

Shetland NHS Board

Minutes of the Staff Governance Committee – Tuesday 27 February 2024, via MS Teams

Present

Mrs Emma Macdonald	Non-Executive Board Member (Chair of Staff Governance Committee)
Mr Gary Robinson	Non-Executive Board Member (Board Chair)
Mr Bruce McCulloch	Non-Executive Board Member (Employee Director)
Mr Joe Higgins	Non-Executive Board Member (Whistleblowing Champion)
Prof Kathleen Carolan	Management Representative
Mrs Mandy Thomson	Staff Side Representative
Mr Brian Chittick	Chief Executive (ex Officio)
Mrs Marianne Williamson	Committee Secretary

In Attendance

Ms Lorraine Allinson	Head of HR Services
Mrs Kirsty Clark	Learning and Development Manager
Ms Edna Mary Watson	Chief Nurse (Corporate)

SG2324-51 Welcome and Apologies

Apologies were noted from Lorraine Hall who was attending a national negotiating meeting.

SG2324-52 Declarations of Interest

No declarations of interest were recorded.

SG2324-53 Draft minutes of the meeting held on 16 November 2023

The minutes of the meeting held on 16 November 2023 were approved as an accurate record.

SG2324-54 Area Partnership Forum Update

The Area Partnership Forum meeting scheduled for 18 January 2024 was cancelled due to the impact of the snow. It had been planned that the second hour of the meeting would be a development session. This has been rescheduled to the March meeting and will include a discussion on Digital Strategy, Strategic Plan and Finance and Sustainability. These are important pieces of work and it is key that staff side members

SG2324-55 Staff Governance Action Plan 2023/24- Update

Lorraine Allinson presented this update on behalf of Lorraine Hall. She took members through the update, highlighting the following:

- Health and Safety training- issues around the availability of staff for training. We are looking at how we target and deliver to smaller groups.
- Stress Audit- action plans will be following as a result of the survey that took place at the end of 2023
- SLWG has been established for regarding sickness absence reasons
- National Spiritual Care Framework has been developed, currently working through implications for NHS Shetland
- Three Year Workforce Plan- update required next week. Difficulties in progressing regional work.
- Supplementary Staffing- increased scrutiny through weekly Sustainability Group meetings. Controls have been implemented. Consideration being made at how we track better and production of data.
- BSL Plan- currently in draft format and under consultation.

Mr McCulloch asked a question regarding 'action 8- *To recruit over 2023/4 3 teams to deliver regular Values based reflective practice sessions too. The first team and session will be delivered by September 2023*' and numbers of participants. It has been difficult for teams to have capacity to commit to the programme. Professional bodies now encourage reflective practice and the intention is to build up a pool of interested people who are keen to undertake the training for their own team.

Mr Higgins queried the uptake of Stress Awareness Training. Are we doing enough to make progress with encouraging staff to attend, given our absence figures for Anxiety, Stress and Depression? Ms Allinson explained that following a discussion at Health, Safety and Wellbeing Committee it was decided that the course would be redeveloped with the aim the Mr Christey could attend team meetings etc and deliver a more condensed session thus capturing more people.

OUTCOME: Staff Governance Committee noted the Staff Governance Action Plan 2023-24 Update.

SG2324-56 Workforce Highlight Figures (including Core and Mandatory Training)

Ms Allinson explained that the spike in sickness absence figures was due to normal winter pressures and was expected.

Mrs Clark took members through the Core and Mandatory training figures. Health and Safety training modules remain low, Lawrence Green and Bill Christey have been raising and promoting to staff and managers.

The format of the report has also been update to show completion by Directorate. The Staff Development Team continues to monitor teams. Mr Higgins asked if there was a plan to improve compliance in poorer performing Directorates? Mrs Clark explained that that the Staff Development Team is reaching out to all recently recruited managers and having 1:1 discussions with them. They are also trying to work with staff and managers to help them understand why it is relevant to them.

Mr McCulloch noted that the updated breakdown in the report was extremely helpful and helps link with the strategic risk contained later in the agenda. Mrs Macdonald noted that

lots of teams are under pressure and may perceive that this is something that does not add value for them.

OUTCOME: Staff Governance Committee noted the update.

SG2324-57 Strategic Risk Register

Edna Mary Watson presented the regular Quarter 3 update for the risks allocated to Staff Governance Committee. There are three risks allocated to the Committee.

Regarding the two risks related to Information Governance Training, the Clinical Governance Team Leader has been tasked by the Chief Executive to undertake a review of all adverse event reports for patterns of reporting which could help to identify potential areas and themes of concern regarding information governance practice. This work is almost complete and will be shared with the Chief Executive, Information Governance Manager and the Learning and Development Manager in order to support further targeted training for staff.

