

Shetland NHS Board

Minutes of the Staff Governance Committee – Thursday 16 November 2023

Present

Mrs Emma Macdonald	Non-Executive Director (Chair of Staff Governance Committee)
Mr Gary Robinson	Non-Executive Director (Board Chair)
Mr Bruce McCulloch	Non-Executive Director (Employee Director)
Mr Joe Higgins	Non-Executive Director (Whistleblowing Champion)
Mrs Lorraine Hall	Management Representative/Executive Lead for Staff Governance
Mr Brian Chittick	Chief Executive (ex Officio)
Mrs Marianne Williamson	Committee Secretary

In Attendance

Edna Mary Watson	Chief Nurse (Corporate)
Lorraine Allinson	Head of HR Services
Kirsty Clark	Learning and Development Manager
Lawrence Green	Health and Safety Lead
Carolyn Hand	Corporate Services Manager

SG2324-36 Apologies for Absence

Apologies were noted from Mandy Thomson and Kathleen Carolan.

SG2324-37 Declarations of Interest

No declarations of interest were recorded.

SG2324-38 Draft Minutes of the meeting held on 24 August 2024

The minutes were approved as an accurate record.

SG2324-39 Matters Arising

There were no matters arising.

SG2324-40 Strategic Risk Register

Edna Mary Watson presented the standing update on the three strategic risks that sit under the Staff Governance Committee.

She noted that Executive Management Team had time set aside on 06 November to discuss risk SR08 (Workforce) in detail and look at rewording.

Risk SR06 (Information Governance Training) - there was an increased risk. Mr Higgins felt that it was perhaps contradictory to state that controls were adequate and this should be amended.

Risk SR11 (Information Governance Training for non-NHS staff): risk has remained constant.

OUTCOME: Staff Governance Committee noted the update.

SG2324-41 Whistleblowing Standards Report 2nd Quarter

Edna Mary Watson presented this report on behalf of Dr Kirsty Brightwell, Non-Executive Whistleblowing Lead.

She gave members a summary of activities that took place during Speak Up Week, noting that a number of contacts had been made since the event.

A Stage 2 investigation was launched last year and included a grievance along with a Whistleblowing element. Unfortunately it has resulted in a protracted investigation which has not reached conclusion. We have taken a number of learnings from this.

Mrs Hall, said she had previously raised some concerns with Mr Robinson and Mr Higgins about this ongoing investigation. She suggested some changes to the risk sections of the report to help provide more assurance to the Committee:

2.3.2 Workforce: Highlight the protracted timeframe and the importance of keeping in touch and ensuring that staff are trained appropriately on Whistleblowing Standards and undertaking investigations.

2.3.4 Risk Assessment: Reputational risk to the organisation of not completing investigations in a timely manner. Risk to members of staff who have raised concerns in terms of their health and wellbeing and of those participating.

2.3.6 Other Impacts: INWO could become involved

2.4 Level of assurance: What does moderate assurance look like? What are we doing in terms of lessons learned?

ACTION: Mrs Hall will pick up this up with Dr Brightwell to encompass going forward.

Members discussed at length some of learning that should be taken forward. Mr Chittick considered the role of the Chief Executive in the process and how they could be better sighted on the process. It was felt that the plan to develop resources that would show the process from beginning to end would be very welcome and perhaps a joint session in the New Year between Staff Governance and Area Partnership Forum to speak about Raising Concerns/Whistleblowing.

ACTION: It was agreed there would be a discussion outwith the meeting about how we support staff at all levels with raising concerns.

OUTCOME: Staff Governance Committee noted the report and the subsequent actions.

SG2324-42 Health and Care Staffing Act Update

Edna Mary Watson presented an update on the work that has been progressing on the implementation of the Health and Care Staffing Act. The paper included in the pack contained detailed updates on all elements of implementation.

One of the points she noted was that there had been a change in terminology, Workload Tools are now known as Staffing Level Tools.

Members discussed elements of the report. Mr Chittick felt that it was important to include what the financial and workforce risks going forward when we fully implement. Ms Watson explained that we haven't had the outcome on national risks. Feedback to date has been around data quality. Local tool runs indicate that the outputs will require additional staffing and there will more than likely be a business case.

ACTION: Mr Higgins asked whether it would be possible to have a brief summary which would include the names of tools and where they were being deployed.

Ms Watson explained that it was her intention to create a schedule for the year ahead which fits in with the financial and workforce plans.

OUTCOME: Staff Governance Committee noted the update.

SG2324-43 Area Partnership Forum Update

Brian Chittick provided an update from the meeting of Area Partnership Forum that took place on 02 November. It was a busy and full agenda with lots of good discussion.

We continue to struggle to meet quoracy, particularly for staff side members, we need to look at how we help free up staff so that they can participate.

The Forum agreed Public Holiday dates for 2024/25 but the decision was taken to consult with staff as to dates moving forward e.g. opinions on the UHA holiday.

Members discussed the challenges regarding Statutory and Mandatory training. The Executive Management Team have agreed to demonstrate top down modelling and each Director should have an objective that includes cascading this down plus the importance of completing the training is emphasised at Corporate Induction.

