

## Shetland NHS Board

### Minutes of the Staff Governance Committee – 21 February 2023, via MS Teams

#### Present

Mrs Emma MacDonald	Non-Executive Board Member (Chair, Staff Governance Committee)
Mr Joe Higgins	Non-Executive Board Member (Whistleblowing)
Mr Bruce McCulloch	Non-Executive Board Member (Employee Director)
Mr Gary Robinson	Non-Executive Board Member (until 1505)
Mrs Lorraine Hall	Management Representative/Staff Governance Executive Lead
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
Ms Amy Gallivan	Senior Communications Officer
Mrs Marianne Williamson	Committee Secretary

#### SG2223/40 Welcome and Apologies

Apologies for absence were received from:

Mrs Natasha Cornick	(Non-Executive Board Member)
Mrs Kathleen Carolan	Management Representative
Mr Michael Dickson	Chief Executive.

Ms Macdonald was in the Chair for the first time.

#### SG2223/41 Declarations of Interest

There were no declarations of interest noted.

#### SG2223/42 Draft Minutes of the Staff Governance Committee Meeting held on 06 October 2022

The minutes were approved as an accurate record.

#### SG2223/43 Matters Arising

**Celebrating Success-** Mrs Hall updated members. There has been ongoing discussions regarding a celebration event for staff, she noted that she had discussed with the Director of Finance who had confirmed that there would be no funding available from the General Endowment Fund. As we enter a new financial year she is continuing to consider options for an event around wellbeing/wellness and celebrating success.

**Prevention of Violence and Aggression Training-** She also wished to highlight that we continue to have issues around attendance at Prevention of Violence and Aggression Training. Recent Covid and flu outbreaks have exacerbated this problem. The Health, Safety and Wellbeing Committee have sight of this risk and she wished to highlight to Staff Governance Committee as it would be a potential improvement notice if we were to be visited by the Health and Safety Inspectorate.

#### **SG2223/44                    Area Partnership Forum Update**

Mr McCulloch provided an update following the January meeting of Area Partnership Forum, noting the following:

- Band 2/3 Health Care Support Worker Review- this work has been completed in line with the national timeframes.
- Agenda for Change Pay Award has been implemented and it is expected that arrears will be paid in February pay.
- Discussion on amalgamation of Public Holidays for Dental Department. This was following discussions raised during their iMatter process.
- Job Evaluation- agreed to continue with current panel arrangements. Staff Side members are encouraged to consider training to become matchers.
- Karen Smith has been invited to attend as Chair of the Wellbeing Group to provide an update to each APF meeting.
- Joe Higgins attended APF to introduce himself and provide some information on Whistleblowing.

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

#### **SG2223/45                    Recruitment and Retention Premia Application**

Mr Marsland was not in attendance to present this paper. Mrs Hall provided some background to the RRP process and explained that the paper had been considered by Area Partnership Forum. Members felt that there was not enough evidence provided to show there was a recruitment issue and as such the application would not be submitted to STAC.

Following a query Mrs Hall confirmed that we do have RRPs in place for some posts within the Board.

**OUTCOME:** Staff Governance Committee noted the paper.

#### **SG2223/46                    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. She highlighted the following:

- Low levels of attendance and therefore compliance for Violence and Aggression Training. Courses are scheduled and hopeful that as we move into the spring it will be easier to facilitate attendance.
- Karen Smith has replaced David Morgan as Chair of the Wellbeing Group.
- Occupational Health has been busy with the Winter Vaccination Programme. The implementation of a new computer system has led to some issues with reporting.

- Rise in needlestick injuries and some non-compliance with the process. Occupational Health and Clinical Governance and Risk Team members are involved with the investigations. This will be discussed further at Health, Safety and Wellbeing Committee.
- CGI workshops produced good conversations and will help form some of the priorities for next year.
- Working on draft of People Strategy, awaiting publication of national Culture Strategy at the end of March which will help inform.
- Management bundles continue to be delivered jointly with colleagues from NHS Orkney.
- Employability/Volunteering- challenges at the moment with resourcing to support this workstream but recognise that we have a role to play and are looking at options.
- SMT has met and working on Terms of Reference. Further meeting to take place in March.
- Equality and Diversity- Nigel Firth retiring from NHS Grampian, review of how we move forward. We need to consider if this is an area which we could look at alongside local authority colleagues.

Ms Macdonald thanked Mrs Hall for the update and noted that the document was very detailed.

Members discussed in more detail how we support our staff, particularly those who are moving from clinical roles, move into management.

