

SHETLAND NHS BOARD

MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON THURSDAY 18 NOVEMBER 2021 MEETING HELD VIRTUALLY VIA MS TEAMS

Present:

Mrs Lorraine Hall	Director of Human Resources and Support Services and Executive Lead for Staff Governance (<i>In the Chair</i>)
Mr Gary Robinson	Non-Executive Board Member/Chair NHS Shetland
Mr Ian Sandilands	Employee Director/Co-Chair of Area Partnership Forum
Ms Shona Manson	Non-Executive Board Member (Whistleblowing)
Mrs Kathleen Carolan	Management Representative
Mrs Cathrine Coutts	Staff Side Representative

In attendance:

Mrs Marianne Williamson	PA to DHRSS (Minutes)
Mr Jed Westmoreland	Health and Safety Lead
Mr Lawrence Green	Health and Safety Lead
Mrs Kirsty Clark	Learning and Development Manager
Mrs Sally Hall	Head of Talent Development and Culture
Ms Emma Garside	Clinical Governance and Risk Lead

SG 21/19 Welcome and Apologies

Lorraine Hall welcomed everyone to the meeting and explained that Mr Bell had asked her to chair in his absence. Mrs Hall had checked with Mr Robinson and Mr Sandilands if they were content with this and this was confirmed.

Apologies were noted from Mr Malcolm Bell, Mr Michael Dickson, Mrs Natasha Cornick.

SG 21/20 Declarations of Interest

There were no declarations of interest but Mrs Coutts noted that she was attending the Committee in her role as Staff Side Representative.

The Chair said that she would take any declarations of interest that arose during the meeting.

SG 21/22 Draft Minutes of the Staff Governance Committee meeting held on 27 May 2021

The minutes were approved for accuracy.

SG 21/23 Matters Arising

Recruitment and Retention Premium- Mrs Hall confirmed that the Board's application had been successful and this had been reapplied to relevant staff. STAC's position is that Board's should be looking at an exit route over the next few years so that the payment can be phased out in the future.

SG 21/24 Area Partnership Forum (Verbal Update)

Ian Sandilands gave a verbal update from the meeting that took place on 04 November. Members approved the Menopause Policy wholeheartedly.

Public holidays for 2021/22 were approved. The usual September date was moved to June to accommodate the national holiday for the Diamond Jubilee. Following a long discussion it was agreed that members should scope out with their teams the possibility of moving the 4 non-designated Public Holidays into staffs annual leave allowance to allow greater flexibility and reduce impact to services.

DL (2021) 35 Annual Leave Buy Back and Carry Over 2021-22 was published the day before the meeting. It was determined that the Terms and Conditions Group would look at a local process and bring back to the next APF meeting in January.

OUTCOME: Staff Governance Committee noted this update.

SG 21/25 Staff Governance Action Plan 2021/22- Update

Mrs Hall presented an updated Staff Governance Action Plan. She felt that progress is where we would expect for this point in the year. She noted the following points:

- Health and Safety- New Health and Safety Lead is in post and is working with Jed Westmoreland to undertake a full induction.
- Sickness Absence- We remain best performing territorial board. Credit goes to Managers and Staff for their hard work. Most common reasons for absence remain the same with stress and anxiety and musco-skeletal.
- Managers reminded of the importance of appraisals and encouraging statutory and mandatory training.
- Looking at how we support the development of staffs Digital Skills.
- Workforce Plan- deadline is end of March for production but recognize this may slip as Scottish Government are looking at developing a Workforce Strategy. The Plan will require to be mapped to this strategy.

- Celebrating Success- Pandemic response had delayed progress on this but the Excellence in Care Event on Friday 03 December was highlighted.
- NHS Orkney HSE visit- Mrs Hall gave an update on the Health and Safety Executive Visit to NHS Orkney and some of the learnings that can be taken on board by us. The NHS Shetland Health, Safety and Wellbeing Committee will consider the findings and potential learnings at it's meeting on the 08 December 2021.

Members thanked Mrs Hall for a helpful update. There was a discussion about Statutory and Mandatory training and it was agreed to raise this later when Mrs Clark joined the meeting.

