

NHS Confederation (Employers) Co Ltd Board Notes of the Meeting

30 May 2013

The Waterton Park Hotel, Wakefield

Directors in attendance

Jo Cubbon (Non-executive Director)
Edward Colgan (Non-executive Director)
Mike Farrar (Chief Executive, NHSC)
Sheila McKenzie (Director of Finance and Resources)
Dean Royles (Director, NHSE)

Apologies

Michael O'Higgins (Chair)
Karen Charman, (Director of Engagement, NHSE)
Sue Covill (Director, Employment Services, NHSE)

Also in attendance

Gill Bellord (Director, Employment Relations & Reward, NHSE)
Wendy Jones
(Business Planning Manager, NHSE)

Welcome

1. Jo Cubbon opened the meeting and presented apologies for Michael O'Higgins (Chair) who was called away due to personal reasons. The board agreed that Jo should assume the role of chair for the meeting.

Apologies

2. Apologies were noted from Sue Covill and Karen Charman.

Paper 1

Notes of the meeting held 30 January 2013

3. The notes were agreed.

Paper 2

Action tracker/matters arising

4. The corporate comms strategy was under review in order to reflect NHSE's wider digital audience.
5. Mike Farrar and Dean Royles will discuss the strategic themes for business development.
6. The board noted the action tracker.

Paper 3

Director's report

1. Dean Royles introduced his report. The board discussed the care makers project and Dean referred to the appointment of a dedicated care makers' coordinator in NHSE who will be maximising the use of our website to reach a wider audience.
2. There appears to be a general acknowledgement within the service that engagement is not limited to nurses and this will become more apparent as we understand the ramifications of the Francis report.
3. The NHS Employers' senior team is doing a lot of work to build relationships with people in the new NHS organisations. Everyone understands the importance of having good working relationships with each other.
4. Mike Farrar highlighted the opportunity for NHS Employers to become the central strand where all organisations can come together. NHS Employers could develop a narrative around how the new system needs to be supported.
5. Jo Cubbon thought that NHS Employers' new regional presence could be useful in reaching the LETBs to offer help and support.

Chief Executive's report

6. Mike Farrar's report looked at possible actions NHS Employers can take between now and the autumn to better inform and engage the wider NHS on how it delivers the pay and negotiations mandate from government and the limitations that exist within that role. The wider NHS needs to take ownership of the mandate and be more proactive to help achieve a successful outcome.
7. NHS Employers could consider a campaign setting out how the pay process works and explaining how trusts can engage and influence it. Jo Cubbon suggested that the regional teams may be able to help to get this message across via the HR community.
8. More focused engagement should be aimed at CEs and chairs to counteract the perceived lack of ownership at board level.
9. Mike and Dean can share a stage to speak on the strategic issues relating to HR and pay over the coming years.
10. The NHS Employers' Policy Board will play a role in key issues that are up and coming.

DH Contract

11. Dean Royles updated the board on the DH core contract.

Paper 4

Engagement team – update and future plans

12. Gill Bellord introduced Karen Charman's paper on the work and future plans for the engagement team.
13. A lot of work has gone into embedding the staff into NHS Employers' culture and into building them into a team.
14. Mike said he appreciated the work that had gone into the transfer and congratulated everyone on a job well done.
15. Jo Cubbon suggested the engagement team share their own views of what they consider success would look like and the type of support that they feel they need from the board to achieve it. Gill said this would be different for each region.
16. There will be an engagement review in six month's time.

Paper 5

Integrated performance report

17. Dean introduced the Integrated Performance Report and highlighted the new format adopted within NHS Employers to measure its performance against targets.
18. The balanced scorecard was developed by junior members of the team working as part of an Organisational Development group, headed up by Gill Bellord. The scorecard provides an at-a-glance picture of how NHS Employers is performing on a month by month basis. Dean asked for comments from the board.
 - a training budget has been established for 2013/14
 - sickness absence relates to business critical absences. The measure reflects how the absence impacts on our business and does not refer to the seniority of the individual involved
 - Dean referred to the 'Dragon's Den' project which was developed by the Business Development OD workgroup. The principle behind the project is to encourage staff to think more commercially and to bring their ideas to the Dragon's Den panel. Two projects were presented to the last business team meeting and both received the go ahead to go onto the next stage.
 - NHS Employers will be holding a 'values week' in the summer with lots of events for staff to get involved with. Dean will give the board an update at the next meeting.
19. The board were impressed with the new scorecard which is a simple but effective way of analysing the performance of the business focusing on 15 key measures. They were also impressed with the way in which it had been developed by a range of staff within the organisation.

Paper 6

Risk register

20. Dean introduced the risk register. Key measures are regularly reviewed.
21. Jo Cubbon referred to the discussions on governance that had taken place at the corporate board strategy meeting which may need to be reflected in some of the controls.
22. The board noted the risk register.

Paper 7

Approvals under the Scheme of Delegation

23. Dean introduced the Streamlining for London project. The board supported the programme and felt that it should be rolled out to wider networks. Gill thought the scheme would need to be adopted by every trust within the network in order for it to work properly.
24. The board **approved** the single tender in principle subject to the issues of liability being addressed.

Paper 8

Finance

25. Sheila McKenzie presented the finance report.
26. In general NHS Employers has had a successful financial year and as a result has been able to invest in improved IT etc.

Corporate Office

NHS Employers

June 2013