

SHETLAND NHS BOARD

MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON THURSDAY 25 FEBRUARY 2021 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 Cathrine Coutts	Staff Side 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)
Mr Jed Westmoreland	Health and Safety Lead
Ms Lorraine Allinson	HR Services Manager
Mrs Sally Hall	Head of Talent Development and Culture
Mrs Jillian Charleson	Health Improvement Practitioner

SG 20/43 Welcome and Apologies

Malcom Bell welcomed everyone to the meeting. Cathrine Coutts was attending the meeting having been nominated at the last Area Partnership Forum meeting as Staff Side Representative. Cathrine was welcomed to the meeting

SG 20/44 Declarations of Interest

There were no declarations of interest. The Chair noted that he would take any that arose during the meeting.

SG 20/45 Draft Minutes of the Staff Governance Committee meeting held on 08 December 2020

Mr Bell and Mr Robinson approved the minutes for accuracy.

SG 20/46 Matters Arising

There were no matters arising not included on 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 21 January 2021. There were no escalation issues to report to Staff Governance Committee.

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. The committee felt that good progress had been made across the 5 pillars of the Staff Governance Standard and noted activities undertaken to support staff wellbeing and resilience during the initial pandemic and 2nd wave in December. Detailed updates on some of the activities will be provided later in the agenda.

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

SG 20/49 Health and Safety Update

(Jed Westmoreland joined the meeting)

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

Short Life Working Group

In response to a number of incidents of late reporting of injuries, a short life working group was set up following the last meeting of the Health, Safety and Wellbeing Committee. The purpose of the group is to look at how we promote a safety culture, help support managers and determine what mandatory health and safety training should look like. The first piece of work involves delivering incident training to a group of senior nurses. Following this we will look at how we embed this.

FFP3 Masks

The focus is on the 3M1863 mask at the moment as it is out of endorsement at the end of March. All staff have been migrated onto other masks. Mr Westmoreland is working closely with Infection Control Staff as Health Protection Scotland are considering the use of non-shrouded masks in clinical settings.

Joint Health and Safety Committee

This group, which covers the Health and Social Care partnership is currently looking at developing its Terms of Reference. Mr Westmoreland is a member of that group and one issue the group is looking at is that the reporting software used by the two organisations is incompatible. We are aware that the Datix NHS system will become unsupported in the next few years and so participation and understanding of the different systems that are out there can be discussed and feed into NHS national engagement processes.

COVID Update

The message that Health and Safety are wanting to ensure is cascaded is that the COVID risk assessments are available on the Health and Safety Department intranet page for managers and staff to use.

Joint Health and Safety/Infection Control Audit

Mr Westmoreland explained that he had undertaken a joint exercise at the Gilbert Bain Hospital with the Infection Control Nurses. They had found it positive with some great conversations taking place. There were one or two reoccurring issues particularly with equipment storage. There will be communication in the weekly staff newsletter but there is an acknowledgement that there is a lack of storage space.

Mrs Hall noted that it was great to see that activities like the audit were able to take place again following the initial pandemic outbreak when walkrounds were stood down.

Mr Sandilands reported that there had been discussions at the last Employee Directors about how we empower staff to speak up if they feel there are issues around Health and Safety compliance/social distancing etc.

Mr Westmoreland noted that he was pleased to get to this point and to see the positive developments in the Board's safety culture.

OUTCOME: Staff Governance Committee noted the Health and Safety Update.

(Jed Westmoreland left the meeting)

SG 20/50 Promoting Attendance Update

(Lorraine Allinson joined the meeting)

Ms Allinson presented the standing Promoting Attendance Update report. Our performance continues to be good. The sickness absence figures for December show a rate of 2.43% which is significantly below the target figure of 4%. NHS Shetland's rolling 12 month average is 3.13%. Absence related to COVID is recorded as special leave rather than sickness absence and the figures for this are low.