Mr Sandilands and Ms Manson both raised concerns about the stretch the NHS Orkney arrangements were having on senior managers and any potential negative impact on NHS Shetland with no definite end date agreed.

ACTION: Mr Dickson and Mr Robinson to provide clarity/reassurance of the working arrangements of Senior Managers with NHS Orkney.

OUTCOME: Staff Governance Committee noted the progress on the Staff Governance Action Plan 2021/22 against the 5 Staff Governance strands.

SG 21/26 Health and Safety Update

(Jed Westmoreland and Lawrence Green joined the meeting)

Jed Westmoreland introduced Lawrence Green to members. Mr Green is the new Health and Safety Lead and Mr Westmoreland will remain in post until Christmas to help provide a thorough handover. Members introduced themselves.

Mr Westmoreland provided a verbal update covering the following areas:

- No RIDDOR or Falls with harm reported during the previous quarter.
- Trials of the lone worker device have been positive with excellent coverage.
- Plan to bring Lone Working Policy to next Health, Safety and Wellbeing Committee meeting. It will be a version of the 'Once for Scotland' Policy (programme has been paused).
- Aim for Mr Westmoreland and Mr Green to visit as many Control Book holders as possible between now and December to review the content. This will be a major focus going forward.
- Mr Green is working on a set of manual handling risk assessments that will be going to the next Health, Safety and Wellbeing Committee alongside a refreshed policy.
- IRIC- there is an ongoing piece of work around roles and responsibilities. There is an Annual Stakeholder session in late November which will help inform and reinforce this piece of work.
- NHS Orkney- continue to follow the response to the NHS Orkney Health and Safety Executive visit and the learning that can be taken on board

Moving forward it is planned that a RAG rating will be provided to Staff Governance Committee against the actions in the Health and Safety Plan.

OUTCOME: Staff Governance Committee noted the update from Mr Westmoreland and Mr Green.

(Jed Westmoreland and Lawrence Green left the meeting)

SG 21/27 Promoting Attendance- Update

Mrs Hall provided the update in Ms Allinson's absence. The latest available absence figure for August shows a slight increase in the sickness absence figure but it still fairs well against the Scottish average.

The Occupational Health Team remains busy with vaccines, clinics are operating 3 days a week. Have been pleased with the numbers of staff coming forward for the flu vaccine.

Members confirmed that they were happy with the level of detail contained in the update.

OUTCOME: Staff Governance Committee noted the update.

SG 21/28 Menopause Policy

As mentioned previously the Menopause Policy was approved with very positive comments. Staff Governance were happy to approve the policy.

OUTCOME: Staff Governance Committee approved the Menopause Policy.

ACTION: Committee Secretary to confirm approval to Policy authors for uploading to intranet and wider communication.

SG 21/29 Compliance Report- Statutory and Mandatory Training

(Kirsty Clark joined the meeting)

Mrs Clark presented an update on Statutory and Mandatory training. She noted that rates had increased but we are still nowhere near the rates we want to see. She explained that Information Governance had seen an increase due to promotion and work the team had put in to drive up rates. At this time subject matter experts do not have the capacity to invest a similar level of input. Following a question from Mr Sandilands she explained they were working with colleagues in Communications to promote different training e.g Fire. For the next meeting a RAG rating will be used in the report.

There was long discussion about staff capacity to complete statutory and mandatory training. It was decided that Mrs Clark would look at risk assessing statutory and mandatory training to determine what is essential for staff to undertake. She also agreed to look at how TURAS sends prompts to staff.

OUTCOME: Staff Governance Committee noted the update.

ACTION: Kirsty Clark and team to risk assess statutory and mandatory training options to look at what is the key courses for staff. Bring back to January meeting of Area Partnership Forum.

