

NHS Grampian

Project Team Agenda for Change



Minutes of Meeting held at 10:30am on Friday 7 January 2005 in the Committee Room,
Foresterhill House, Aberdeen Royal Infirmary

Present: Mr E Rennie, Head of Partnership & Staff Governance (Chair)
Mrs D Annand, Project Manager, Agenda for Change
Mr A Chisholm, General Manager
Mr J Stuart, General Manager
Mr E Murray, Director of Facilities
Ms A Horsley, Assistant Director of Nursing
Ms E Smith, Director of Nursing
Ms G Campbell, Group Finance Manager
Ms M Mitchell, Staff Side
Ms S McHardy, Staff Side
Ms D Connon, Staff-side

In attendance: Mrs J Christie, Project Administrator

	Discussion/Decisions	ACTION
1.	<p><u>Apologies</u></p> <p>Mr G Stephen, Staff Side Ms A Cargill, Assistant Director of Nursing Mr C Stewart, Deputy General Manager Mrs H Allanach, Staff Side Mr G Gordon, Employee Director Ms G Gowie, Staff Side Ms S D Masson, Staff Side Ms V Thatcher, Staff Side</p>	
2.	<p><u>Minutes of last meeting – 26 November 2004</u></p> <p>Agreed as an accurate record.</p>	
3.	<p><u>General Items</u></p> <p><u>Update from UK and Scottish Perspective</u></p> <p>Mr Rennie reported that these were all relating to Terms and Conditions and would be covered under Item 8 on the Agenda.</p>	
4.	<p><u>Letter and note 17 December 2004 Meeting with Co-chairs SPRIG</u></p> <p>Mr Rennie referred to the note of the meeting with the Co-chairs of SPRIG on 17 December 2004. This had been sent to the Co-chairs along with the letter. The Co-chairs had agreed to discuss the unrealistic implementation timescales of Agenda for Change with the Minister.</p> <p>Mr Rennie gave an update on the local UCATT position. Mr Rennie had received a letter from some UCATT members requesting their Job Descriptions be returned to them. The main reason was that they had felt under duress to sign. Mr Rennie stated that he had responded, copying in Gary Mortimer, informing the employees that their Job Descriptions had yet to be received by the Agenda for Change Project Office. A meeting had been arranged for 19 January 2005 between Estates Management and the employees to discuss the situation. The national UCATT position had been raised with the Co-chairs of SPRIG, as that situation required to be resolved as soon as possible.</p>	

5.	<p><u>Updates from Sub-groups</u></p> <p><u>Finance Sub-group</u></p> <p>There had been no Finance Sub-group meeting since last the Project Team meeting. Ms Campbell reported that a new Costing Model was due to be provided from Glasgow by the end of January 2005. The new Model will incorporate the changes to the overtime interim arrangement. The transfer of Initial employees to NHS Grampian in November 2005 would be built into the model.</p>	
6.	<p><u>Job Evaluation Sub-group</u></p> <p>There had been no Job Evaluation Sub-group meeting since the last Project Team meeting.</p> <p>Training Update</p> <p>Mrs Annand provided a Training Update:</p> <ul style="list-style-type: none"> • Training courses commencing on Monday 10 January through to currently 21 February 2005 • As remitted by the Job Evaluation Sub-group the Trainers had devised condensed training. All volunteers would undertake a one day Foundation course. Thereafter, the volunteer would undertake full training on the role volunteered for – Matching 1 day, Analysis 2 days and Evaluation 1.5 days. Volunteers would also undertake a half-day awareness course for each role they would not be participating in. <p>Proposed commencement date for Matching and the formal notification to the Scottish Executive that NHS Grampian will not meet the national matching timetable deadline to be discussed at the next Job Evaluation Sub-group meeting scheduled for that afternoon.</p>	JE Sub-group
7.	<p><u>Knowledge and Skills Sub-group</u></p> <p>Update from 14 December 2004 Meeting – Mrs Annand provided the following update:</p> <ul style="list-style-type: none"> • Majority of the meeting was spent finalising the Awareness Presentation. Sessions to be organised. • The first cohort of trainers will attend their final Scottish Executive training session on 13 January 2005. A course to train further cascade trainers organised for 27 and 28 January 2005 • Ms Anderson and Ms Pettet are delivering a briefing session on 19 January 2005, for managers who have expressed an interest in being a pilot site • Three trainers reviewing the detailed training programme to take place after the Awareness raising sessions <p>Mr Rennie stated that he had tried to impress on SPRIG the need to agree an approach of shared workload between each Health Board area. This would ensure a more time efficient approach and introduce consistency.</p>	
8.	<p><u>Terms and Conditions Sub-Group</u></p> <p>There had been no Terms and Conditions Sub-group meeting since last Project Team meeting. However, there had been a number of national issues:</p> <p>a) SPRIG 10 December 2004 letter re overtime rates and Ian Gordon letter 17 December 2004 letter</p> <p>The SPRIG letter outlined the revised timescales for the implementation of the Agenda for Change overtime rates. Mr Rennie reported that there</p>	