Mrs Carolan noted that she was pleased to see a decrease in the hours lost to anxiety, stress and depression. Hopefully this is in part due to the hard work that has been going on around wellbeing and other support mechanisms. It has been a busy winter but our staff have been resilient.

Mrs Hall agreed, other areas in Scotland had seen a rise in anxiety, stress and depression. NHS Shetland had joined in with national initiatives and had undertaken local activities such as the Managers Reach Out conversations. These conversations in particular enabled us to collect helpful data and information which helped inform other activities. These are all small steps and we need to continue to develop initiatives to support staff.

Mrs Cornick asked how do we feedback these figures to the wider workforce? After discussion it was decided to add to highlight in the staff newsletter.

OUTCOME: Staff Governance Committee noted the Promoting Attendance Update.

ACTION: Lorraine Allinson to send headline absence data to Communications Team to add to staff newsletter.

(Lorraine Allinson left the meeting)

SG 20/51 Staff Wellbeing Team Update

(Sally Hall joined the meeting)

Mrs S Hall provided updates on the following:

Wellbeing Team

The Wellbeing Team is continuing to meet regularly and is working on developing its workplan for the year ahead. A reminder that this group is made up of staff from across the Health and Social Care partnership. Work is still ongoing to develop the Confidential Listener Service.

Everyone Matters /iMatter Surveys

We have not been asked for formal action plans following the release of the Everyone Matters reports. As reported at the last meeting iMatter distribution is on hold. At the moment the provisional date is late August but that is COVID-19 dependent. She noted that the Wellbeing Team are keen to have input and help to drive the message forward.

Mr Sandilands noted that he was pleased to hear at the Employee Directors meeting that the ceiling had been lowered so that those teams with lower than 60% participation will still get a report.

Trauma Risk Management (TRiM) training

Initial training took place in December and work is ongoing to develop processes to access the support.

OUTCOME: Staff Governance Committee noted the verbal update.

SG 20/52 Statutory and Mandatory Training Update

Mrs S Hall reported that the Managers Dashboard is now available on Turas. At this time it only covers Agenda for Change staff. It is hoped that this will help Managers take ownership of statutory and mandatory training. There has been a sustained push on the Information Governance and Fire training modules but the numbers completing have not been as high as hoped. Her team will be looking at pulling together an improvement plan to see what we need to help improve the figures- e.g digital skills.

There have been recent improvements in the way data can be pulled from the dashboard and from the next meeting onwards this item will be a report with training and appraisal data.

OUTCOME: Staff Governance Committee noted the verbal update.

(Sally Hall left the meeting)

SG 20/53 No Smoking Policy

(Jillian Charleson joined the meeting)

Mrs Charleson introduced the No Smoking Policy. She explained that it had previously been submitted to the Health, Safety and Wellbeing Committee and Area Partnership Forum. Comments from both groups have been incorporated.

New legislation is expected to be introduced in the next 18 months and the policy will be updated at that point to reflect it.

Mr Bell noted that he thought the policy was very clear. Members agreed and were happy to approve the policy.

OUTCOME: Staff Governance Committee approved the No Smoking Policy.

ACTION: The policy can now go on the intranet/internet.

(Jillian Charleson left the meeting)

SG 20/54 Draft Staff Governance Committee Annual Report 2020-21 for Audit Committee

Lorraine Hall presented this item. As part of the Board's governance arrangements Staff Governance Committee is required to submit a report on business carried out during the reporting year. This is a draft version and will be updated to capture the outputs of today's meeting. It will be circulated to SGC Committee members for final approval before submission to the Audit Committee.

Mr Bell stated that he thought the report read well and was content for it to move forward to the next stage.

OUTCOME: Staff Governance Committee were content with the draft report.

ACTION: Mrs Hall and Mrs Williamson to update the report following this meeting. The report will be circulated to members for final approval before submission to Audit Committee.

