

SHETLAND NHS BOARD

MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON TUESDAY 08 DECEMBER 2020 MEETING HELD VIRTUALLY VIA MS TEAMS

Present:

Mr Malcom Bell	Chair
Mr Gary Robinson	Non-Executive Board Member/Chair NHS Shetland
Mr Ian Sandilands	Employee Director/Co-Chair of Area Partnership Forum
Mrs Natasha Cornick	Non-Executive Board Member
Mrs Kathleen Carolan	Management Representative
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)
Mr Jed Westmoreland	Health and Safety Lead
Ms Lorraine Allinson	HR Services Manager
Mrs Kirsty Clark	Learning and Development Manager
Mrs Sally Hall	Head of Talent Development and Culture

SG 20/27 Welcome and Apologies

Malcom Bell welcomed everyone to the meeting particularly Natasha Cornick who was attending her first Staff Governance Committee meeting.

He noted that Bruce McCulloch and Julie Kidson have stepped down from the Committee. They were thanked for their contribution to the Committee. Area Partnership Forum will nominate two Staff Side representatives.

Callum Rumming has been appointed RCN Health and Safety Representative and will undertake his training in the New Year. He will attend the Health and Safety Committee meeting tomorrow. This is very welcome news.

SG 20/28 Draft Minutes of the Staff Governance Committee meeting held on 16 July 2020

Mr Bell and Mr Robinson approved the minutes for accuracy. There were no matters arising not included in the agenda.

STANDING ITEMS

SG 20/29 Area Partnership Forum (Verbal Update)

Ian Sandilands gave the Committee a verbal update on the last Area Partnership Forum meeting which took place on 05 November 2020. The following was discussed:

- Sickness Absence
- Remobilisation
- Engagement with staff about finance during this challenging year
- Wellbeing
- Noted praise for all staff involved in the flu vaccination process.

OUTCOME: Staff Governance Committee noted this update.

SG 20/30 Staff Governance Action Plan 2020/21 Update

Lorraine Hall presented this update. Members were updated on the range of activities that were being undertaken and the progress against the targets set. More detailed updates on some of the activities will be provided later in the agenda but she noted the following highlights:

- Health and Safety department focus on PPE, Face Fit Testing, Risk Assessments have been shared across the Board and the Council
- Sickness Absence- we continue to perform well against national targets. Focus on helping maintaining staff resilience. Main reasons for absence remain as MSK and anxiety, stress and depression. Highlight excellent uptake in flu vaccines among NHS Shetland staff. Discussion about lower uptake in Social Care.
- Remobilisation and recovery is taking a lot of time and capacity at the moment, one area that has slipped is Modern Apprenticeships.
- Culture-there is a large amount of work going on regarding succession planning and leadership.
- Whistleblowing- noted that the Medical Director is going to be the Executive Lead for this. It is hoped that the national guidance will be available early in the New Year.
- Planning underway for a piece of work on Exit Procedures which will help facilitate a better learning and feedback route.

Members discussed flu vaccination in Social Care. Mrs Carolan felt that they were building momentum and through the care home assurance role, relationships with senior leadership team in CHSC were strengthening.

Mr Sandilands highlighted a potential risk in that some mainland Boards are offering students substantive contracts prior to the end of their courses. What can we do to attract these students to come to Shetland after their studies are completed? Mrs Carolan said that this was an identified risk that had been discussed at both Hospital Management Team and Executive Management Team. She is preparing a project outline for the new PMO office to undertake regarding accessing the 'supply pipeline'. She will update the Committee once this is underway.

OUTCOME: Staff Governance Committee SGC noted the progress on the Staff Governance Action Plan 2020/21 against the 5 Staff Governance strands.

SG 20/31 Health and Safety Update

(Jed Westmoreland joined the meeting)

Mr Westmoreland provided Staff Governance Committee with an update. Areas he wanted to highlight included:

- There were three RIDDOR reportable incidents. Two of these were COVID related. The remaining incident was a fall and he has been assured that the Team involved have had a thorough debrief to discuss lessons learned an appropriate signage has been installed. The Health and Safety Committee will discuss these items in more detail.
- The focus of recent communication has been on the reporting of minor injuries. He is concerned at the late/non-reporting of minor injuries. Injuries must be reported on Datix promptly. This is to help ensure staff wellbeing and that the organisation is not blind sighted by a RIDDOR reportable injury.
- Face Fit Testing/Masks- the team have reacted as the pandemic has progressed and mask supplies have changed. A new interim mask has become available which will have to be face fit tested. The intention is to focus on the Dental team first. Currently staffing levels in the Face Fit Testing Team can cope but if there was a surge of cases then they would require resources to be redeployed to them again.

