

Shetland NHS Board

Minutes of the Staff Governance Committee – 29 June 2022, via MS Teams

Present

Mrs Natasha Cornick	Non-Executive Board Member [Chair of Staff Governance Committee]
Mr Gary Robinson	Non-Executive Board Member
Mr Bruce McCulloch	Non-Executive Board Member (Employee Director)
Mrs Kathleen Carolan	Management Representative
Mrs Lorraine Hall	Management Representative/Staff Governance
	Executive Lead
Mr Michael Dickson	Chief Executive

In Attendance

Dr Kirsty Brightwell	Medical Director/ Executive Lead for Whistleblowing
Mr Lawrence Green	Health and Safety Lead
Ms Lorraine Allinson	HR Services Manager
Mrs Kirsty Clark	Learning and Development Manager
Mrs Marianne Williamson	Committee Secretary

SG2223/01 Apologies for Absence

Apologies for absence were received from Mr Jason Taylor, Interim Non-Executive Whistleblowing Champion.

SG2223/02 Declarations of Interest

There were no declarations of interest noted.

SG2223/03 Draft Minutes of the Staff Governance Committee Meeting held on 24 February 2022

The minutes were approved as an accurate record.

SG2223/04 Matters Arising

There were no matters arising that were not included in the agenda.

SG2223/05 Area Partnership Forum Update

The APF meeting due to be held on 01 June 2022 was cancelled due to apologies. Mr McCulloch noted that we are looking for Staff Side representatives for Staff Governance Committee and the Terms and Conditions Group.

SG2223/06 Staff Governance Action Plan 2021/22- Final

Mrs Hall presented the outgoing Staff Governance Action Plan for 2021/22. Overall she felt that it had been a successful year with positive progress made on most actions and highlighted the following:

- Significant work done on Health and Safety related policies and procedures.
- Expanded Health and Safety team.
- Ongoing dialogue on funding streams for the Peoplesafe Lone Working devices.
- Sickness absence- we continue to perform well against national average
- Support from Occupational Health Team to help staff remain in/return to work.
- Work on staff supporters workstreams.
- Looking forward how we support the development of Equality and Diversity champions.

Mrs Cornick commended the commitment of staff in progressing the action plan in a difficult year during which staff had faced additional pressures.

OUTCOME: Staff Governance Committee noted the outgoing Staff Governance Action Plan 2021/22.

SG2223/07 Draft Staff Governance Action Plan 2022/23

Mrs Hall presented the draft Staff Governance Action Plan for the coming year. A new format has been developed to which targets have been applied. She highlighted the following aspects to members:

- Looking at how we evolve and embed a safety culture, encouraging good conversations and ensuring workplaces are safe.
- Undertaking the Staff Stress Survey with the Wellbeing Group supporting the outputs.
- Strengthening Occupational Health provision and ensuring there is support/ available to staff with rising costs of living.
- A number of Learning and Development strands of work looking across the organisation including iMatter and looking to understand what staff mean in their responses about visibility/relevance and performance.

Members felt that the plan was very comprehensive and that it was clear to understand. Following a discussion it was felt that it would be useful to include something around communication/psychological safety and embedding a 'Safe to Speak up' culture. Discussions will take place outside the meeting to map out an action.

Mrs Carolan noted that there was perhaps some overlap between some of the Health and Safety actions and the Excellence in Care work.

OUTCOME: Staff Governance Committee noted the draft Staff Governance Action Plan 2022/23.

SG2223/08 Whistleblowing Standards Report 4th Quarter Report/ Annual Report 2021/22

These two agenda items were considered together and were presented by Dr Kirsty Brightwell. She noted that there had been no Whistleblowing concerns raised during 2021/22. A lot of work has taken place during the year on the process and moving forward

the focus will be on raising awareness and helping give staff the confidence to speak up if necessary.

Mrs Cornick noted that a nil return did not mean that there were no issues. How do we get assurance that people feel they can speak up? Mr Dickson said that it was difficult to 'know what you don't know' and noted that we were comparable to the other island boards.

OUTCOME: Staff Governance Committee noted the report and it will now move forward to the Board.

SG2223/09 Health and Safety Q4 Update/ Health and Safety Annual Report 2021/23

(Lawrence Green joined the meeting)

These two items were considered together. Mr Green highlighted the following:

- No RIDDOR reportable incidents in 2021/22

Accidents

- 5 Incidents, All Minor / Negligible

Violence and Aggression

- 5 Incidents, All Minor / Negligible.

Fire

- 3 incidents, All Negligible / Minor

Infection Control

- 8 Incidents, All Negligible / Minor.

