

Shetland NHS Board

Minutes of the Staff Governance Committee – Thursday 30 May 2024, 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 Lorraine Hall	Management Representative/ Executive Lead for Staff Governance Committee
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)
Mr Lawrence Green	Health and Safety Lead

SGC2425-01 Welcome and Apologies

Mrs Macdonald welcomed everyone to the meeting. No apologies were noted.

SGC2425-02 Declarations of Interest

Mrs Hall declared an interest for items 10 and 11 which relate to Whistleblowing.

SGC2425-03 Minutes of the meeting that took place on 27 February 2024

The minutes of the meeting that took place on 27 February 2024 were confirmed as an accurate record.

SGC2425-04 Matters Arising

Matters arising to be covered under the Staff Governance Action Plan 203/24.

SGC2425-05 Staff Governance Action Plan 2023/24- Final

Mrs Hall introduced the final version of the Staff Governance Action Plan for 2023/24. She felt that it had been a successful year, the majority of the actions are complete or in

progress acknowledging that they don't all neatly fit into a one year cycle. She highlighted the following:

- Wellbeing group- agenda has not progressed as hoped during 2023/24 during to work capacity of members of wellbeing group. Refocus required for 2024/25.
- Health and Safety- seen a marked shift over last two years with visibility of team.
- Violence and Aggression training remains a significant risk for the Board and hoping to see a marked improvement in 2024/25.
- Sickness Absence- has raised but we still remain best performing territorial board. This is the result of a significant amount of work by staff and managers.
- Spiritual Care- Lead is retiring later this year so that will provide an opportunity to assess how we will implement the national Spiritual Care strategy.
- Equality and Diversity- There has been limited capacity this year to focus on these actions due to the implementation of eRostering. Actions to move this forward have been included in 2024/25 SGAP.
- Induction Policy has been reviewed and will be presented to next meeting of APF.

Mrs Macdonald noted the huge amount of work and information contained in the plan. She was pleased to see the work on induction included noting it can set the tone for an employee's time in the organisation.

Mr McCulloch echoed her words and recognised the work of the teams involved. Mr Higgins felt that the work around Modern Apprenticeships were a particular strength. He raised a query about leadership development. Mrs Clark said that she felt that we were in a clearer place than we were this time last year, she is currently undertaking a piece of work assessing what is available nationally. She noted the Leo programme and how we build on the success of this in the organisation. Members also discussed the importance of appraisal conversations in helping develop our people.

OUTCOME: Staff Governance Committee noted the performance against actions in the Staff Governance Action Plan 2023/24.

SGC2425-06 Staff Governance Action Plan 2024/25- Draft

Mrs Hall introduced the draft action plan for 2024/25. She explained that the format of the document had been updated for 2024/25 with headings to mirror the Scottish Government's Workforce Strategy alongside the relevant Staff Governance standard. She highlighted the following for the year ahead:

- Implementation of Agenda for Change Non-Pay reform will be resource intensive pieces of work
- Development of an overarching Equality and Diversity Framework and resultant Action Plan.
- Attraction- look at our 'brand identity' and making it more personable with staff stories.
- Improve uptake of Violence and Aggression training figures- helping create a safer working environment for our staff.
- Nurture-proposing the establishment of SLWG on Raising Concerns.
- Activity to promote a direction for Equality and Diversity

Mr McCulloch felt that it was a strong, aspirational plan. He suggested that it may be helpful to add more detail around the measurements for actions E1, E8. For action P2 it would also be helpful as we progress to add information as to how it speaks to the Strategic Delivery Plan.

Mr Higgins agreed that it was a robust plan. Following a question, there was a discussion about appraisal and how to we help staff use the system properly and how we ensure that people are having quality conversations.

OUTCOME: Staff Governance Committee approved the draft Staff Governance Action Plan 2024/25.

