

Approved minutes

Meeting: Person Centred and Staff Governance Committee (PCSGC)

Date: Thursday 2 July at 13:00 hrs

Venue: Via Microsoft Teams

Members

Stephen McAllister
Jane Christie-Flight
Marcella Boyle
Rob Moore

Non-Executive Director (**Chair**)
Non-Executive Director / Employee Director
Non-Executive Director
Non-Executive Director

In attendance

Anne Marie Cavanagh
Catherine McAlister
Gareth Adkins
Jann Gardner
Liane McGrath
Sandie Scott
Serena Barnett
Susan Douglas-Scott CBE

Executive Director of Nursing and Allied Health Professionals

Executive Director Quality, Innovation & People
Chief Executive
Head of Corporate Governance & Board Secretary
Head of Communications
Director of HR
Board Chair

Minutes

Alison MacKay

Executive PA

Apologies

Mark MacGregor

Medical Director

1. Opening Remarks

Stephen McAllister opened the meeting and thanked everyone for attending.

2. Apologies

Apologies were noted as above and accepted.

3. Declarations of Interest

There were no declarations of interest.

4. Updates from last meeting

4.1 Unapproved Minutes

The minutes from 18 June were approved as an accurate record of the meeting.

4.2 Actions

All previous actions were updated or closed.

4.3 Matters Arising

No matters arising

5 Safe

5.1 Integrated Performance Report – Staff Governance

Gareth Adkins presented the Staff Governance section of the Integrated Performance Report. The following highlights were noted:

- Sickness absence remains at 4.7% in May 2020.
- Covid-19 Special Leave accounted for 5.4% of all contracted hours in May 2020. Members noted the relatively high proportion of Hotel staff recorded within this category and Gareth Adkins agreed to review this prior to the next Committee meeting.
- Medical job planning was also temporarily suspended due to the pandemic and will recommence when appropriate.

The Medical appraisal process was discussed and Gareth Adkins noted that this process was suspended due to the Covid-19 pandemic in March 2020. The organisation is currently reviewing how this programme will restart and align with the Board Strategy and Recovery Plan.

Action 02072020/01: Gareth Adkins to arrange a review of Hotel and Conference absence figures.

The Committee approved the Integrated Performance Report – Staff Governance.

5.2 Complaints and Annual Feedback Report Update

Gareth Adkins noted that the Annual Complaints and Feedback Report is in draft and out internally for comment. The report will be presented to the September 2020 Committee meeting.

Action 02072020/02: Annual Complaints and Feedback Report to be presented to September 2020 PCSGC.

The Committee noted the Complaints and Annual Feedback Report verbal update.

5.3 Occupational Health and Safety 6 Month Report

Serena Barnatt presented the Occupational Health and Safety 6 Month Report.

Since January 2020, all health and safety related reports have been graded as negligible, minor or moderate and in this time period there were no significant trends identified.

Additional Occupational Health support is available to staff in relation to Covid-19. A Health and Wellbeing Group has been established to take forward and develop this agenda. Stephen McAllister commended the work to date on this and the flexible approach the Occupational Health Team have adopted during the pandemic.

The Committee noted the positive promotion in 2019 around the flu campaign and resulting increase in staff vaccination uptake. The challenges to the seasonal flu campaign for 2020 were noted in relation to Covid-19 and physical distancing restrictions. Anne Marie Cavanagh will link on this year's programme via the national group. It is anticipated that the 2020 campaign will be similar to the marketing campaign of 2019 and the Committee will be updated accordingly.

The Committee noted the Occupational Health and Safety 6 Month Report.