Moving & Handling

- 1 Negligible / Minor

Sharps

- 3 incidents, All Negligible / Minor.

Slips Trip and Falls

- 27 Negligible / Minor

The annual report highlighted some of the workstreams during 2021/22 and the number of adverse events. Mr Green took over as Health and Safety Lead in November 2021 and has worked on updating a number of policies and meeting with individual Control Book holders. Graham Laing and Andrew Best have moved into the Health and Safety Team as Violence and Aggression Advisor and Manual Handling Trainer respectively.

Following a question Mr Green explained to members what the definition of a RIDDOR reportable event is.

OUTCOME: Staff Governance Committee noted the report.

SG2223/10 Health and Safety Policies

Mr Green presented a number of policies for consideration by the Committee.

Stress Management Policy

This is a new policy that has been developed. It is in line with the HSE's new strategy and aims to provide a framework for staff and managers. Work is ongoing to develop a local

version of the HSE's stress assessment survey.

OUTCOME: The policy was approved by Staff Governance Committee.

Management of Display Screen Equipment and Eyesight Testing Policy

This is a new policy and has a framework that recognises hybrid working situations which Mr Dickson noted that he was pleased to see.

OUTCOME: The policy was approved by Staff Governance Committee.

First Aid Policy

Review of the policy which has seen minor changes to roles and other terminology.

OUTCOME: The policy was approved by Staff Governance Committee.
Respiratory Protection Equipment Policy

Prevention of Injury by Sharp Instruments and use of Safety Devices

Review of the policy which has seen minor changes to roles and other terminology. The following change was suggested *Remove "Director of Nursing" under Responsibilities Section and replace with Director of Nursing & Acute Services, Medical Director, Director of Community Health & Social Care.*

OUTCOME: The policy was approved by Staff Governance Committee with the minor change.
(Lawrence Green left the meeting)

SG2223/11 Workforce Profile Report 2021/2022/Workforce Plan Data Template

(Lorraine Allinson joined the meeting)

Ms Allinson presented this item. Regarding the Workforce Plan Data template, some improvements have been made to the template during the wraparound service planning sessions that have been taking place. It is hoped that workforce projections will align with both service and financial plans. A planning calendar is being developed for 2022/23. The draft Workforce Plan is due to be submitted to the Scottish Government by 31 July 2022.

Looking at the Workforce Profile Report members discussed at length how we use data more cleverly to help support a more meaningful understanding and connections with other areas of the report. There is a lot of information contained in the report and we need to consider how we improve it so that it can be utilised for decision making. Mr Dickson felt that we need to pursue an automation route.

OUTCOME: Staff Governance Committee noted both items.

ACTION: Ms Allinson to send round the Workforce Plan via email for noting to members ahead of the next meeting and to review commentary on profile to make linkages e.g absence data, vacancy data what does that tell us.

SG2223/12 Promoting Attendance Update

Ms Allinson presented the standing Promoting Attendance update. The latest available figures are from March 2022. They show an absence figure of 4.26% which is below the Scottish average rate (5.47%). The most common reasons for absence remain musko-skeletal issues and Anxiety/Stress and Depression.

OUTCOME: There were no questions and the report was noted.

SG2223/13 Draft NHS Shetland Equality and Diversity Workforce Monitoring Report 2021/22

Ms Allinson presented this item. This draft report has been prepared by Nigel Firth, Equality and Diversity Manager, NHS Grampian. She noted that there is ongoing work happening to improve the how data is collected. Following a question from Mrs Cornick around the information on promotions, it was felt that there was some explanation required on what we are defining as promoted posts.

OUTCOME: The final version of the report will be circulated to members before it is published on the website.

SG2223/14 Annual Leave Buy Back

Ms Allinson gave a verbal update on the uptake of the annual leave buy back process for 2019/20, 2020/21 and 2021/22. There was a good uptake to the offer. This was a result of a Scottish Government circular. The organisation should be in a better place this year and staff should be encouraged to plan their leave in advance as the buyback process will not be available.

ACTION: Ms Allinson to send round details of numbers of staff who took up the offer. HR team to issue communication in September to remind staff and managers to ensure annual leave is taken.

(Lorraine Allinson left the meeting)

SG2223/15 Guidelines for Statutory and Mandatory Training/ Statutory and Mandatory Training Compliance Report

(Kirsty Clark joined the meeting)

These two items were presented and discussed together.

Mrs Clark explained that the Guidelines for Statutory and Mandatory Training had been developed in response to an internal audit that took place in late 2020. They have been designed to define a framework and make clear on roles and responsibilities. She noted that she has already begun having conversations to set up the group which will monitor and review what should be included as statutory and mandatory training.

