

Shetland NHS Board

Minutes of the Staff Governance Committee – 06 October 2022, via MS Teams

Present

Mrs Lorraine Hall	Management Representative/Staff Governance Executive Lead [IN THE CHAIR]
Mr Bruce McCulloch	Non-Executive Board Member (Employee Director)
Mrs Kathleen Carolan	Management Representative (<i>from 1440</i>)
Ms Emma MacDonald	Non-Executive Board Member
Mrs Mandy Thomson	Staff Side Representative

In Attendance

Ms Edna Mary Watson	Chief Nurse- Corporate
Ms Lorraine Allinson	HR Services Manager
Mrs Kirsty Clark	Learning and Development Manager
Mrs Marianne Williamson	Committee Secretary

SG2223/19 Welcome and Apologies

Apologies for absence were received from Mrs Natasha Cornick (Non-Executive Board Member, Chair of Staff Governance Committee), Mr Gary Robinson (Non-Executive Board Member, Board Chair), Mr Jason Taylor (Interim Non-Executive Whistleblowing Champion) and Mr Michael Dickson, Chief Executive.

Due to Mrs Cornick's absence, Mrs Hall was in the Chair for this meeting. She welcomed Mrs Mandy Thomson and Ms Emma MacDonald to their first Staff Governance Committee meeting.

SG2223/20 Declarations of Interest

There were no declarations of interest noted.

SG2223/21 Draft Minutes of the Staff Governance Committee Meeting held on 29 June 2022

The minutes were approved as an accurate record.

SG2223/22 Matters Arising

Whistleblowing- Mrs Hall noted this was 'Speak up Week' which promotes the Whistleblowing standards. There are face to face events taking place in the Gilbert Bain Hospital and virtual events via MS Teams. We want to make sure staff know it is easy to speak up and to understand any barriers.

HSE Stress Survey- This is currently in development and is due to be launched next month (November) and the outcome of the survey will be brought back to the February meeting of the Committee.

SG2223/23 Area Partnership Forum Update

Mr McCulloch gave an update of the meeting of the 01 September.

COVID Star- APF approved the Wellbeing Group's recommendation of an open event for different staff groups. This has now moved to EMT. Mr McCulloch extended thanks to the Wellbeing Group for pulling together the options to take forward, they were not responsible for the delivery.

Finance and Performance Paper- A long discussion took place on the Boards financial position, challenges around recruitment and attracting people to Shetland and impact of high Locum costs.

OUTCOME: Staff Governance Committee noted the update.

SG2223/24 Area Partnership Forum Terms of Reference

Area Partnership Forum members reviewed the Terms of Reference at their last meeting. Changes were made to the number of Staff Side representatives required for the meeting to be quorate (it was reduced from 4 to 3), a statement was added around the recording of Facilities Time on SSTS and Terms and Conditions Committee is listed as a constituted sub-group.

OUTCOME: Area Partnership Forum Terms of Reference were approved.

SG2223/25 Staff Governance Action Plan 2022/23- Update

Mrs Hall presented gave an update on the progress of the Staff Governance Action Plan for 2022/23. For the new members present she explained that the plan was a standing item that tracked our progress against the 5 Staff Governance Pillars. Overall she felt that we were progressing well against the actions. For those that were not progressing this was for various reasons, including staff absence, delay in national work streams and perhaps the action should more realistically map across more than one year. She highlighted the following:

Health and Safety

- Work progresses on reviewing and updating the out of date policies and procedures.
- Health and Safety Lead has met with nearly all Control Book holders (this is our Health and Safety management system). These conversations are both educational and about compliance.
- We are carrying a risk organisationally around Prevention of Violence and Aggression training. A training plan is in development and will be presented to the November meeting of the Health, Safety and Wellbeing Committee. This will prioritise getting those at highest risk trained first.

Wellbeing

- Issues affecting us this winter- cost of living, proposed industrial actions, fuel poverty. What appropriate measures can we take to help our staff?

- Promotion of internal support mechanisms- Spiritual Care, Staff Supporters, spaces for staff and other wellbeing resources.
- A survey based on the HSE Stress Survey is due to launch in November. Slightly nervous about what that might be the outcome.

Promoting Attendance

- Flu and COVID vaccine campaign has begun.
- Occupational Health are looking to improve work around 'return to work' interview as this is something that has perhaps slipped during COVID.

Members had a general discussion about staff engagement. Mrs Hall noted that it was important to keep checking in with both individuals and teams.

OUTCOME: Staff Governance Committee noted the update to the Staff Governance Action Plan.

SG2223/26 Promoting Attendance Update

(Lorraine Allinson joined the meeting)

Ms Allinson presented this standing item. She highlighted the following:

- We are still performing well against the Scottish average
- The Special Leave COVID absence code was removed at the beginning of September and replaced by a Sickness Absence code.
- Anxiety, stress and depression continues to be a main reason for absence. This is fairly standard in comparison with the rest of Scotland.
- Concern about the impact of winter on absence figures.
- New Occupational Health system has been introduced and it is hoped to use this to help differentiate between personal and workplace stress.
- Three weeks in to the winter vaccine campaign and 380 have been included. If we keep to this pace then all clinical staff will be completed by the first week of December.

