

Shetland NHS Board

Minutes of the Staff Governance Committee – Thursday 25 May 2023, via MS Teams

Present

Lorraine Hall	Management Representative/ Staff Governance Executive Lead (In the Chair)
Gary Robinson	Non-Executive Board Member
Bruce McCulloch	Non-Executive Board Member (Employee Director)
Joe Higgins	Non-Executive Board Member (Whistleblowing Champion)
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
Mr Lawrence Green	Health and Safety Lead
Mr Karl Williamson	Head of Finance and Procurement
Mr Stephen Lamming	Maintenance Manager
Mrs Marianne Williamson	Committee Secretary

SG2324-1 Welcome and Apologies

Apologies were noted from Mrs Emma Macdonald, Mrs Kathleen Carolan and Mr Michael Dickson.

Due to Mrs Macdonald's absence, Mrs Hall was in the Chair for this meeting.

Mrs Hall opened the meeting by acknowledging the sad passing of Maurice Staples. Mr Staples had been an active staff side representative for Unite for the last 20 years and was a strong advocate of partnership working.

SG2324-2 Declarations of Interest

No declarations of interest were noted.

SG2324-3 Draft minutes of meeting held on 21 February 2023

The minutes from the meeting held on 21 February 2023.

SG2324-4 Matters Arising

There were no matters arising from the minutes.

SG2324-5 Area Partnership Forum Update

Mr McCulloch gave a verbal update from Area Partnership Forum. Noting the following:

- Mr Lawrence Green attended the last meeting to facilitate a development session on the Stress Survey. Lots of positive discussion.
- End date removed from Mileage circular
- Car Lease Policy- approved by APF now at SGC for final approval.
- Additional Checks Protocol, APF requested that it go back to the Transport Group for further information.
- Update on iMatter process for 2023.
- Michael Dickson gave an update on the CGI workshops.
- Learning point for Employee Director- acknowledging the work included in asking for additional information in reports.

OUTCOME: Staff Governance Committee noted the Area Partnership Forum update.

SG2324-6 Final Staff Governance Action Plan 2022/23

Mrs Hall presented this item. Final updates were given for each of the actions on the plan. She highlighted that it been a generally challenging year but there had been many improvements.

She took members through the plan noting the following points:

- Lots of work gone into improving the safety culture in the organisation.
- Focus on improving quality of Risk Assessments
- Majority of Health and Safety related policies reviewed and in date.
- Robust arrangements in place for Face Fit Testing
- Positive work going on with Falls and Needlestick injuries
- NHS Shetland remains best performing territorial board for Sickness Absence. How do we help this continue?
- Wellbeing Group- doing good work but feel that there is a risk that the staff volunteering to take part do not have the capacity to take actions forward. EMT have approved funding for some administration support for the group.
- Values Based Reflective Practice has been progressed alongside other Spiritual Care workforce
- New Occupational Health system has meant some teething problems with recording of data.
- Whistleblowing/Raising Concerns- progressing, update later on agenda.
- Work around Leadership and Management progressing. Focus on supporting teams.
- SMT- draft Terms of Reference completed. Involved in preparation of Plan on a Page for 2023/24.
- Developing the Young Workforce- limitations in progress due to capacity issues in team.

She updated members on the situation regarding Equality and Diversity reports. Due to a failure with the SLA with NHS Grampian, Ms Allinson has had to take on additional responsibility in the preparation of the required Equality and Diversity publications. The delay in publication has been reported to the EHRC and they are content with the proposed publication deadline of end of June.

Mr Higgins noted the admirable progress against the actions and thanked Mrs Hall for the detailed narrative in the report.

OUTCOME: Staff Governance Committee noted the performance against actions in the Staff Governance Action Plan

SG2324-7 Draft Staff Governance Action Plan 2023/24

Mrs Hall introduced the draft Staff Governance Action Plan for 2023/24. It is a living document and may be amended as the year progresses. Some actions may span more than one year.

Mr Higgins felt that it was positive that the plan was flexible as it was important that it was realistic and not set for failure. It needs to be achievable among conflicting pressures.

Mrs Hall said some of the actions may be reframed following the publication of the Board's iMatter report in late June.

OUTCOME: Staff Governance Committee approved the Draft Staff Governance Action Plan for 2022/23

SG2324-8 Workforce Profile Report 2022/23

Ms Allinson presented this item. The Workforce Profile Report is a collection of information with the aim to show a picture of the workforce during 2022-23. She discussed the improvements that we would look to include for next year. There had been an increase in Bank spending as some locums moved to Bank arrangements. Figures were also provided for other forms of Supplementary Staffing.