SG 20/55 Staff Governance Committee Draft Business Cycle 2021/22

Marianne Williamson explained that she had prepared this document to detail the structure of committee meetings for the coming year. It is hoped that it will aid agenda planning. She noted the proposed addition of a Development Session in September- this date will be confirmed in the near future.

Members expressed that they felt that this was a useful document and were happy to adopt it for use.

OUTCOME: Staff Governance Committee approved the business cycle for 2021/22.

SG 20/56 Staff Governance Committee Terms of Reference- Annual Review

This is the annual review of the Committee's Terms of Reference. No significant changes were made and members were content to approve.

OUTCOME: Staff Governance Committee were happy to approve the Committee's Terms of Reference.

ACTION: Committee Administrator to arrange for them to go to the next meeting of the Board.

SG 20/58 Whistleblowing Update

Mrs Hall provided a verbal update on Whistleblowing. Dr Kirsty Brightwell is the Executive Lead for the Board with Mrs Shona Manson, Non-Executive lead. A small team has been set up to look at communication, training, reporting and governance. . It is the aim to develop a planned and thoughtful programme which will have engagement and be supported through Partnership.

OUTCOME: Staff Governance Committee noted the verbal update.

SG 20/59 Workforce Wellbeing and Mental Health National Programme- Update

Lorraine Hall presented this verbal update. This is a national programme that is being launched. It forms part of a 'network' of services and resources that aim to improve the wellbeing and mental health of health and social care staff across Scotland, and will supplement the range of staff support services available at local level. It is about embedding these sort of programmes in our culture and making sure that staff feel valued. Both APF and Staff Governance Committee will be kept updated as to how these services develop from a Shetland perspective.

OUTCOME: Staff Governance Committee noted the verbal update.

SG 20/60 Working from Home

Lorraine Hall gave a verbal update on this issue. There has been a number of communications on this from the Scottish Government included a circular last week which emphasized the importance of managers keeping in touch and supporting staff who are currently working from home. This will be taken on board for the Workforce Planning work that is currently being undertaken. Nationally there is work ongoing on the development of a national Working from Home Policy but it was noted that there were a number of grey areas to work through.

Mr Sandilands reminded members that staff were entitled to claim £6 per week in tax relief from April 2020 if they were required to work from home. It was decided that the circular should be highlighted in the next weekly staff newsletter.

OUTCOME: Staff Governance Committee noted this update.

ACTION: Committee administrator to ensure that the latest circular and information on how to claim the £6 per week tax relief is in the weekly staff newsletter.

ITEMS FOR NOTING

SG 20/60 Circulars, Letters etc. for noting

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

STAC (TCS08) 2020- HEALTH AND CARE COVID BONUS	PCS (ESM) 2021-1 PAY AND CONDITIONS OF SERVICE
Briefing Note 'Once for Scotland' Workforce Policies	COVID-19 Vaccination Update
DL (2020) 32- PUBLICATION OF INTERIM GUIDANCE ON EXPANSION OF TWICE WEEKLY TESTING FOR PATIENT-FACING STAFF	Cabinet Secretary- Letter on Additional Funding
Cabinet Secretary- Letter to NHS Scotland Staff	PCS (COV) 2021-1 £500 COVID PAYMENT: OPT OUT AND FURTHER Q&A
STAC (TCS09) 2020- COVID-19 Sickness Absence	DL (2021) 03 ANNUAL LEAVE IN 2020/21 AND CARRY FORWARD TO 2021-22
PCS (COV) 2020-1- £500 COVID Bonus	Cabinet Sec- COVID-19 VACCINATION PROGRAMME
COVID-19 Vaccine Prioritisation	Working from Home Regulations
COVID-19 Vaccination Programme Update	Letter to Health Boards re. Whistleblowing Soft Launch
Letter- Changes to Shielding Advice	

Date of Next Meeting

The next meeting of Staff Governance Committee will take place on Thursday 27 May 2021 at 14.00.