Ms McDonald noted that she liked the format of the report and it was easy to understand.

OUTCOME: Staff Governance Committee noted the update.

SG2223/27 Three Year Workforce Plan

Ms Allinson gave an update on the Workforce Plan. It has seen various iterations over the last few months and we have now received written feedback from the Scottish Government to the first submitted draft. Looking to update and improve the text sections. Mrs Carolan noted that she would get in touch to add additional information the Medical Workforce section [ACTION].

Deadline for the final version of the Plan to be submitted is 31 October. A Board Development Session will take place in November which will discuss the Workforce/Financial and Strategic Planning process.

Mr McCulloch said that the quality of the draft report had been noted by the IJB.

OUTCOME: Staff Governance Committee noted the progress of the Workforce Plan and the publication deadline of 31 October.

(Ms Allinson left the meeting)

SG2223/28 Strategic Risk Register Report

(Ms Edna-Mary Watson joined the meeting)

Ms Watson presented this item. There are three Corporate Risks associated with Staff Governance Committee. Adjustments have been made to the Workforce Risk. Ms Watson commented that there is movement in the IG training risk but there is scope to review the content and make it more reflective following the ICO visit and any feedback that comes from that. All three risks remain high risk.

OUTCOME: Staff Governance Committee were content that the three risks allocated to the Committee were being managed.

SG2223/29 Review of Core Mandatory Training

(Mrs Kirsty Clark joined the meeting)

Following the approval of the Guidelines for Statutory and Mandatory Training at the July meeting, a Mandatory Training Review Group was established (with representatives from across the organisation), tasked with reviewing what is core across all staff groups. Subject Matter Experts were asked to complete forms and the group met to review. It was noted that the meeting of the group was a very positive and supportive one.

Mrs Clark took Committee members through the background and rationale for the group's recommendations:

Course requested	Frequency requested	Decision	Comment
Fire Safety	annual	Agreed	Legal requirement
Information Governance: safe information handling	18 months	Agreed	Discussion regarding frequency. Required as technology and legislation are developing and longer frequency increases risk.
Counter Fraud	3 years	Agreed	Universally agreed and importance recognised
Valuing Feedback and Complaints	3 years	Agreed	Universally accepted that all staff, regardless of role, require this knowledge especially in Shetland where staff are recognised as NHS employees in their personal lives
Violence and Aggression Awareness	1 year	Agreed with 3 year refresher period	Role specific annual refreshers for higher risk staff are extensive. At

			awareness level 2 year refresher period was deemed more appropriate to level of risk.
Load handling elearning	2 year	Agreed	Agreed that all staff may move inanimate objects and require training. And refresher period set by training regulator
Preventing Hazards in the workplace	1 years	3 years	Agreement that health and safety module that is relevant to all staff requires to be adopted to show compliance with HSE. Refresher period agree at 3 years due to substantial additional role specific training for higher risk areas and staff.
Do IT securely	18 months	Withdrawn	During discussions SME withdrew application recognising the role specific nature of the training.
DSE Awareness Training	Annual	Rejected	Significant discussion including from HR & qualified physio on group. Not relevant to a large proportion of staff, current ergonomic issues are not being impacted through this training being classed as core mandatory for a number of years. Recommended as role specific and wider work needs undertaken in this area to improve staff health and safety.
Prevent	3 years	Rejected	The current home office module is too detailed and in depth for the general awareness required by all staff. Discussion around need for something more basic and potentially included in a broader public protection module.

Mr McCulloch extended his thanks to the group for their work.

OUTCOME: Staff Governance Committee approved the recommendations of the Mandatory Training Review Group.

ACTION: Turas Learn to be updated to reflect the changes.

SG2223/30 Statutory and Mandatory Training Compliance Report

Mrs Clark reported that figures once again remain lower as we would like and a number of approaches are being tried by Subject Matter Experts and the Staff Development Team.

Mrs Hall noted that it was a tricky balance with the pressure that staff are under. We ensure that we keep this item on the agenda and members continue to have conversations with staff, stressing the importance. She suggested that an action for the MGTR could be to look at the impact of the figures not improving and how we mitigate [ACTION].

Mr McCulloch was concerned that if staff were not completing their Statutory and Mandatory Training were there other things that were slipping too?

OUTCOME: Staff Governance Committee noted the Compliance Report.

SG2223/31 iMatter 2022

Mrs Williamson and Mrs Clark presented this update. They have been a new iMatter Operational Lead and Board Admin team for the 2022 cycle, supported by colleagues in NHS Orkney. They highlighted the following:

- Although the response rate decreased from 60% to 55%, due to an increase in the number of colleagues receiving the survey, this is only a drop of two respondents.
- Out of 139 teams (made up of NHS and SIC Health and Social Care staff) 126 received reports. To receive a report over 50% of the team were required to respond to the questionnaire.
- The Action Planning figure within the 8 week period was 27% and this is the figure that will be included in national report. We sought confirmation from Webropol that action plans can continue to be entered after the deadline and have continued to encourage and support managers to do this. As at 21 September we are sitting at 38% completed action plans.

