

SHETLAND NHS BOARD

MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON THURSDAY 20 FEBRUARY 2020 IN THE BRESSAY ROOM, BOARD HQ, MONTFIELD

Present:

Mr Malcom Bell	Chair
Mr Gary Robinson	Non-Executive Board Member
Mr Ian Sandilands	Employee Director/Chair of Area Partnership Forum
Mr Bruce McCulloch	Lay Rep/TU Rep (Unison)
Ms Lisa Ward	Non-Executive Board Member
Mrs Kathleen Carolan	Management Representative
Ms Julie Kidson	RCN Representative
Mr Michael Dickson	Chief Executive
Mrs Lorraine Hall	Director of Human Resources and Support Services and Executive Lead for Staff Governance

In attendance:

Mrs Marianne Williamson	PA to DHRSS (Minutes)
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Staff Presenting Papers:

Ms Lorraine Allinson	HR Services Manager
Mr Craig Chapman	Head of IMT & eHealth

SG 20/01 Welcome and Apologies

Malcolm Bell welcomed members to the meeting, particularly Mr Dickson who was attending his first Staff Governance Committee meeting. There were no apologies noted.

SG 20/02 Declarations of Interest

No declarations of interest were received and it was agreed that if any arose during the meeting they would be noted accordingly.

SG 20/03 Draft Minutes of Staff Governance Committee meeting held 14 November 2019

Minutes were confirmed as a correct and accurate record.

SG 20/04 Matters Arising

SG 19/23- The committee secretary reported that she had spoken with the Corporate Services Manager who confirmed that the error was due to the fact that Staff Governance Committee used to appoint its Chair from within its members. The Terms of Reference have been changed to reflect this.

SG 20/05 Staff Governance Action Plan Update

Lorraine Hall presented the update. She advised members that she was content at the progress that is being made in most areas. Mrs Hall explained that there are some areas where progress has not been as anticipated. Some of these can be put down to delays nationally- e.g. the appointment of the Whistleblowing Non-Exec. Champion, Once for Scotland policies etc. Good progress on wellbeing, iMatter reporting, visibility with staff and finding out what matters to them and supporting staff to raise concerns

It was noted that training was ongoing with 9 coaches at the stage of submission of coursework – coaches are undertaking coaching sessions with various individuals across the Shetland Partnership . There was a discussion about ensuring that those undertaking the Confidential Contact training and the Coaching course were given the capacity to complete the training and undertake the role effectively.

There was a discussion about the format of the Staff Government Action plan, how it could be linked in with the Quality Report and how progress can be measured. It was suggested that Lorraine Hall, Bruce McCulloch and Kathleen Carolan should meet before the SGAP for 2020/21 is prepared.

ACTION: Committee Secretary to set up meeting in April for LH, BM and KC.

OUTCOME: Staff Governance noted the update and the progress made.

SG 20/06 Health and Safety Update

As Mr Westmoreland was on annual leave he had prepared a briefing paper for the Committee. It provided an update to the Committee on the statistics from Datix (noting no RIDDOR or time away from work incidents reported. All negligible or minor).

Regarding Control Books, the focus now remains on completing Section 3.

Mr Westmoreland has been busy working with clinical teams fitting FFP masks to ensure compliance with the current threat of the Coronavirus outbreak.

Mrs Hall advised that Health, Safety and Wellbeing are considered fully at the Health and Safety Committee and that Mr Westmoreland attends the Area Partnership Forum as a standing item to provide assurances on staff being provided with a safe and effective environment in which to work.

OUTCOME: Members were happy to note the update.

SG 20/07 Supplementary Staffing Update (October-December 2019)

These figures are provided by the Finance department- pulled from the SSTS system. Lorraine Hall asked members if this is the information that they wanted to see. Kathleen Carolan showed members a piece of work that she had produced for Nursing and Midwifery. It had been developed as part of the Safe Staffing legislation. It was agreed that ahead of the next meeting HR, along with Finance, would look to scope up some options of ways that this sort of information could be pulled together for other Directorates.

OUTCOME: Staff Governance noted the figures. Options will be presented to the May meeting for discussion.

ACTION: Meeting to be set up by Committee Secretary to determine how the narrative will be presented.

SG 20/08 Promoting Attendance Update

Lorraine Allinson presented the standing Promoting Attendance update. The Board remains at below the 4% target with December's figure being at 3.84%. The yearly average figure is 3.8%. Anxiety, stress and depression remains the most common reason for absence. Musco-skeletal problems remain consistent too. Possibly due to the age profile of staff we are seeing an increase in cancer among staff. Lorraine Hall noted that we are still the best performing territorial board. This is thanks to the hard work of managers and staff. Reasons for absence are similar to those at other boards/employers.

There was a discussion about how to ascertain whether absence is related to work or personal issues. Where stress related absences are occurring within certain areas/departments are we picking this up and looking to see if there are underlying issues that can be addressed. Lorraine Hall suggested that this is perhaps something that the Health and Safety Committee could discuss at its next meeting. Managers are encouraged to use the Health and Safety Executive questionnaire with staff which should aid in developing targeted improvements and support.