OUTCOME: Staff Governance Committee were happy to note the Health and Safety Update.

(Jed Westmoreland left the meeting)

SG 20/32 Promoting Attendance Update

(Lorraine Allinson joined the meeting)

Lorraine Allinson provided an update on the sickness absence figures for September and October. She confirmed that for both months the combined sickness and

COVID related absence figure was below 4%. She updated members on the work of the Occupational Health Department including Flu vaccination, testing figures and the preparatory work on the COVID vaccine.

There was a long discussion on Flu Vaccination. Members were extremely pleased with the uptake of flu vaccination among NHS Shetland staff but were disappointed in the figures for social care staff. They discussed how best to link in with the Local Authority to help promote uptake.

OUTCOME: Staff Governance Committee noted the Promoting Attendance Update.

ACTION: Chair to discuss flu vaccine uptake among Social Care Workers with SIC Chief Executive. It is understood that Jo Robinson is raising with SIC Corporate Management Team.

(Lorraine Allinson left the meeting)

ITEMS FOR DISCUSSION/COMMENT/DECISION

SG 20/32 Staff Induction Process

(Kirsty Clark and Sally Hall joined the meeting)

Kirsty Clark attended to update members on the refreshed Corporate Induction process. Face to Face sessions were suspended due to the pandemic. Staff Development Team have reviewed the process and looked at what is happening across other Boards. Teams sessions have already started and these have been positively received. They are made up of around 5 people and the focus is on building positive relationships. An eLearning module which will look at Health and Safety, communication and information governance. It is hoped that this will be available in the New Year. Work is ongoing on improving local departmental induction processes too.

Mr Bell thanked Mrs Clark for this comprehensive update and an excellent piece of work.

OUTCOME: Staff Governance Committee approved the new Corporate Induction process.

(Kirsty Clark left the meeting)

SG 20/33 TRiM Practitioner Training Launch

Sally Hall provided information on the TRiM training that is taking place this week. Included in the meeting papers was the proposal paper. She explained that this is a multi-agency training programme involving organisations across Shetland and it is hoped that this will lead to the development of a real partnership culture. Updates will be provided to the Committee as the programme progresses.

OUTCOME: Staff Governance Committee noted the launch of the TRiM training programme in December 2020.

SG 20/34 Update on Confidential Listening Service

Sally Hall provided an update. She explained that the telephone line that had operated during the peak of the pandemic had been stood down. Staff are now signposted to the national telephone line. Pre-Covid work began on updating the Confidential Listeners service. It is hoped to utilize the skills of those that had been involved in the telephone line in the updated Confidential Listening service.

Mrs Carolan thought that this was a good approach and asked whether it would be possible to consider mediation skills for the Confidential Listeners? Sally Hall welcomed this suggestion and will add it to the training plan for the Listeners.

OUTCOME: Staff Governance Committee noted this update.

ACTION: Sally Hall to incorporate mediation into the training plan for the Confidential Listening Service.

SG 20/35 Winter Wellbeing Programme

Sally Hall introduced this item and explained that to support staff wellbeing during the lockdown winter months a light programme of events is proposed. Some of the proposed activities include Yoga, Bake Off, Speedcrafting etc. Members felt that this was a really great idea and that the programme looked varied.

OUTCOME: Staff Governance Committee supported the development of a Winter Wellbeing programme for staff and an application to the Endowments Committee for funds to support some activities.

SG 20/36 Training Plan/ Staff Development Awards

Sally Hall explained the purpose of this item was to to brief Staff Governance Committee on 2020/21 spend and seek approval for the use of MS Teams Forms for gathering the data for 2021/22 training plan spend.

She noted that the Training Plan process for 2021/22 will be slightly different in that it will be completed by Managers using Forms. This is a change from Executive Directors completing on behalf of their Directorate.

The Staff Development Awards and Training Plan process will take place at the same time this year.

OUTCOME: Staff Governance Committee noted the change of process for the development of the 2021/22 Training Plan and Staff Development Awards.

SG 20/37 Spiritual Care Self-Assessment Audit

Sally Hall explained that this had been included for information. Rev Brice, Spiritual Care Lead has begun completing the Audit Tool, which is beginning to be used across Scotland, and this will be a useful exercise in benchmarking where we are at nationally. The results of the assessment tool will be reported back to the Committee.