Sickness absence figures are included, noting the post Up Helly Aa illness spike in February. Plans going forward to establish Short Life Working Group to look in more detail in the reasons behind Anxiety, Stress and Depression (ASD) and Musko-skeletal (MSK).

Members spoke about Bank usage. There was a surprise at the level of Bank usage, particularly in administration. Is this data telling us anything, do we need to employ some of these staff on a more permanent basis? Mr McCulloch noted that there had been some work done to support the Bank during COVID using MS Forms but he did not believe that this had been maintained.

Mrs Hall expressed thanks to Ms Allinson and her team members for the preparation of this detailed report.

OUTCOME: Staff Governance Committee noted the Workforce Profile Report 2022/23.

SG2324-9 Promoting Attendance Update

Ms Allinson presented the standing Promoting Attendance Update. There were no questions.

OUTCOME: Staff Governance Committee noted the Promoting Attendance Update.

SG2324-10 NHS Shetland Equality and Diversity Workforce Monitoring Report 2023

Ms Allinson presented this paper. She explained that the report was still in draft format. It provided a snapshot of the workforce in April 2023. She highlighted to members the high number of applicants from an African background that were not being shortlisting. This is

something that is being experienced nationally. Suspicion that AI is being used as applications are being received within minutes of the vacancy going live. Applicants do not meet the essential criteria.

We are awaiting the publication of the national Wellbeing Strategy, there may be targets within this. The make-up of our workforce is broadly reflective of the local community.

OUTCOME: Staff Governance Committee noted that they were content for the Equality and Diversity Workforce Monitoring Report to be published when finalised.

SG2324-11 NHS Shetland Equal Pay Monitoring Report 2023

Ms Allinson presented this paper. She explained that it had been prepared by NHS Grampian and there were a couple of queries still outstanding. Once these were remedied the report would be published.

OUTCOME: Staff Governance Committee noted that they were content for the Equal Pay Monitoring Report to be published when finalised.

ACTION: Following a comment an asterisk will be added to show that Bank staff are included in the figures.

SG2324-12 NHS Shetland Equality Mainstreaming Report 2021-23

As discussed paper not available at this time, will be circulated via email to members.

SG2324-13 NHS Shetland Equality Outcomes Update 2023

As discussed paper not available at this time, will be circulated via email to members.

SG2324-14 Strategic Risk Register Report

Ms Edna Mary Watson presented this item. She explained that a lot of work has been taking place in standardising and improving how risks are recorded and reviewed. The format has been devised alongside Committee Chairs.

The following changes have been made in the last quarter to the risks allocated to Staff Governance Committee:

- Rating score increased: SR08: Workforce rating score has increased from 12 (high) to 16 (high) due to the increasing challenge faced in recruitment and retention of staff across the organisation.
- No changes in Risk Rating Scores for the following risks SR06 and SR11

Members discussed risk SR08 at length. It was felt that that it this is definitely a whole system risk. Better focus needs to be given as to how we work together with things like the Annual Development Plan. It is not just about workforce it covers financial and service issues. Are our controls adequate?

Members felt that the risk should be reviewed by the Risk Management Group to ensure the risk defined adequately.

OUTCOME: Staff Governance Committee noted the Strategic Risk Register Report.

ACTION: Workforce Risk to be reviewed and discussed by Risk Management Group to ensure the risk is defined and structured correctly

SG2324-15 Whistleblowing Standards Report 4th Quarter- 2022/23

Ms Watson presented this report on behalf of Dr Brightwell. The report provided an update on activity throughout the quarter.

Return had been sent to the Cabinet Secretary, we await feedback on this. The Clinical Governance team are producing WBS procedures and letter templates for use throughout the organisation.

There are communications to the HSCP staff, independent contractors, University and Third Sector Organisations to raise awareness of the Standards as the standards apply to all services contract out as well as encompassing students, volunteers and Local Authority staff working within or alongside NHS services.

ACTION: Staff Governance Committee to write to Confidential Contacts expressing thanks for their work and commitment.

OUTCOME: Staff Governance Committee noted the Whistleblowing Standards Report 4th Quarter.

SG2324-16 Whistleblowing Standards Annual Report 2022/23

Ms Watson presented the annual report. The Joint Steering Group has continued to meet regularly. A lower level group has also been set up which is also used for peer learning and sharing information. Reassurance has been provided that anything recorded on Datix is secure and cannot be viewed by others.

Information and engagement:

- Open session in the Servery, were able to help direct colleagues appropriately.
- Attending Corporate Induction which has been well received
- 2 questions on 'Raising Concerns' in the 2023 iMatter survey

The Team feel confident in the process. Current Stage 2 concern has been complex and should be complete by end of June.