Ms Allinson informed the group that we had seen an excellent uptake of flu vaccines among NHS Shetland staff with 513 given. As year-end approaches we will look to see whether a higher number of flu vaccines corresponds with a decrease in absences for 'Cough, colds and flu'.

Mr Sandilands highlighted the excellent well-being resources that were available on the NHS Inform website. Following a discussion it was decided that an article should be written for Team Brief to signpost staff to these resources and the 'Going Home checklist' that NHS Grampian have implemented.

ACTION: Kathleen Carolan to circulate the 'Going Home' checklist to members for information. Lorraine Allinson to work on a piece for team brief which signposts to Wellbeing resources available online.

OUTCOME: Staff Governance Committee noted the update and the suggested actions.

SG 20/09 'Once for Scotland' Workforce Policies

Lorraine Allinson updated Members on the new set of workforce policies that will become live from 01 March. These include: Attendance, Bullying and Harassment, Capability, Conduct, Grievance and Investigation process. These are 'Once for Scotland' policies that have been developed in consultation with Staff Side. Any proposed changes must go through STAC (Scottish Terms and Conditions Committee). Processes that began prior to the go-live date will continue under the current policy.

The policies and supporting documents are available on a national portal which is linked to through the HR intranet.

OUTCOME: Staff Governance Committee noted the update and that the policies will become live from 01 March 2020.

SG 20/10 Social Media Policy

Craig Chapman attended the meeting on behalf of the Short Life Working Group that had worked on updating the policy. The aim of the policy is to provide guidance on what we expect from staff both during and out with working hours. The aim is to empower staff to act as ambassadors for NHS Shetland. He explained that the policy was not prescriptive but aimed to offer strategies to staff.

Mr Bell said that he felt the policy was comprehensive and read well.

OUTCOME: Staff Governance Committee approved the policy. It will now be disseminated to staff.

SG 20/11 Proposal- Wellbeing Year/Leadership

The purpose of this item was to seek Staff Governance Committee approval to move forward with plans to hold a Celebrating Success Event. The purpose of this event (for current NHS staff) would be to celebrate success, present 25 year service award, value 'unsung' heroes and support wellness, wellbeing and motivation.

Malcolm Bell supported the idea and suggested speaking with Shetland Islands Council who had recently run a similar event for staff. Bruce McCulloch noted that it was important that the event reflected what staff wanted to see. Kathleen Carolan noted that she had seen through her iMatter reports that staff wished to see a platform that valued long service and that celebrated everybody's successes. Julie Kidson queried that with staff at capacity it may be difficult to find volunteers to help organise such an event.

Lorraine Hall hoped that it would lead to a yearlong celebration with other activities offered such as mindfulness sessions, Fit in 50 etc.

OUTCOME: Staff Governance Committee was content for planning for the event to move forward.

SG 20/12 Staff Governance Annual Report for Audit Committee

This is the draft version of the report that will be submitted to Audit Committee. Information on the February meeting will be added and the completed report will be distributed via email to members before it is submitted to the Audit Committee.

OUTCOME: Completed report to be sent to members. Absence of response from Committee members will indicate approval.

SG 20/13 Whistleblowing Presentation

This presentation (which was delivered at the national Human Resources Directors meeting) has been included for information. The Whistleblowing Champion has been appointed. Discussion is ongoing as to where Whistleblowing will sit- whether under HR or Nursing Director. The Champion will become a member of Staff Governance and CCPGC.

There was a discussion about the scope of the Whistleblowing champion and that it covers independent contractors too. Mr Robinson noted that the legislation becomes live on 27 July which allows for a lead in time and gives time to consult with other Boards.

OUTCOME: Members happy to note this update.

SG 20/14 Health and Social Care Staff Experience Report 2019

Lorraine Hall noted that she had included this report as it benchmarks iMatter responses against the rest of Scotland. Figures such as 85% of respondents feeling that they were treated with dignity and respect and 85% feeling that their Manager cared about their health and wellbeing provides reassurance that good work is being carried out across all areas of the organisation.

Gary Robinson stated that he was encouraged by the report and was pleased by the high level of engagement this year by staff. He noted that we cannot be complacent and it is important to take action on issues that were raised. Kathleen Carolan felt that iMatter cannot be considered in isolation and it is one measure of success.

Julie Kidson noted that she had attended the iMatter Management Bundle which had been excellent and had greatly help her understanding of the process and she would encourage all managers to attend.

OUTCOME: Staff Governance Committee was happy note the Health and Social Care Staff Experience Report.

SG 20/15 Appraisal and Incremental Progression- Once for Scotland Statutory and Mandatory Training

Lorraine Hall explained that this Briefing Note had been included for noting. Kirsty Clark (Learning and Development Manager) attended APF and updated members on the work that is being done on mandatory training and the developments that were taking place with the online training models.

OUTCOME: Members happy to note.

SG 20/16 AOCB

The Chair thanked Lisa Ward for her contribution the Committee. Members wished her the best in her new role.

Date of Next Meeting

The next meeting of Staff Governance Committee will take place on Thursday 21 May 2020 at 14.00.