Mr McCulloch noted that we need to be sure that following the recent CGI discussions, we provide our staff the time and resources to help them lead and manage change.

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

## **SG2223/47                      Promoting Attendance Update**

*(Lorraine Allinson joined the meeting)*

This is a standing item on the Staff Governance agenda and was presented by Lorraine Allinson. Figures are available up to the month of December. Although it shows a higher than usual figure for NHS Shetland (4.83%) it is still well below the national figure of 7.35%. December/January/February are peak months for sickness so it is likely we will see an increase in the coming months.

Following discussions at Area Partnership Forum the report has been updated to provide more information around absence within specific job families. We are also looking at how we incorporate data relating to age profiles.

Mrs Hall noted that we are still the best performing territorial board. Staff Governance Committee may want to consider if there are actions that we want to look at for next year around Anxiety, Stress and Depression and MSK as they remain our most common reasons for absences.

**ACTION:** Investigate whether it is possible to breakdown work and non-work related stress and musco skeletal by age and by directorate.

There was a discussion about Occupational Health and timing between referrals and appointments. Mr Higgins was mindful that perhaps a consideration should be given through the CGI process to bolstering OH resources. Mrs Hall noted that Occupational Health follow the HSE process for managing stress at work. Nationally HR Directors have highlighted to the Scottish Government that there is lack of an educational pathway for OH nurses in Scotland alongside an aging demographic.

Mrs Thomson noted the increase in Anxiety, Stress and Depression (ASD) since she last sat on Staff Governance Committee. Stress can be due to a range of factors and it is about how we help equip staff with general life skills.

Mr McCulloch welcomed additional data on ASD and MSK, he felt that it will help us define wellbeing initiatives going forward.

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

*(Lorraine Allinson left the meeting)*

**SG2223/48                    iMatter 2023**

*(Kirsty Clark joined the meeting)*

*(Gary Robinson left the meeting)*

The purpose of this report was to inform members on the plan for the 2023 iMatter cycle taking into account lessons learned from last year. Mrs Clark informed members that in a change from previous years we have requested one date for all directorates. Previously the date that teams received their reports was dependent on whether there were paper responses in the Directorate. This change should aide clearer communication.

The iMatter Team (Mrs Clark as Ops Lead and Mrs Williamson as Admin Lead) have been focusing on building awareness, developing a communication plan and helping promote best use of iMatter as an improvement tool. They have found that there is a lack of national resources for Boards to access.

Following a query from Mr Higgins, Mrs Clark explained that she as Ops Lead was the only person who could view each teams report. As part of the communications plan the team want to make it clear who can see reports.

There was a discussion about whether allocating staff time to complete the survey would increase participation rates. Currently we leave it to Directors and Managers to ensure they encourage staff to complete.

**OUTCOME:** Staff Governance Committee noted the update and the timetable for the 2023 cycle.

**SG2223/49    Statutory and Mandatory Training and Compliance Report**

Mrs Kirsty Clark presented this paper. She noted that the figures were based on an employee headcount of 1008 staff not 1088. Counter Fraud figures were not available at that time. Figures still remain low.

Health and Safety Team will be meeting to discuss how they can improve completion rates in 'Load Handling' and 'Prevention of Violence and Aggression'.

Mrs Clark will be contacting each Director individually to highlight areas where compliance is low. Ms Gallivan was in attendance at the meeting as a Communications Plan has been developed in order to ensure clear messaging on the subjects throughout the year.

Members discussed capacity to complete and how do we emphasise the importance to staff of completing their training. There was a discussion as to whether this should be recorded as an organisational risk and whether it is something that should be included in the Performance Reporting for the Board. The Clinical Governance Team could flag to Directors and Managers when they are reviewing risk registers that this is something that should be included.

**OUTCOME:** Staff Governance Committee noted the report and the development of a communication plan. They also noted their continued concern at the low compliance rate.

*(Kirsty Clark left the meeting)*

**SG2223/50                    Health Care Staffing Programme Board- Update and Terms of Reference**

*(Edna Mary Watson joined the meeting)*

Edna Mary Watson provided members an update on the work that has been progressing on implementation. When it is implemented it will impact on a large proportion of our workforce. Members felt that this piece of work linked with the Statutory and Mandatory Training Report

Regarding the Terms of Reference, Members were happy to approve but asked that changes were made to make sure that it was clear that it covered integrated services and that the Programme Board would not act as an arbitrator in disputes.

Ms Watson asked members to consider how often they would like an update on progress relating to the implementation. Members felt that Ms Watson could determine this as the work progresses.

