

# **SHETLAND NHS BOARD**

## **MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON THURSDAY 27 MAY 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
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 Laura Pottinger	Senior HR Advisor (Systems)
Mrs Sally Hall	Head of Talent Development and Culture

### **SG 21/01 Welcome and Apologies**

Malcom Bell welcomed everyone to the meeting. Apologies were noted from Cathrine Coutts.

### **SG 21/02 Declarations of Interest**

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

### **SG 21/03 Draft Minutes of the Staff Governance Committee meeting held on 25 February 2021**

The minutes were approved for accuracy.

### **SG 21/04 Matters Arising**

Whistleblowing- Mrs Hall updated members on an issue that was being discussed at the national HRD meeting. A staff member in a Board had raised concerns regarding their treatment as a patient through Whistleblowing. The Board in question had felt that this should be done through complaints. This had led to discussions with the CLO and the INWO, who felt that it did fall under Whistleblowing. This a potential grey area that will need to be worked through as the policy/process is bedded in.

Members also discussed Non-Executive representation on this Committee and where Whistleblowing sat within the governance structure. Consensus was that it sat more naturally within Clinical, Care and Professional Governance.

### **SG 21/05 Area Partnership Forum (Verbal Update)**

Ian Sandilands gave the Committee a verbal update on the last Area Partnership Forum meeting which took place on 18 March 2021. He reported that the Forum had been supportive of the application to STAC for the continuation of RRP for some Estates staff. APF had a presentation on a Salary Sacrifice Scheme which following the meeting the decision was taken for Finance to proceed with. Mr Dickson noted that there would be safeguards in place to protect staff from poverty.

**OUTCOME:** Staff Governance Committee noted this update.

### **SG 21/06 Staff Governance Action Plan 2020/21- Final**

Mrs Hall presented the outgoing Staff Governance Action Plan for 2020/21 which had been agreed in July 2021. She felt that reasonable to good progress had been against the targets during the reporting period. Some targets have been carried over into 21/22, this is due to COVID-19 and sometimes because not everything fits into a one year cycle.

She highlighted particularly the work that had been carried out with Health and Safety during the first and second waves, the very low sickness absence figure, staff wellbeing initiatives, development of new ways of working and the development of the Interim Workforce Plan.

Areas that will be carried over into the 2021/22 plan will be the development of a healthy organisational culture and increasing apprenticeship opportunities for young people. Members discussed at length the issue of apprenticeships. This included the impact of single handed departments and whether not apprenticeships could be offered across the Shetland Partnership. Mrs Carolan felt that this was something that EMT should get behind and back. It ties in with our responsibilities as Corporate Parents.

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

### **SG 21/07 Staff Governance Action Plan 2021/22- Draft**

Mrs Hall presented the draft Staff Governance Action Plan for 2021/22. As previously mentioned some of the workstreams from the 2020/21 will be carried over. Focus for 2021/22 includes:

- Embedding a positive health and safety culture in the organisation
- Promoting attendance and staff wellbeing
- Helping young people/apprenticeships
- Confidential Contacts
- Development of 3 year Integrated Workforce Plan
- Leadership and development

**OUTCOME:** Staff Governance Committee approved the draft Staff Governance Action Plan for 2021/22.

### **SG 21/08 Health and Safety Annual Report 2020/21 and Update**

*(Jed Westmoreland joined the meeting)*

Mr Westmoreland presented the Draft Annual Report which will be presented to the Health, Safety and Wellbeing Committee at their June meeting. Its purpose was to give an overview of Health and Safety across the organisation during the reporting year. It covered the following:

- COVID response
- Lessons Learned
- Risk Assessments
- Face Fit Testing
- Incidents

He provided the standing health and safety incident dashboard for Quarter 4. Members were also taken through the areas of focus for 2021/21 including the introduction of new masks, poster campaigns, pick up reviews of health and safety policies and audit activities across the estate.

Mr Bell asked about the 'self-harm' figures in the report and whether we were failing a duty of care. Mr Westmoreland said he was not concerned by any of the events he had reviewed.

Mr Sandilands asked about staff side representation at the Health, Safety and Wellbeing Committee, Mrs Hall said that it had improved slightly but it had been very poor with some members failing to attend all meetings in 2020/21.