Members discussed the Workforce risk (SR-08) at length. It has been revised following a discussion with Executive Management Team in December 2023. Mr Higgins noted the controls listed, the majority related to attraction and not retention. There may be merit in breaking down the controls section into the specific workstreams of 'plan, attract, training, employ and nurture. Highlighting the importance of what is in our gift to influence/not in our gift to influence. This is a wide ranging risk and it is important to be as specific as possible.

Mrs Carolan noted that some of our staff are only here for a finite time. The national Nursing and Midwifery taskforce will be looking to explore some of these issues when they report back. How do we make a remote and rural career attractive, it is about how we make staff feel valued as part of role. Mr Chittick said it was important to acknowledge the impact of fixed term funding on retention.

ACTION: Controls section of risk should be reworded and consideration should also be given to increasing the risk appetite.

OUTCOME: Staff Governance Committee noted the update.

SG2324-58 Whistleblowing Standards Report 3rd Quarter- 2023/24

Edna Mary Watson presented the Quarter 3 Whistleblowing Standards Report. She explained that 6 cases had been raised, 3 progressing beyond initial conversation. It was important to note that 4 of the cases had been raised on the back of Speak Up Week in October 2023. There were 4 outstanding investigations that relate to one service area, it is hoped that they will be completed by the end of this quarter.

The Clinical Governance Team is working to strengthen the policies and procedures around Whistleblowing. Building on the success of Speak Up Week, this includes a refocused Whistleblowing Steering Group, communication plan and a presence at Corporate Induction. Ms Watson has a meeting scheduled with the Chief Executive to discuss oversight of Whistleblowing, Mrs Carolan noting at the moment Staff Governance Committee does not have oversight of any recommendations resulting from investigations.

OUTCOME: The Committee noted the good work being done to improve the processes around Whistleblowing but were concerned with the timescales to close off investigations.

SG2324-59 Health and Care Staffing Act Update

Edna Mary Watson provided an update on the work regarding the implementation of the Health and Care Staffing Act. She provided an update on Staffing Level Tools, testing, education materials.

The Committee discussed how the Board confirmed adherence to the Act. Ms Watson confirmed that Medical and Nurse Directors will be required to report quarterly to NHS Boards and annual reports to Scottish Government.

Mr Chittick suggested it may be beneficial to have a finance representative in the programme board to help us quantify and track the cost involved in enacting the legislation.

Committee members discussed the legislation and the some of the reasons behind it.

OUTCOME: Staff Governance Committee noted the update.

SG2324-60 Staff Governance Committee- Draft Annual Report for Audit Committee

Mrs Williamson presented this paper on Lorraine Hall's behalf. This is the Annual Report that the Committee is required to complete for Audit Committee. Following feedback on last year's iteration, we have pared back on what is included.

ACTION: Members are asked to submit any comments on the draft report to Mrs Williamson. A final version will be circulated to members before submission to Audit Committee.

SG2324-61 Staff Governance Committee- Annual Review of Terms of Reference

Marianne Williamson presented this on Lorraine Hall's behalf. This is the annual review of the Committee's Terms of Reference, she explained that minimal changes had been made to the agenda items section to better reflect the activity of the Committee.

OUTCOME: Staff Governance Committee approved the Terms of Reference to move forward to NHS Shetland Board for final approval.

ACTION: Terms of Reference to move forward to NHS Shetland Board- Mrs Williamson to arrange.

SG2324-62 Circulars and Letters for noting

The following circulars and letters were noted by the Committee:

DL (2023) 29 Guidance on Reimbursement of 'Out of Pocket' Expenses for Volunteers within NHS Scotland	PCS (ESM) 2024/1 PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2023-24: CONSOLIDATED PERFORMANCE RELATED PAY
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SPPA 2023/12 Change to Employer Contribution Rate from 1 April 2024	SPPA 2024/01 Public Service Pension Indexation and CARE scheme revaluation 2024
DL (2023) 30 NHS Counter Fraud Strategy	Letter- Minister for Public Health: NHSScotland Menopause and Menstrual Health Workplace Policy
SPPA 2023/13 Salary Sacrifice	SPPA NHS Circular 2024/02 - Refreshed Employer Partial Retirement Guidance. New Requirements for Submission of Retirement Applications. Price Change for Additional Pension and Early Retirement Reduction Buy Out (ERRBO)
DL (2023) 31 INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) CERTIFICATES – POTENTIAL FRAUD RISK – ACTION FOR BOARDS	

[MFW March 24]