**OUTCOME:** Members noted the update on the implementation of the Safer Staffing legislation. Members also reviewed and approved the Terms of Reference with suggested changes.

**SG2223/51                    Whistleblowing Q3 Update**

This update was prepared by Dr Kirsty Brightwell and presented by Joe Higgins, Non-Executive Director. He reported that we have had our first Whistleblowing case. It is now in the process of being investigated. It has highlighted work that we need to do on improving and tightening up our processes. This includes the development of a suite of letters and role specific training. We continue to promote the training resources but are lobbying nationally for an update to these. This training is not mandatory but it is hoped that all staff who have a role to play in Whistleblowing will undertake the training.

He noted the intention for questions relating to Whistleblowing will be added into this year's iMatter survey.

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

**SG2223/52                    Health and Safety Q3 Update**

Mrs Hall presented this update on behalf of Lawrence Green who is on annual leave. This update was discussed at the Health, Safety and Wellbeing Committee meeting on 15 March.

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

**SG2223/53                    Health, Safety and Wellbeing Committee- Approved Policies**

Mrs Hall presented these policies on behalf of Stephen Lamming, Maintenance Manager, who was unable to attend the meeting. The policies had been considered and approved by the Health, Safety and Wellbeing Committee.

- Working at Height Policy
- Management of Hand Arm Vibration Policy

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

**ACTION:** Mrs Williamson to inform Mr Lamming that the policies have been approved and he can now move forward with publication and promotion.

**SG2223/54                    Staff Governance Committee- Annual Report for Audit 2022/23**

The Committee is required to prepare an Annual Report for the Audit Committee. A draft had been prepared and was included in the pack. Mrs Williamson explained that it would be updated following this meeting and then circulated to members for their approval. It would require to be signed off by both Mrs Cornick and Ms Macdonald who have both been Chair during the reporting year.

**OUTCOME:** Staff Governance Committee noted the process for completion of the Annual Report.

**ACTION:** Mrs Williamson to update draft with activity from the February meeting and circulate to members for final approval.

**SG2223/55                    Staff Governance Committee- Review of Terms of Reference**

Members undertook the annual review of the Terms of Reference. Following the appointment of Mr Higgins as non-executive Whistleblowing Champion it was decided to reduce the number of non-executives on the committee from 5 to 4. Following her appointment as Remuneration Committee Chair, Mrs Natasha Cornick is no longer a member of Staff Governance Committee.

**OUTCOME:** Staff Governance Committee approved the Terms of Reference with the change.

**ACTION:** Mrs Williamson to make the change and ensure they move forward to the next meeting of the Board.

**SG2223/56                    Circulars and Letters for Noting**

The following circular and letters were noted by the Committee:

DL (2022) 33 ENHANCING HEALTH WORKFORCE CAPACITY	PCS (DD) 2022 3 PAY AND CONDITIONS FOR HOSPITAL MEDICAL AND DENTAL STAFF AND DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE NEW CONTRACT FOR SPECIALIST DOCTOR GRADE
DL (2022) 34 Guidance on Reimbursement of 'Out of Pocket' Expenses for Volunteers within NHS Scotland"	DL (2022) 37 PUBLIC HOLIDAY FOR THE CORONATION OF KING CHARLES III – MONDAY 8 MAY 2023
SPPA 2022/09 NHS Pension Scheme Remedy Calculator	PCS (AFC) 2022-03 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT
SPPA 2022/11 Temporary suspension of the pension scheme abatement rules for NHS staff	PCS (SDIA) 2022/1 SCOTTISH DISTANT ISLANDS ALLOWANCE
DL (2022) 35 NHS SCOTLAND: INTERIM NATIONAL ARRANGEMENTS FOR ADVERSE WEATHER	DL (2022) 39 TEMPORARY INCREASE TO NHS SCOTLAND MILEAGE RATES
PCS (AFC) 2022/2 Christmas and New Year at the Weekend 2022/23	PCS (ESM) 2023/1 PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2022-23
DL (2022) 36 PREPARING FOR APPRAISAL FOR REVALIDATION PURPOSES Updated Guidance for Doctors Undergoing Appraisal	PCS(ESM) 2023/2 PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2022-23: CONSOLIDATED PERFORMANCE RELATED PAY
PCS (DD) 2022 2 PAY AND CONDITIONS FOR HOSPITAL MEDICAL AND DENTAL STAFF AND DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE	DL (2023) 04 CARRY FORWARD OF ANNUAL LEAVE FROM 2022-23 TO 2023-24
PCS (AFC) 2023/1 OVERTIME FOR BAND 8 AND 9 STAFF	

[MFW, March 2023]