(Kirsty Clark left the meeting)

(Gary Robinson left the meeting)

SG 21/30 Staff Wellbeing Team Update

(Sally Hall joined the meeting)

Mrs Sally Hall provided a general update:

Winter Mini Sessions- Good conversations, Managing Conflict and Compassionate Leadership sessions have been running with really good attendance. Following the Civility Saves Lives event she is looking to promote aspects of that and Active Bystander training. She had recently undertaken some OD sessions and this had highlighted some issues with staff behaviors and how we talk to each other which was disappointing. Driving forward culture starts with everyone.

Fit in 50- This had been oversubscribed and Bruce McCulloch is collecting information and feedback from participants. The feeling is that it is a good way of helping to support their fitness.

TRiM Practitioners-We continue to gather data on the impact of TRiM. Hopeful of getting another TRiM manager.

Staff Supporters- A group of mediators are near to completing their training. Supervision for all staff supporters will be offered by the Edinburgh Coaching Academy.

OUTCOME: Staff Governance Committee noted the update.

SG 21/31 iMatter Update

Mrs Sally Hall presented an update on the iMatter process in 2021. The iMatter survey was circulated to Health and Care staff over September 2021. The response rate was good with 60% of staff completing the questionnaire. The employee engagement index rating was 78/100 and staff rated Shetland Health and Care 7.2 out of 10 for overall experience.

The Action Plan figure currently sits at 36% but she noted that it was a condensed period for completion this year with two different publicised dates which caused some confusion- this has been fed back to the national team. She noted her feelings that it was sometimes difficult for teams to come up with actions that they can have real influence on and she recognised the current time pressures on staff.

Shona Manson said she had noticed a theme in that staff felt that the Board members were not visible. She was trying to work through this with some of her Whistleblowing work and meeting support staff and has plans to raise this with Gary Robinson.

Lorraine Hall noted that we were still in emergency measures. Mrs Coutts asked if we had any way of understanding the reasons why teams are completing the action plan process-could the fact that we have a number of small teams have an impact? Sally Hall agreed to look at the figures and see if there are any conclusions.

ACTION: Mrs Sally Hall to identify from the figures whether small teams are particularly unlikely to complete action plans.

OUTCOME: Staff Governance Committee noted the update.

(Sally Hall left the meeting)

SG 21/32 Whistleblowing Update

Ms Manson presented the update that had been prepared by the Executive Lead for Whistleblowing, Dr Kirsty Brightwell. There have been no Whistleblowing cases recorded to date.

The Implementation Group has continued to meet every 6 weeks and are now joined by colleagues from NHS Orkney and the focus of the group has been to develop and strengthen processes and communications.

She explained to members about some of the culture work that has been happening and that she was feeling positive that our implementation has been progressing well. She reminded members to publicise the eLearning module. Patient Safety Walkarounds were restarting next week and she was delighted to be taking part in the first one.

Following recent discussion at national meetings the format for the reporting to Staff Governance Committee has been made clearer and we will incorporate this from the next meeting.

OUTCOME: Staff Governance Committee noted the update.

SG 21/33 Strategic Risk Register Report

Ms Garside presented this update. She provided an update on the work that has been ongoing to update the Risk Management Strategy. It will soon be going out for wider consultation. She explained that as part of the update the corporate risks have been renamed to strategic risks and the risk title used to identify the risks more easily to a broader audience.

She explained that there had been two changes made to the strategic risks since they were last presented to the meeting in May 2021. The risk rating for the workforce strategic risk (SR08 – 1471) had reduced from 16 to 12 (although the risk level is still a high) with the rationale contained within the attached risk report. The risk response also changed from tolerate risk to treat risk as agreed at the Risk Management Group meeting in September 2021. There have not been any other significant or key changes made to the other strategic risks in the attached report.

OUTCOME: Staff Governance Committee agreed that no changes were required to the risks under the Committee’s remit.

ITEMS FOR NOTING

The following items were noted by the Committee:

SG 21/34 Staff Governance Monitoring Return 2020-21

This item was included for noting following it’s submission to the Scottish Government on 24 September. The draft version was shared with members. Mrs Hall confirmed that no response had been received yet but would be shared with members.

SG 21/35 Area Partnership Forum- Confirmed minutes 02 September 2021

Noted.

SG 21/36 Health, Safety and Wellbeing Committee- Confirmed minutes 09 June 2021

Noted.