Mr Higgins expressed thanks to Ms Watson and the Clinical Governance Team for the high quality work during the year. He felt that NHS Shetland was in a really good place with regards the

OUTCOME: Staff Governance Committee noted the Whistleblowing Standards Annual Report 2022/23.

SG2324-17 Health and Safety Annual Report 2022-23 (including Q4 update)

Mr Lawrence Green presented the Health and Safety Annual Report. It had previously considered by the Health, Safety and Wellbeing Committee. He highlighted the following:

- 185 health and safety adverse events- this is less than the previous year.

- Slips, trips and falls- the majority are in patient falls. Indications are that we are managing falls in a positive way and hope to see reduction in 2023/24.
- 1 Riddor reportable incident
- Control Books- 34/47 in date for annual review. New Safety Officer is working through these meetings.
- Focus moving to quality of risk assessments.
- Stress Survey- first iteration carried out in December. Action Plans have been developed. Stress Awareness Training for managers in development.
- Developing Managing Safely module for managers/supervisors. Based on IOSH module.

Mrs Hall thanked Mr Green for his hard work over the year.

OUTCOME: Staff Governance Committee approved and noted the Health and Safety Annual Report.

SG2324-18 Statutory and Mandatory Training Compliance Report

Mrs Kirsty Clark presented the standing update. Figures remain very low, below what is acceptable. Within the report Subject Matter Experts have clearly articulated some of the risks. They include risks to both staff and patients.

There has been a development in Turas where the manager is notified when a staff member's training expires. Mrs Clark felt that this has been a helpful addition but it obviously only works if people have completed the training in the first instance.

Members discussed this report at length. Mrs Hall felt that there was a major piece of work required around this. She was mindful that staff are very busy and citing a lack of time and capacity. Consideration of making it part of induction- i.e. not start in role without completion of statutory and mandatory training.

There needs to be a real consideration of adding this to the Corporate Risk Register as the Board should be notified to these risks. Do we need to consider whether the decisions made by the Mandatory Training Review Group are appropriate? The decision was made to take this to a Board Development session to discuss in more detail.

ACTION: All staff email to be sent out on behalf of Staff Governance Committee. Reminding staff and managers of their responsibilities and providing clear guidance on what the agreed Statutory and Mandatory modules are.

ACTION: Board Development Session to discuss next steps and how this could be improved.

SG2324-19 NHS Shetland- Staff Lease Car Policy

Mr Karl Williamson presented this paper on behalf of Colin Marsland. The policy had previously been considered and approved by the Transport Group and Area Partnership Forum.

He explained that the policy had been developed using the NHS Tayside policy. The changes from the previous version were an increase on the mileage to 5k and that it would be for Net Zero vehicles only.

OUTCOME: Staff Governance Committee approved the NHS Shetland- Staff Car Lease Policy.

SG2324-20 Water Governance Policy

Mr Stephen Lamming presented this policy following approval by the Water Safety Group and the Health, Safety and Wellbeing Committee. He explained that the development of the policy will help close off a number of actions from the most recent audit.

The policy had been written in conjunction with the authorising engineer.

Mrs Hall thanked Mr Lamming for the hard work that had gone into the development of the policy. Members were content to give the policy final approval.

OUTCOME: Staff Governance Committee approved the Water Governance Policy.

SG2324-21 Circulars and Letters for Noting

The following circular and letters were noted by the Committee:

SPPA 2023/1 Public Service Pension Indexation and CARE scheme revaluation 2023	DL (2023) 09 MEDIUM SECURE SUPPLEMENT
DL (2023) 05 SUPPLEMENTARY STAFFING – AGENCY CONTROLS	OVERTIME FOR EXECUTIVE AND SENIOR MANAGER STAFF
PCS (SDIA) 2023-1 SCOTTISH DISTANT ISLANDS ALLOWANCE	MSG(2023)40 Medical Bank Rates - New SAS contract
PCS (AFC) 2023-2 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT	PCS(AFC) 2023-2 Pay for Agenda for Change Staff (inc FAQ)
SPPA 2023/2 NHS Circular Employee Contribution Tiers from 1 April 2023	PCS (AFC) 2023- Job Description Sharing Protocol
DL (2023) 08 REVISED SCOTTISH CODE OF PRACTICE FOR THE INTERNATIONAL RECRUITMENT OF HEALTH AND SOCIAL CARE PERSONNEL	SPPA 2023/05 Disclosure of Salary and Pension Information for 2022 – 2023 Annual Reports and Accounts
SPPA 2023/03 - Annual Return data requirements	DL (2023) 11 Removal Extended Use of Face Masks and Face Coverings Guidance in Healthcare and Social Care Settings
SPPA 2023/04 -Introduction of new options for flexible retirement	