6 Person Centred

6.1 Partnership Forum Report

Jane Christie-Flight presented the Partnership Forum Report. The report was presented to the Partnership Forum on 19 June 2020 and the following highlights were noted:

- The Forum noted that the Partnership Agreement/ Recognition Agreement will be reviewed in the coming weeks. The Partnership Values will also be reviewed and will be discussed at the next meeting.
- The Partnership Forum were asked to review the first draft of the Workforce Monitoring Report and feedback any appropriate amendments, additions and deletions.
- The Partnership Forum supported the launch of the Further/Higher Education Funding Scheme with the additional restrictions regarding travel.
- The Forum discussed the Facilities Time Report. It was noted that the low figure indicated in the report was as a result of the Unions' reliance on Full-Time Officials to progress HR procedures, which would usually be progressed by Lay Reps employed by Boards. The unions are seeking to recruit local reps.

The Committee noted the Partnership Forum update report.

6.2 Board Workforce Plan and Annual Monitoring Report

Serena Barnatt presented the Board Workforce Plan and Annual Monitoring Report.

A national review of workforce planning requirements is ongoing, this includes engagement with a number of external stakeholders and a refreshed workforce plan will be published in due course.

Serena Barnatt noted that NHS GJ has established a Workforce Planning and Transition Steering Group to oversee the workforce plan and change activity across the organisation. The Recovery and Mobilisation Plan is a key priority. The group will also support longer term workforce planning.

The Committee noted the Board Workforce Plan and Annual Monitoring Report.

6.3 Learning and Organisational Development Annual Report

Serena Barnatt presented the L&OD Annual Report and noted key 2019/20 highlights which included:

- Development of the organisational internal coaching capacity
- New approach to Corporate Induction
- Building on internal expertise to support training and eLearning.

Committee members commended the work carried out over the last year and noted the clear layout and design of the report.

Members discussed the key role of the L&OD department in preparing for the Hospital Expansion. Marcella Boyle highlighted the role of Volunteers in the Expansion and Members agreed that it would be helpful to understand more about how these roles will be utilised. Serena Barnatt agreed to take this forward and include in future updates.

6.4 Communications Annual Report

Sandie Scott attended the meeting to present the Communications Annual Report noting a positive year end. A number of key highlights were noted:

- The Communication Team is involved in a number of Regional and National collaborations
- Work is ongoing to review patient information and ensure this is progressed in line with increasing digital demand.
- The NHS GJ website has been refreshed and the new look streamlined site was launched in April 2020
- In addition to ad-hoc posters, flyers and staff/manager guides, the Communications Department regularly issues weekly eDigest 'all staff' briefings, Staff Bulletins on urgent/ ad-hoc topics, Team Brief updates from the Board and the Jubilee Life staff magazine.
- During the covid-19 pandemic Coronavirus update bulletins were also issued in conjunction with the establishment of a StaffNet Covid Information Hub.

The Communication department staff resource as outlined and the Committee noted that two vacancies would be recruited to in the coming months. Sandie Scott has also been involved in heading the Communications for the Louisa Jordan.

The Committee thanked Sandie Scott for this report and acknowledged the volume and breadth of Communications work over the past year.

The Committee noted the report.

7 Effective

7.1 Recovery Workforce Plan Update

Gareth Adkins presented the recovery workforce plan update. A significant amount of work is underway via the triumvirate structure and a number of corporate service areas. Finance colleagues are closely engaged with all pieces of work.

Gareth Adkins outlined the importance of a robust workforce plan and referenced the key role of the Workforce and Transition Overview Group going forward. Partnership working will also be a critical element of this programme.

An HR hub has been established to progress the recruitment programme associated with the Recovery Plan and Expansion Programme.

The Committee acknowledged the challenges within this area and noted this update.

8. Any Other Competent Business

No other business was noted.

9. Items for Board Update

The Committee agreed on the following items being included in the Board Update paper:

- Appraisal/TURAS
- Occupational Health and Safety Report 6-month report
- Review Partnership agreement
- Communications Annual Report
- HR hub established to support the recovery plan and associated workforce requirements

10. Date and time of next meeting

The next meeting of the Person Centred & Staff Governance Committee is scheduled for Thursday 3 September 2020 at 13:00 hrs