SG 21/37 Circulars, Letters etc. for noting

The following circulars, letters etc. were noted by the Committee:

DL (2021) 13 QUARANTINE (SELF-ISOLATION) FOR NHS SCOTLAND STAFF RETURNING TO THE UK	DL (2021) 21 UPDATE ON BMA/MSG AGREEMENT ON 46 HOURS REST FOLLOWING A PERIOD OF NIGHT SHIFTS
PCS(AFC)2021/2 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT	DL (2021) 22 FRAMEWORK FOR THE IMPLEMENTATION OF ISOLATION EXEMPTIONS FOR HEALTH AND SOCIAL CARE STAFF
SWAG Letter on Hearings	DL (2021) 23 Requirement for NHS Boards to undertake structured risk assessments in high risk (red) pathways
PCS(SDIA)2021/1 - Scottish Distant Islands Allowance	PCS (COV) 2021/4 £500 COVID PAYMENT: HARD FM STAFF (EXTENSION)

COVID-19: UPDATED GUIDANCE ON THE EXTENDED USE OF FACE MASKS AND FACE COVERINGS IN HOSPITALS, PRIMARY CARE, WIDER COMMUNITY CARE AND ADULT CARE HOMES	STAC (TCS03) ADVERSE REACTION FOLLOWING COVID-19 VACCINATION – FURTHER ADVICE
STAC (TCS01) 2021 ADVERSE REACTION FOLLOWING COVID-19 VACCINATION	DL (2021) 24 Update on isolation exemptions for health and social care staff
STAC (TCS02) 2021 ARREARS FOLLOWING AGENDA FOR CHANGE PAY UPLIFT	STAC (TCS04) 2021 Adverse reaction following COVID-19 vaccination-clarification
Letter from SWAG re.PILON	SPPA 2021/07 Annual Benefit Statements 2021
Emergency Footing extension	Pay and conditions for NHS staff covered by the Agenda for Change Agreement
UPDATES ON THE EXTENDED USE OF FACE MASKS IN HEALTH AND SOCIAL CARE SETTINGS	PCS (MD) 2021/01 Pay and Conditions of service 2021-22
PCS (ESM) 2021/3 TEMPORARY RESPONSIBILITY ALLOWANCE FOR NURSE DIRECTORS	PCS (MD) 2021/02 Remuneration of hospital medical and dental staff, doctors and dentists in public health medicine and the community health service and addendum
Health and Social Care Workforce: Mental Health & Wellbeing Support	DL (2021) 29 Right to request Flexible Working
DL (2021) 18 Diversifying the Covid-19 Vaccinations Workforce: Proactive Recruitment and Training of Independent Contractor Groups & Streamlining Training and Induction	Fair Work in the NHS
DL (2021) 19 NHS Scotland Job Evaluation Policy	STAC (TCS05) 2021 Long COVID Sick Leave
DL (2021) 20 ARRANGEMENTS FOR THE DISTINCTION AWARDS AND DISCRETIONARY POINTS SCHEMES FOR CONSULTANTS: 2020-21	Shetland Estates RRP
Christmas and New Year at Weekend- 2021-22	Once for Scotland Policies- Paused until April 2022
Winter Planning for Health and Social Care- letter from John Burns and Donna Bell	DL (2021) 35 ANNUAL LEAVE BUYBACK AND CARRY OVER 2021-22

SG 21/38 AOCB

Mrs Hall thanked members for attending and for the strength of discussion.

Letter of Thanks- Mrs Hall sought approval from members to write to Mr Westmoreland on behalf of the Committee thanking him for his work over the last four years.

ACTION: Committee Secretary to draft a letter on behalf of the Committee.

Dates for 2021/22- Mrs Williamson informed members that she had submitted draft dates for meetings in 2021/22 for inclusion in the Board Business Programme. This is due to go the Board meeting on 16 December 2021. An additional meeting in August has been scheduled which could be used for a development session.

Date of Next Meeting

The next meeting of Staff Governance Committee will take place on Thursday 24 February 2022 at 14.00.