**OUTCOME:** Staff Governance Committee noted the draft report and the update.

*(Jed Westmoreland left the meeting)*

### **SG 21/09 Workforce Annual Report 2020/21**

*(Laura Pottinger and Lorraine Allinson joined the meeting)*

Lorraine Allinson presented this item. Information provides a snapshot of the NHS Shetland workforce at 31 March 2021, including the workforce profile, recruitment activity, turnover, sickness absence. The report will help inform the development of the three year Workforce Plan.

She noted that they hoped to update the turnover data before it is presented to APF. We do have a higher rate as national and regional average with a high number of fixed term contracts. The higher number of leavers in August/September corresponds with a number of students returning to education following the first wave of the pandemic.

The Sickness Absence figures have remained positive. Both Mr Bell and Mr Robinson commended the excellent performance. There was a discussion on whether this figure was sustainable. Mrs Hall felt that as an organisation we had worked hard to support individuals and their managers to sustain and support them at work. We need to look at how we utilize experience and expertise as our demographic changes and we think about succession planning.

Members discussed 'Working from Home' and the impact that this has made on staff. Mr Sandilands noted that we need to be mindful of potential MSK issues with staff working from home perhaps without the right sort of seating etc. Ms Allinson noted that they were looking at improving Occupational Health systems so that the source of stress could be better recorded.

Mr Sandilands gave credit to managers and Occupational Health staff who have supported the organisation through a massive cultural shift over the last year.

**OUTCOME:** Staff Governance Committee noted the Workforce Report.

### **SG 21/10 Equality and Diversity Annual Publications 2021**

The three publications included here have been published as required under the Equality Act 2010. They have been compiled alongside Nigel Firth, Equality and Diversity Manager for NHS Grampian. A further report on Equal Pay will be published in June 2021. No major concerns were highlighted to the Committee. The following points were noted:

- The Equality and Diversity Workforce Monitoring Report 2021 shows our make up as an organisation is broadly similar to other island Boards.
- Equality Mainstreaming Report 2019/2021- acknowledge our limitations in progressing forums for minority groups. Currently engaging with Scottish Government alongside NHS Orkney to help us understand how we take forward meaningfully.
- NHS Shetland Equality Outcomes 2021 to 2025- No shortfalls highlighted. Currently reviewing the Equality and Diversity Training and looking at possible collaboration with other Island Boards.

**OUTCOME:** Staff Governance Committee noted the three publications and that the fourth will be published by 30 June 2021.

### **SG 21/11 Interim Workforce Plan**

Lorraine Allinson presented the Interim Workforce Plan 2021-22 which has been submitted to the Scottish Government as requested. It was collated to align with Remobilization Plan 3. We will be required to submit a three year workforce plan by 31 March 2022. Work is beginning to plan the structure for this with an intention that the first draft will be ready by end of 2021 to allow for consultation and Committee cycles. Will be required to work closely with Shetland Islands Council staff to pull together data and information.

**OUTCOME:** Staff Governance Committee noted the Interim Workforce Plan which had been submitted to the Scottish Government.

### **SG 21/12 RRP (Recruitment and Retention Premium) Application- Update**

Lorraine Allinson presented this item. She explained that a completed application had been presented to APF in March which had been approved. Subsequently a new application process was released by STAC (Scottish Terms and Conditions Committee). Members discussed the background and evidence to the application. They noted the format of the new template and were supportive of the Board submitting an application for RRP to continue.

**OUTCOME:** Staff Governance Committee noted the new template and were supportive of the application.

*(Laura Pottinger and Lorraine Allinson left the meeting)*

### **SG 21/13 Statutory and Mandatory Training Report including audit output**

*(Sally Hall joined the meeting)*

Sally Hall presented this item. She explained that Internal Audit had conducted an audit of Statutory and Mandatory Training at the end of 2020 from which there were a number of actions. The Staff Development have been considering how best to improve and monitor compliance. A test of change has been undertaken within the HR&SS Directorate where Managers were asked to pull training records of team members from TURAS and submit to Staff Development. The purpose of this was to provide a snapshot and increase manager's confidence in using the system.

She proposed to members that for the next meeting of Staff Governance Committee both an organisational and departmental overview will be provided to Committee member. It is hoped that this will help aid compliance and help identify areas where more targeted support could be provided.

She noted that there had been lots of submissions to the Training Plan. She sought the Committee's views on ensuring staff have completed their Statutory and Mandatory training before they gain access to training through the training plan. Members thought that it would be appropriate to encourage this. We need to

encourage completion of training but need to understand what are the barriers that are stopping people completing e.g time pressures, access to and ability to use technology etc.