As part of the Staff Governance Action Plan 2022/23, Mrs Clark and Mrs Williamson will go out to groups/committees and teams during autumn and winter to engage with them about iMatter, undertaking a bit of a 'pulse' survey. The purpose of this will be for us to promote and improve how the organisation uses iMatter as a tool, help us understand what is behind some of the responses staff have made to specific questions and identify training requirements. Mr McCulloch confirmed that he was keen for himself and other Non-Executive Directors to be included in this piece of work [ACTION].

OUTCOME: Staff Governance Committee noted the update.

SG2223/32 Digital Survey Results

Mrs Clark gave a verbal update on the results of the Digital Skills Survey which took place over the summer. There were 288 responses (20%).

Analysis continues of the results and will help inform the project plans for O365 implementation.

OUTCOME: Staff Governance Committee noted the verbal update and next steps.

SG2223/33 Leadership and Management Framework

Mrs Clark gave an update on the process that had taken place to date on this piece of work. She sought approval for members for the dimensions/elements. Work will now progress on further development of a competence framework and an array of formal and informal learning methods to support staff to develop their knowledge, skills and behavioural traits.

OUTCOME: Staff Governance Committee approved the Leadership and Management Framework key dimensions and elements

SG2223/34 Whistleblowing Q1 Update

Dr Brightwell had prepared the update paper but was unable to attend the meeting. Mrs Hall noted that the steering group continues to meet regularly and as previously discussed this is Speak Up Week and both in person and virtual events are taking place.

OUTCOME: Staff Governance Committee noted the update.

SG2223/35 Health and Safety Q1 Update

Mr Green was unable to attend the meeting due to illness. Mrs Hall noted that the update had been to both the Health, Safety and Wellbeing Committee and Area Partnership Forum and members had access it in the pack. If there were any queries or comments they can be sent to Mr Green.

OUTCOME: Staff Governance Committee noted the update.

SG2223/36 Health and Safety Policy Update

Management of Occupational Road Risk Policy- this is a rewrite of a previous policy. Mrs Thomson suggested a small change on page 8 of the policy, removing 'staff physiotherapists'.

Workplace Transport Management Policy- this is a new policy and is focused on how we managed the site. It creates a framework.

OUTCOME: Staff Governance Committee approved the two policies. They will now be uploaded to the website and appropriate communications issued.

SG2223/37 Health, Safety and Wellbeing Committee- Terms of Reference

Members of the Health, Safety and Wellbeing Committee reviewed their Terms of Reference at their meeting on 17 August 2022. Only changes were to titles in the membership.

OUTCOME: The Terms of Reference for Health, Safety and Wellbeing were approved.

SG2223/38 Staff Governance Monitoring Return Process

Mrs Hall outlined the timeline and process for completion of the Staff Governance Monitoring Return. It is due to be submitted to government by 18 November. Sign off is required by the Chief Executive and Employee Director. Staff have been asked to add relevant response over the next couple of week with the plan that a version will be sent to Staff Governance Committee members for review by 07 November 2022.

OUTCOME: Staff Governance Committee noted this process.

SG2223/39 Circulars and Letters for Noting

The following circular and letters were noted by the Committee:

DL (2022) 20 ARRANGEMENTS FOR THE DISTINCTION AWARDS AND DISCRETIONARY POINTS SCHEMES FOR CONSULTANTS	DL (2022) 24 TEMPORARY INCREASE TO NHS SCOTLAND MILEAGE RATES - EXTENSION (REISSUE)
DL (2022) 21 REMOVAL OF TEMPORARY COVID POLICIES	DL (2022) 21 REMOVAL OF TEMPORARY COVID POLICIES ((Re Issued on 8 August 2022 to include FAQ))
DL (2022) 24 TEMPORARY INCREASE TO NHS SCOTLAND MILEAGE RATES - EXTENSION	Briefing Note- Restarting the 'Once for Scotland' Workforce Policies Programme
PCS2022 (DD) 01 PAY AND CONDITIONS OF SERVICE REMUNERATION OF HOSPITAL MEDICAL AND DENTAL STAFF, DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE	DL (2022) 30 NHSSCOTLAND NATIONAL INTERIM ARRANGEMENT ON RETIRE AND RETURN
PCS2022(DD) 01 Addendum	DL (2022) 31 PUBLIC HOLIDAY FOR THE FUNERAL OF HER MAJESTY QUEEN ELIZABETH II – MONDAY 19 SEPTEMBER 2022
PCS2022(MD) 01 PAY AND CONDITIONS OF SERVICE 2022-23 HEALTH BOARD MEDICAL DIRECTORS / FORMER MEDICAL DIRECTORS ON PROTECTION	"DL (2022) 32 Advance Notice of a Pause of Asymptomatic Staff Testing in Health and Social Care and Asymptomatic Testing in Hospitals to be in place by the end of September 2022.

[MFW, October 2022]