being re-advertised to a wider audience and an update will be provided at the March meeting.</p> <p>Progress was acknowledged and congratulated by the chair.</p> <p>An update and 2009/2010 action plan will be presented at the next meeting.</p>	<p><b>LJ</b></p> <p><b>BB</b></p>
<b>8.</b>	<p><b>Workforce Information Report – Barbara Bright/Allison Gill</b></p> <p>A report was presented detailing Workforce information with regards to staff in post, turnover, age profiling, ethnicity, employee relations, absence, recruitment and agenda for change. The information in the report was taken directly from ESR.</p> <p>The purpose of the report was to provide details of information that can be produced and enable improvements/developments to be made to this information for future use.</p> <p>BB highlighted that a piece of work needed to be carried out regarding collection and validation of information for continuous NHS service dates.</p> <p>Sickness absence information will be pulled together by the Systems and Performance Team with the support of HR Advisors and will be feedback to managers and the SMT. The Healthy Workplace Group could project manage this piece of work.</p> <p>This will be in the work plan for next year.</p> <p>As a result of the update on sickness absence information, the committee</p>	

	<p>discussed the use of Bank Nurses. The chair requested that a response on bank nurse usage; including manager feedback, budgets used etc. be presented to the committee at the next meeting.</p> <p>Workforce Information will be a standing agenda item on a quarterly basis.</p>	<b>BB</b>
<b>9.</b>	<p><b>Electronic Staff Record (ESR) Project update – Barbara Bright</b></p> <p>Following the electronic transfer of employee records in November, the first de-merge of information took place in December 2008. This was carried out successfully without any problems.</p>	
<b>10.</b>	<p><b>Policy Development Timetable – Allison Gill</b></p> <p>AG provided an update of plans for the development and review of HR policies and advised of the Human Resource Policies currently under review by the HR Policy Group outlined on the Policy Development Timetable.</p> <p>Policies will be tabled at the JCNC Meetings for approval and the HR Advisory Team will be holding road shows to promote the policies to managers.</p> <p>The committee approved the timetable and agreed to receive regular updates.</p>	
<b>11.</b>	<p><b>Confirmed Minutes of Joint Consultative Negotiating Committee 22 September 2008, 20 October 2008, 17 November 2008</b></p> <p>Copies of the notes were circulated for information.</p>	
<b>12.</b>	<p><b>Other Business</b></p> <p>There was no other business.</p>	
<b>13.</b>	<p><b>Date and time of next meeting</b></p> <p>18 March 2009, 2:00 – 4:00 pm, Room 6, Building 2, Fern Court, Peterlee; thereafter all meetings will be held in Darlington at Dr Piper House.</p>	