**Approved minutes**

**Meeting: Person Centred and Staff Governance Committee (PCSGC)**

**Date: Thursday 18th June at 11:00 hrs**

**Venue: Via Microsoft Teams**

**Members**

Stephen McAllister Non-Executive Director **(Chair)**

Jane Christie-Flight Non-Executive Director / Employee Director

Marcella Boyle Non-Executive Director

Rob Moore Non-Executive Director

**In attendance**

Anne Marie Cavanagh Executive Nurse Director

Gareth Adkins Executive Director Quality, Innovation & People

Liane McGrath Head of Corporate Governance & Board Secretary

Serena Barnett Director of HR

Jann Gardner Chief Executive

Susan Douglas-Scott CBE Board Chair

Cathy McAlister Staff Side Representative

**Minutes**

Christine Nelson Executive PA

**Apologies**

Mark MacGregor Medical Director

1. **Opening Remarks**

Stephen McAllister opened the meeting and thanked everyone for attending.

1. **Apologies**

Apologies were noted as above and accepted.

1. **Declarations of Interest**

There were no declarations of interest.

1. **Updates from last meeting**
   1. **Unapproved Minutes**

A reviewed version of the minutes of the previous meeting held on 5th March 2020 is to be circulated by email to the Committee for review and approval.

**Action 180620/01:** CN to circulate anupdated version of minutes of 5th March by email for the Committee to review and approve virtually.

* 1. **Actions**

All previous actions were updated or closed.

The Committee agreed to add medical appraisal, job planning and discretionary points to future agendas.

**Action 180620/02:** GA to addMedical appraisal, job planning & discretionary points to future agendas.

* 1. **Matters Arising**

No matters arising

**5 Safe**

**5.1 Update on National Programmes of Work During Covid-19**

Gareth Adkins updated the Committee on the staff governance programmes which have been temporarily paused by the Scottish Health and Social Care Directorate due to the Covid-19 pandemic. Assurance was given that the position will be closely monitored by the Employee Director and Director of HR on recommencement of the work when appropriate.

The Committee noted the update on National Programmes of Work.

**5.2 Update on Terms and Conditions During Covid-19**

Gareth Adkins outlined the process taken in response to the guidance issued by Scottish Government in response to the Covid-19 pandemic and praised Serena Barnatt and the HR team on their quick and thorough response to these changes.

The Committee thanked the HR team for their response and noted the update.

**5.3 Integrated Performance Report – Staff Governance**

The Committee discussed the Staff Governance section of the Integrated Performance Report for April 2020. It was noted that the statistics reflect the halt in some government processes and that absence data has been reported on a daily basis through agile governance.

Stephen McAllister commended the staff on their commitment and noted that the absence rate wasn’t as high as predicted.

Gareth Adkins agreed to check the corporate sickness absence rate reported.

Gareth Adkins informed the Committee of an issue experienced with reporting from eESS up until 31st March 2020. A manual solution to the problem has been implemented until the system problem is resolved.

**Action 180620/03:** Gareth Adkins to check the corporate sickness absence rate reported in the Staff Governance Section of the IPR.

**5.4 Health & Safety Committee Update Report**

The Committee was informed of the redesign of the organisational governance structure of Health and Safety in line with governance review and the increase in size of the organisation. Gareth Adkins gave assurance that health and safety issues have been monitored through the agile governance process.

Gareth Adkins provided an outline of the new structure and an update from the Health and Safety Committee meeting held on 5th June 2020. It was explained that 2 divisional forums, which will feed into the Health and Safety Committee, have been formed and a formal risk register is being developed. This will be presented at a future Person Centred & Staff Governance Committee meeting with a 6 monthly thematic analysis. The risk register will help identify gaps in control measures and will be used to develop an audit plan.

Gareth Adkins explained that short life working groups have been formed for PPE and Physical Distancing requirements and provided a brief update on the work these groups are progressing.

Gareth Adkins thanked Jane Christie-Flight for her input on this work.

Marcella Boyle asked if there are risks associated with contractors working on the expansion. Gareth responded that there is a clear policy and process for contractors and that the Health and Safety Committee will monitor this.

The Committee noted the new structure and agreed that strategic oversight and a thematic culture will be beneficial.

**5.5 Mandatory Training End of Year Report**

Serena Barnatt presented the annual report for corporate mandatory training compliance for 2019/2020, explaining that manual handling training only became mandatory in November 2018 and therefore there is no comparison data. Data from the National eESS team is awaited to enable reporting from April onwards.