Lorraine Hall noted that she was delighted that we were involved in this national piece of work.

OUTCOME: Staff Governance Committee noted this update.

SG 20/38 Everyone Matters Survey/ iMatter Update

Sally Hall updated members on the results of the Scottish Government's Everyone Matters Survey that was undertaken during the summer. She highlighted that there had been some issues with the publication of the results and concern about the reporting detail for small teams. However she was pleased with NHS Shetland's participation rate and the positive responses. Following a discussion members were minded that it was appropriate to pursue a pragmatic response to Action Planning following the Everyone Matters Survey to avoid survey fatigue and help preparation for the 2021 iMatter Survey.

OUTCOME: Staff Governance Committee noted NHS Shetland's positive performance in the Everyone Matters Survey and the good rate of participation.

SG 20/39 Managers Conversations

Sally Hall provided an update on the Managers Conversations that took place between June and August. The aim of the conversations were to help support manager's wellbeing and sign post them if needed. She gave an update and explained that it formed the basis of some of the wellbeing work that has been undertaken. It was seen as a worthwhile exercise and will be repeated.

OUTCOME: Staff Governance Committee noted this update.

(Kathleen Carolan left the meeting)

SG 20/40 Statutory and Mandatory Training- Internal Audit Pre-Report Findings- Verbal Update

Sally Hall provided a verbal update on this item. She explained that Internal Audit had recently undertaken a review of Statutory and Mandatory Training. The Team had felt it was an excellent learning experience. As explained during the item on Corporate Induction the timeframe for completion of mandatory training is being

reduced. Mrs Hall proposed that moving forward she would provide to Staff Governance Committee an audit on Statutory and Mandatory Training. Members were supportive of this suggestion and there was a discussion on how that aided the Committee in assuring that safety and wellbeing within the Board.

OUTCOME: Staff Governance Committee were content with the suggestion that an audit on statutory and mandatory training be provided to each meeting of Staff Governance Committee.

ACTION: Committee Administrator to add to agenda.

SG 20/41 Staff Wellbeing Support Development Team-Verbal Update

Sally Hall told members that during the pandemic a group made up of members from across Health and Social Care had been established focused on staff wellbeing. It has participated in many of the staff wellbeing activities that have been undertaken over the last few months. Mrs Hall explained that as it has replaced the former Wellbeing sub-group of SGC that has not met for many months. She suggested that the group would like to continue in its present form and continue to report its work into this Committee.

OUTCOME: Staff Governance Committee were content that this group became a sub group and report their activities to the Committee.

ACTION: Committee Administrator to add Staff Wellbeing Support Development Team Update as a standing item on the agenda.

(Sally Hall left the meeting)

ITEMS FOR NOTING

SG 20/42 Area Partnership Forum Minutes 27.08.20/ 05.11.20 These minutes were noted by the Committee.

SG 20/42 Staff Governance Committee Meeting Dates 2021/22

The Committee noted the dates that have been included in the 2021/22 Draft NHS Shetland Business Programme. They are as follows:

Thursday 25 February 2021
Thursday 27 May 2021
Thursday 18 November 2021
Thursday 24 February 2022

SG 20/42 Circulars, Letters etc for noting

The following circulars, letters etc were noted by the Committee:

DL (2020) 22 Annual Leave in 2020-21	Briefing Note- Once for Scotland Policies September 2020
CNO Letter on widening the use of facemasks	PCS AFC 2020/9 Christmas and New Year at the Weekend
Volunteering in NHS Scotland COVID19. Shared Practice and Guidance for Volunteer Management	Letter- Independent National Whistleblowing Officer (INWO)
DL (2020) 24 COVID 19 Occupational Risk Assessment Guidance	DL (2020) 27 Updates to Revised Workforce Planning Arrangements
DL (2020) 20 Quarantine (Self isolation)	PCS (ESM) 2020
Publication of COVID-19 Occupational Risk Assessment Guidance	DL (2020) 29 Guidance on asymptomatic testing
NHS Circular Annual Benefit Statement	DL (2020) 30 COVID Special Leave
NHS Circular Male Survivor Benefit	Partnership Statement
SIREN Research Study	

Date of Next Meeting

The next meeting of Staff Governance Committee will take place on Thursday 25 February 2021 at 14.00.