SGC2425-07 Agenda for Change Non-Pay Reform- Update from Implementation Group

Mrs Hall presented this update. The meeting pack contained updates from the three working groups: Reduced Working Week (RWW), Protected Learning Time and Band 5 to 6 Nursing Review. Since the papers were distributed we had received the final returns from all Directorates on how to manage the RWW – this had been considered and limited risk noted for service delivery. She was assured that the three workstreams were progressing well.

OUTCOME: Staff Governance Committee noted the update.

SGC2425-08 Workforce (People) Annual Report 2023-24

Mrs Hall introduced this report. She explained that the format of the report had been revamped from last year's iteration with the information being presented under the headings of 'Plan, Attract, Train, Employ and Nurture' as per the Scottish Government's National Workforce Strategy for Health and Social Care in Scotland. Mrs Pottinger, who was responsible for collating the majority of the information, took members through the report highlighting some of the key points.

Mrs Macdonald thanked those involved for the production of a thorough and detailed report. The additional narrative in the report was welcomed and helped paint a picture of the NHS Shetland workforce during the reporting year. Future additions to include Retire and Return and longevity and secondments.

OUTCOME: Staff Governance Committee noted the report.

SGC2425-09 Equality and Diversity Publications

Ms Allinson presented the two documents, which are now available on the NHS Shetland website as per the deadlines for publication.

The Workforce Monitoring Report covers the workforce profile against the 9 protected characteristics. We are limited as to what the systems can provide so some manual workarounds are required. No unexpected red flags to report. She noted that the requirements for next year's iteration of the report are much greater. Work will start soon on the update of the Workforce Plan.

The BSL Plan is a joint piece of work with Shetland Islands Council. The Health Improvement team will feed into the relevant action plans from an NHS Shetland perspective.

OUTCOME: Staff Governance Committee noted the documents and that they had now been published.

SGC2425-10 Whistleblowing Standards Q4 2023-24

Ms Watson presented the standing quarterly update. She gave a brief overview of the quarter- 2 concerns being raised. She noted that an External Investigator had been appointed to investigate a concern raised during Quarter 2.

Mr McCulloch raised a concern that members had not been sighted on progress of the Speak Up Action Plan. He felt we need assurance that we are acting in a timely manner when people raise things with us- this includes Whistleblowing in the round not just Speak Up week. Mrs Hall noted that this is something that the planned Raising Concerns Short Life Working Group can consider. Members discussed about where responsibility lay for dealing with issues raised during Speak Up week and through wider WB concerns. It cannot lay squarely with Clinical Governance team.

OUTCOME: Staff Governance Committee noted the Quarter 4 update.

SGC2425-11 Whistleblowing Standards Annual Report 2023-24

Ms Watson presented the annual report. The purpose of the report is to provide an update on progress with implementation and adherence to the Standards throughout the year April 2023 to March 2024. She highlighted the following points to members:

- Concerns raised can be recorded on Datix
- Modules on Turas are publicised and staff encouraged to complete
- Learning and Development Team helping to support Confidential Contacts with training requirements
- KPIs reported on.
- Main issue is resourcing. Investigations are time consuming and capacity of staff are causing considerable delays.
- As discussed in previous agenda item, the importance of actions being seen through to the point of completion and creating a positive experience of the process for all involved.
- Staff perception- Steering Group were pleased with the response to the two raising concerns questions in iMatter.

Summary of Concerns Raised 2023/24

10 Concerns Raised	
5	Dealt with as 'business as usual'
1	Not Whistleblowing
2	Submitted then withdrawn
2	Stage 2 complaints 1x investigation completed in 19 days 1x external investigator appointed

OUTCOME: Staff Governance Committee noted the report.

SGC2425-12 Strategic Risk Register Report

Ms Watson presented the standing Strategic Risk Update. Three risks remain recorded against this Committee. She noted the following:

- Risk relating to Information Governance- have been four areas where incidents have occurred. This information has been shared with the Chief Executive and relevant governance groups.
- Workforce Risk: revamped version will be discussed at workshop session of Risk Management Group on 05 June.