	<p>appeared to be confusion over the implementation, which contained three issues regarding overtime:-</p> <ol style="list-style-type: none"> 1. normal overtime which is Agenda for Change rates from 1 December 2004 2. Waiting Time Initiative overtime 3. Private Work <p>Mr Rennie stated that a variation order would be required in order to continue to pay anything different from Agenda for Change. Action relating to this was contained with Ian Gordon's letter of 17 December 2004. Mr Chisholm reported he had been tasked to take forward the preparation of a paper on Waiting Time Initiative payments for the January OMT meeting.</p> <p>Mrs Annand was seeking an opinion from the national Pay Modernisation Team regarding Private Work.</p> <p>b) 2nd Scottish Executive Assimilation Letter/Managers Guidance</p> <p>It was agreed that NHS Grampian would not issue these two documents as it was felt that the letter received by staff along with their December payslips contained all the information already. In addition, the Managers Terms and Conditions Toolkit would give more detailed guidance to Managers.</p> <p>Discussion on the management of the increased annual leave entitlement took place and the following was agreed:</p> <ul style="list-style-type: none"> • the Annual Leave/Public Holiday section of the Toolkit would be issued the following week, to assist in consistent calculations by Managers, accompanied by two other documents • a paper entitled 'Best Practice Guidelines' • a request for managers to undertake an impact assessment • thereafter joint discussions would take place to decide how to manage the situation <p>c) Public Holidays for 2005/2006 and beyond</p> <p>Mr Rennie stated that NHS Grampian was now in a position to agree the four local public holidays since being informed by the Co-chairs of SPRIG that only four are being determined nationally – 25, 26 December and 1, 2 January. After discussion the following was agreed as a way forward by the Project Team:</p> <ul style="list-style-type: none"> • 4 Public Holidays to be determined by NHS Grampian – proposal that they be 2 at Easter, 1 May Day and 1 flexible day • Mr Rennie is writing a short proposal document for circulation to receive comments for the next Project Team Meeting on 21 January 2005 • Therefore the Project Team recommendation will be submitted to the Grampian Area Partnership Forum on 10 February 2005 for final decision <p>d) Terms and Conditions Guidance Group update</p> <p>Mrs Annand reported that the Group were devising two NHS Scotland policies – Recruitment and Retention Premia and Annual leave. Draft policies had already been shared with the Terms and Conditions Sub-group for comments. Second drafts were being discussed at the next meeting on 13 January 2005, which Mrs Annand was unable to attend.</p>	<p>AC</p> <p>DA</p> <p>ECR</p>
9.	<p><u>A.O.C.B.</u></p> <p>a) Agenda for Change Intranet Site - Mr Rennie reported that the Intranet site was now live. It can be accessed through http://intranet.grampian.scot.nhs.uk, Micro sites, followed by Agenda</p>	

	<p>for Change. Comments welcome to Mrs Annand or Mrs Christie.</p> <p>b) Executive Team communication – The Project Team agreed to Mr Rennie's request that the Project Team minute distribution be extended to include the Executive Directors. This would contribute to the Directors being more informed about relevant issues and their background. It was acknowledged that a specific briefing would be the ideal communication but the Agenda for Change team had insufficient resource presently to undertake this. It was agreed that when the minutes are distributed an open invitation to any of the Project team meetings, will be included.</p>	<p>All</p> <p>DA/JC</p>
10.	<u>Date of Next Meeting</u> - Friday 21 January 2005 at 10.30am in the Committee Room, Foresterhill House	