**OUTCOME:** Staff Governance Committee noted the SBAR following the audit report.

**ACTION:** An organisational and directorate overview of statutory and mandatory training compliance will be brought to the next meeting.

### **SG 21/14 Staff Wellbeing Team Update**

Sally Hall provided a verbal update on the following:

**Wellbeing Week-** She thanked all those that had supported the recent joint Wellbeing Week which had encouraged staff to engage with nature. Currently in the process of pulling together the evaluation. A health awareness month focusing on women's health is currently being planned for August.

**Staff Supporters-** Working at pulling together a communications plan to publicize the support available through Confidential Contacts, Mediators and those with TRiM training.

**Whistleblowing-** The working group are developing a training programme which will underpin the eLearning Module. A test of change session with specific staff is being delivered jointly with NHS Orkney before a further roll out.

**Endowments-** Endowments approved a number of health and wellbeing programmes. Crafting sessions will now run in the autumn. The Wellbeing group is looking at how we can reach out and attract staff to the fitness sessions who may not usual engage.

**OUTCOME:** Staff Governance Committee noted the verbal update.

*(Sally Hall left the meeting)*

### **SG 21/15 Corporate Risks**

Lorraine Hall introduced this item as Emma Garside was unable to attend. Committee members were asked from the information provided in the risk report to identify and make changes or, agree the corporate risks are being managed. Three risks are currently allocated to the Committee. Members discussed information governance and some of the work that is ongoing to improve Board compliance in this area.

**OUTCOME:** Staff Governance Committee reviewed and noted the corporate risks which they have responsibility for, in their role as a Committee.

## **SG 21/16 Health and Safety and Wellbeing Committee- Terms of Reference**

These Terms of Reference were reviewed and agreed by the Health, Safety and Wellbeing Committee at their March meeting. As a sub-committee they were put to Staff Governance Committee for final approval. Changes included enhancing the wellbeing element of the Committee through standing agenda items and membership. The option of rotational attendance by members of the same team (e.g Primary Care) was also formalised.

**OUTCOME:** Staff Governance Committee approved the updated Terms of Reference for the Health, Safety and Wellbeing Committee.

## **SG 21/17 Staff Governance Monitoring Exercise 2020-21- Update**

Lorraine Hall introduced this item. Scottish Government had provided Human Resources Directors with a proposed timetable for the Staff Governance Monitoring Exercise for 2020-21. Mrs Hall will keep members updated and will circulate the return for comments before it is submitted.

**OUTCOME:** Staff Governance Committee noted the proposed timetable.

## **ITEMS FOR NOTING**

### **SG 21/18 Circulars, Letters etc. for noting**

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

DL (2021) 07- Working from Home Terms and Conditions	NHS Scotland- Emergency Footing Extension
STAFF SHIELDING – REFERENCE Q&A	SPPA- NHS Pension Scheme
AGENDA FOR CHANGE PAY 2021-22	DL (2021) 11 Recruitment and Retention Premia
PCS (AFC) 2021/1 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT 1% PAYMENT ON ACCOUNT AND REMOVAL OF PAY POINTS	Update Letter to Boards- RRP
DL(2021)08 CODE OF PRACTICE FOR THE RECRUITMENT OF INTERNATIONAL HEALTH AND SOCIAL CARE PERSONNEL	PCS (COV) 2021-3 £500 COVID PAYMENT: HARD FM STAFF
Workforce Specialist Service – for regulated health and social care staff	PCS (ESM) 2021-2 TRA for Nurse Directors
PCS (COV) 2021-2 £500 COVID PAYMENT: OPT IN	TUC Dying to Work Charter- SPF Statement
(AMENDED AS AT 5 MARCH 2021) Diversifying the Covid-19 Vaccinations	Workforce Recovery – mailbox for direct engagement

Workforce: Terms and Conditions of Employment/Deployment	
SPPA- NHS 2021/05 Employers to implement revised contribution tier bandings and to inform scheme members of the changes.	Shielding Update and info on pregnant staff
Briefing note 'Once for Scotland' Workforce Policies	DL (2021) 12 Shielding NHS Staff
Additional Guidance- COVID-19 Vaccinator Terms and Conditions of Employment- Additional Guidance	Home Working Policy Consultation
PUBLICATION OF COMMUNITY ENGAGEMENT AND PARTICIPATION GUIDANCE FOR HEALTH AND SOCIAL CARE	

### **Date of Next Meeting**

*The next meeting of Staff Governance Committee will take place on Thursday 18 November 2021 at 14.00.*