Mrs Hall said that it is likely that following the workshop the workforce risk will be separated out and reduced and with greater focus in the risk appetite as to what the organisation can tolerate.

OUTCOME: Staff Governance Committee noted the update.

SGC2425-13 Health and Care Staffing Act Update

Ms Watson presented the standing update on the progress on the implementation of the Health Care Staffing Act. She noted that the implementation of Allocate will be key to progress being made, the BAU team are working with clinical teams towards the implementation of Safecare.

Quarterly reporting to the Scottish Government has taken place and we await feedback on the first submission. The reporting templates are quite complex and include information on agency usage. Healthcare Improvement Scotland has moved to a monitoring and assurance role.

Mr Higgins acknowledged the huge amount of work that has been done during the implementation of the Act to date. He queried whether we had reached a point that we are able to take learnings away from the information that is being collated. Ms Watson felt that we were reaching this point.

OUTCOME: Staff Governance Committee noted the update.

SGC2425-14 Health and Safety Annual Report 2023-24

Mr Green introduced this report and took the opportunity to highlight the following:

- Adverse events had fallen from previous years. He noted that the decrease in events can be attributed to the work being carried out in the Acute setting regarding inpatient falls.
- Of the 160 recorded adverse events, 2 were Riddor reportable.
- Control book completion was at 78% when the report was written but has now risen to 90%.
- Concern regarding Violence and Aggression training figures
- Team is preparing to roll out Managing Safety Matters Training
- Positive move incoming that there is about to be a revamp of Moving and Handling Training. A move to a national passport system and more workplace based training. This will mean less time away from the workplace and more targeted training for the individual.

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

SGC2425-15 Health and Safety Management System Audit 2023-24

Mr Green presented this paper. This is the third iteration of this piece of work and builds upon the previous audits carried out in 2022 and 2023. It forms part of the management system and has seen the overall result increase from 39% to 95% which equates to a ‘*Very Good. Continue to make improvements, where possible*’ result statement. Implementation of the actions contained in this action plan should see next year’s audit result lift into the top “*Excellent, maintain management systems*” bracket, assuming that all other elements of the Board’s safety management systems continue to be maintained accordingly.

OUTCOME: Staff Governance Committee noted the paper.

SGC2425-16 Health and Safety Strategy

Mr Green presented this item, he explained that the purpose of this document was to provide a forward thinking strategy which formalises our priorities around Health and Safety for the next three years. He had taken the decision for the document to run for 3 rather than 5 years as that felt like a more appropriate timescale.

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

SGC2425-17 Staff Governance Monitoring 2022-23- Scottish Government Response Letter

Staff Governance Committee noted this item.

SGC2425-18 Staff Governance Monitoring Update Letter

Staff Governance Committee noted this item and that monitoring will not take place in the same format as previous years.

SGC2425-19 Letter from Cabinet Secretary on International Recruitment

Staff Governance Committee noted this item.

SGC2425-20 Circulars and Letters for Noting

The following circulars and letters were noted by the Committee:

SPPA 2024/03 Employee contribution tier bandings from 1 April 2024	SPPA 2024/04 Annual Return data requirements 2023-24
DL (2024) 03- Removal of Temporary COVID Special Leave	SPPA 2024/05 Changes to the NHS Pension Scheme (Scotland) (NHSPS[S]) rules from 1 April 2024
DL (2024) 04 SUPPLEMENTARY STAFFING – HEALTH CARE SUPPORT WORKER (HCSW) AGENCY CONTROLS	STAC(TCS01)2024 REDUCTION OF THE WORKING WEEK FOR PART TIME STAFF
PROTECTING LEARNING TIME FOR AGENDA FOR CHANGE STAFF IN NHS SCOTLAND	Disclosure of Salary and Pension Information for 2023 – 2024 Annual Reports and Accounts
REDUCTION IN THE WORKING WEEK FOR AGENDA FOR CHANGE STAFF IN NHS SCOTLAND	

[MFW June 2024]