OUTCOME: Staff Governance Committee approved the Guidelines for Statutory and Mandatory Training.

Members discussed the numbers of appraisals across the Board noting that there was a pause on appraisals during the pandemic. Mrs Clark has run some training sessions on Effective Appraisals but there is limited capacity in the Staff Development team to monitor and chase levels of completion. Mr McCulloch noted that it was important that the appraisal experience that staff have is of a high quality.

Appraisal and Statutory and Mandatory Training figures can be used as a barometer for the organisation and can help us prioritise. Members discussed organisational target for S&M training and whether restrictions on external training should be applied to individuals/teams/departments when this training has not been completed. It was noted that S&M training does take some time and managers should try to ensure that appropriate time is offered. It is hoped that the new group will help define what the most appropriate training for our staff is.

The Compliance Report will remain a standing item on the agenda for Staff Governance Committee to monitor and consider next steps and potential restrictions.

SG2223/16 Staff Development Verbal Update

Mrs Clark provided a verbal update on a number of aspects:

Training Plan- For Agenda for Change staff. The budget has been doubled for core and compliance training. Recognising the changes and delays that have taken place due to the pandemic. Cost of training resources has also increased greatly. Staff are only being booked on external training if they can demonstrate that they have completed all their Statutory and Mandatory training.

Staff Library- The contents have been reviewed by staff from the Knowledge Network and the majority of the resources are now out of date. Staff requiring access to written resources are encouraged to use the Knowledge Network to access/order books.

eLearning- Due to staff illness the department are looking to clear the backlog and look to improve the resources that are available. Some Subject Matter Experts have been developing their own eLearning modules and the Department want to work with them to evaluate how they have found the process.

Leadership and Management Framework- The first draft has been completed and Mrs Clark is now looking at reviewing it against some of the national work that is taking place and what is coming out of the wraparound planning sessions.

Vision and Purpose- There have been major changes over the last two years and the team is looking at defining and communicating to the wider vision and purpose of the department.

SG2223/17 Date of Next Meeting

It was agreed that as this meeting was taking place later than scheduled, the meeting in August could be cancelled and scheduled meeting in November pulled into October.

ACTION: Mrs Williamson to send out potential meeting dates for October.

SG2223/18 Circulars and Letters for Noting

The following circular and letters were noted by the Committee:

STAC (TCS02) 2022 Payment Rates for On-Call Work Over Christmas and New Year	"DL (2022) 10 Health and social care worker access to FFP3 masks, based on staff preference during the transition period.
ARRANGEMENTS FOR NHSSCOTLAND STAFF GOVERNANCE STANDARD MONITORING FRAMEWORK AND IMATTER STAFF EXPERIENCE 2020/21 and 2021/22	DL (2022) 12 Managing Health and Social Care Staff with symptoms of a respiratory infection, or a positive COVID-19 test, as part of the Test and Protect Transition Plan
Collection of Annual Leave Buy Back Data-STAC	DL (2022) 13 Further Updates for Healthcare Professionals - Affecting staff testing, and amendments to guidance
"SPPA2022/03 Annual Return data requirements 2021-22	DL (2022) 14 Publication of Healthcare Improvement Scotland Infection Prevention and Control Standards
SPPA 2022/04 Employee contribution tiers from 1 April 2022	DL (2022) 15 THE QUEEN'S PLATINUM JUBILEE: FURTHER CLARIFICATION
PCS(AFC) 2022-1 ORGANISATIONAL CHANGE PAY PROTECTION, updated	DL (2022) 16 Implementing a maximum number of long shifts for junior doctors
"SPPA 2022/06 Disclosure of Salary and Pension Information for 2021 – 2022 Annual Reports and Accounts"	DL (2022) 18 HUMAN RESOURCE ASPECTS OF FOUNDATION AND SPECIALTY TRAINING PROGRAMMES: CHANGEOVER DATES FOR 2022-2023
DL (2022) 09 NATIONAL HEALTH AND SOCIAL CARE WORKFORCE STRATEGY: THREE YEAR WORKFORCE PLANS	DL (2022) 17 CLOSURE OF NHS SCOTLAND AND SOCIAL CARE CORONAVIRUS LIFE ASSURANCE SCHEME 2020
DL (2022) 08 The Queens Platinum Jubilee	DL (2022) 19 F1 INDUCTION AND SHADOWING ARRANGEMENTS
"SPPA 2022/07 Practitioner Contribution Remediation	

[MFW, July 2022]