The Induction Policy was discussed. It was agreed that further discussion was required with operational managers and it would be brought back to APF for further consideration in the New Year.

OUTCOME: Staff Governance Committee noted the update.

SG2324-44 Staff Governance Action Plan 2023/24- Update

Lorraine Hall presented the update the Staff Governance Action Plan. She highlighted the following to members:

The Health, Safety and Wellbeing Committee met yesterday:

- Noted elements of Quarter 2 Health and Safety Lead update.
- Face Fit Testing- team is happy to go out and carry out testing in departments.

- Lengthy discussion around low Violence and Aggression training rates. Trainer visiting Unst Health Centre that day and using Wednesday afternoon closure slot- approach could be used in other settings.
- There continues to be issues in releasing staff to attend.
- Stress Survey is currently live, members are asked to encourage staff to complete.
- Thanks were noted to IT team and Estates for their hard work following flood at Bixter Health Centre the previous weekend.
- Assurance reports received from Advisors- particularly noting the low level of fire training compliance.

Promoting Attendance- Although we are still the best performing territorial board we know that there are still issues for us.

Bereavement Support- Neil Brice working hard around this and progressing work on implementing the National Spiritual Care Strategy.

Spaces for Listening- this has been a really positive initiative.

Equality and Diversity- following challenges following the end of the SLA with NHS Grampian, consideration has been given to looking at delivery in a more integrated way, possibly utilising the Joint Staff Forum.

Mrs Macdonald noted that she found the update really useful and was impressed at the range of activities that were being undertaken by small teams.

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

SG2324-45 Draft Staff Governance Monitoring Return

Lorraine Hall explained that the draft Staff Governance Monitoring Return had been populated by colleagues. Members were welcomed to review and suggest any comments or additions. The deadline for submission to the Scottish Government is Monday 04 December and the final version will be signed off by Emma Macdonald and Bruce McCulloch.

Bruce McCulloch suggested adding information on the work done during Speak Up Week and Brian Chittick's new programme of staff engagement activities should be added to the section on Board Visibility.

SG2324-46 Recruitment and Retention Premia

Lorraine Allinson presented this item. She explained that the Mid Term Review for the Estates RRP and the new application for Learning Disability Nurse RRP had been signed off by the Terms and Conditions Group and had been circulated to Area Partnership Forum for approval.

Bruce McCulloch said that the Terms and Conditions Group was minded to support the new application, recognising the importance of it helping us to grow and develop our own staff.

Ms Allinson said that she would keep the Committee updated as to the outcome of the application.

OUTCOME: Staff Governance Committee noted that the application would now be submitted to the Scottish Terms and Conditions for final approval.

SG2324-47 Health and Safety Policy

Lawrence Green presented the Health and Safety Policy. Minor amendments had been made to the extant policy. Following feedback at Area Partnership Forum, changes were made to the roles and responsibilities section so that staff responsibilities were listed first and further clarification was added to the lessons learned section.

OUTCOME: Staff Governance Committee recommended the Health and Safety Policy to the Board for final approval.

SG2324-48 Communications Policy and Framework

Carolyn Hand presented the Communications Policy and Framework, it had been recommended for approval by Area Partnership Forum. The policy stresses the importance of good communication in the organisation and the aim to embrace new digital solutions as they are introduced. Like the Health and Safety Policy, the roles and responsibility section was reordered to list staff responsibility first.

She also reported that the Joint Working Arrangements with NHS Orkney are coming to an end in December.

OUTCOME: Staff Governance Committee gave final approval to the Communications Policy and Framework.

SG2324-49 Staff Governance Committee- Proposed Dates 2024-25

Mrs Williamson presented the proposed Staff Governance Committee dates for 2024-25. There was some discussion about the August date and the potential impact of the school holidays on report writers.

Mrs Hall suggested planning a joint development session between Area Partnership Forum and Staff Governance Committee in the first half of 2024.

OUTCOME: It was agreed that these dates would provisionally be submitted for the Board Business Plan but the August date would be reviewed at the May meeting.

SG2324-50 Circulars and Letters and Noting

The following circulars and letters were noted by the Committee:

SPPA 2023/09 Pension Saving Statements	SPPA 2023/11 Employee Contribution structure from 01 October 2023 (UPDATED 26/9)
STAC(TCS03)2023 EASTER PUBLIC HOLIDAY 2024	PCS (ESM) 2023/3 Pay and Conditions of Service Executive and Senior Management Pay 2023-24
PCS (DD) 2023-01 Medical and Dental Pay 2023-24	Medical Bank Rates
PCS (DD) 2023-01 Medical Directors 2023-24	PCS (AFC) 2023/5- Pay and conditions for Agenda for Change Staff transferring to

	Scotland from the rest of the UK, Channel Islands and Isle of Man
DL (2023) 25 National Evaluation Committee	DL (2023) 28 INTERIM NATIONAL MENOPAUSE AND MENSTRUAL HEALTH POLICY FOR NHSSCOTLAND
DL (2023) 21 Arrangements for Distinction Awards and Discretionary Points 2023	
SPPA 2023/10 2023 Annual Benefits Statement Exercise	

[MFW, Nov 23]