Jane Christie-Flight asked for assurance that mandatory training compliance is being monitored for volunteers and bank staff. Gareth Adkins responded that the process for bank staff is currently being reviewed along with improvements in the management of bank staff.

Stephen McAllister requested more information is provided to the Committee to give better understanding of what the bank staff service looks like and their mandatory training compliance. Serena Barnatt agreed to engage with service managers, staff and staff side and then report back to the Committee when the review is complete.

The Committee noted the mandatory training compliance for the year 2019/20.

**Action 180620/04**: Serena Barnatt to provide the Committee with an update on the review of bank staff

**5.6 SBAR – Problem Assessment Group**

Anne Marie Cavanagh gave an overview of the process followed by the Problem Assessment Group established to investigate the cluster of Covid-19 cases within the Critical Care Staff Group.

The recommendations have been fed back to the Director of Public Health and implemented.

There have been no further cases since 21st May 2020 and all staff infected have recovered.

Jane Christie-Flight informed the Committee that The Clinical Governance Committee has requested a video is produced to remind staff to physical distance at all times.

The Committee thanked Anne Marie Cavanagh for the report and expressed gratitude that all infected staff within this cluster have recovered.

**6 Person Centred**

**6.1 Partnership Forum Report**

Jane Christie-Flight gave an overview of business covered at the Partnership Forum meetings held on 17th April and 22nd May 2020.

The Covid-19 mobilisation plan required a process for reassignment of staff to be developed, ensuring risk assessments were carried out.

Study leave has been reinstated but only on a remote or physically distanced basis.

Agile working has proven successful for the continuation of national partnership meetings.

Gareth Adkins thanked staff side for their involvement with processes.

The Committee noted the Partnership Forum update report.

**6.2 PCC Terms of Reference Review**

Gareth Adkins informed the group that he had updated the wording of the PCC Terms of Reference to reflect the role of the Committee in relation to staff governance and person centred aspects of complaints and feedback.

The Committee approved the revised Terms of Reference.

**7 Effective**

**7.1 Recovery Workforce Plan Update**

Gareth Adkins reported that sign off of the Golden Jubilee recovery plan is expected from Scottish Government in the next few days.

Serena Barnatt is leading on putting in place workforce recruitment plans to enable delivery of the proposed activity, including the potential of changing working hours to a 6-day work pattern and extending theatre hours.

The Committee noted the update on the recovery plan workforce and acknowledged that this will be a challenging piece of work.

**7.2 Staff Governance Sub Group Update**

Serena Barnatt outlined the discussions at the Staff Governance Sub Group meeting held on 12th June 2020. This included an update on the review of the national workforce plan and the commitments made in December 2019 with further review sought in light of the Covid-19 pandemic.

As focus will be on remobilisation of services, it is expected that an extension will be granted on the deadline of the Workforce Plan from March 2021 to March 2022.

The first draft of the workforce monitoring report was discussed and comments provided. An updated version will go to the July Staff Governance Sub Group and will then come to the Committee for final approval.

The Health and Wellbeing Group has been re-established and is being co-chaired by Jane Christie-Flight and Donna Akhal, Head of Learning and Organisational Development. Donna Akhal is the NHS Golden Jubilee wellbeing champion and part of the national wellbeing champions network. A health and wellbeing strategy is being developed as well as a support guide and tools for staff.

An update was provided on how the volunteer service has adapted during the Covid-19 pandemic.

The Committee noted the Staff Governance Sub Group Update.

**7.3 Facilities Time Report**

Gareth Adkins outlined the Facilities Time report which was published as part of the annual accounts and will also be reported to the Board in response to the Trade Union Regulations 2017.

Jane Christie-Flight explained that the report only requires facilities time to be included and not time spent on partnership work. In addition, the time reported is low due to the current low number of staff side representatives within the organisation.

The Committee noted the facilities time report.

**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:

* Work on National Programmes – commending HR and staff side. Some programmes suspended with some coming back on stream
* Staff absence in IPR
* New health and safety governance structures put in place.
* Review of bank staff to be carried out and reported back to PCC.
* Recovery workplan update with challenges in recruitment and changes to working hours.

**10. Date and time of next meeting**

The next meeting of the Person Centred & Staff Governance Committee is scheduled for

Thursday 2nd July 2020 at 13:00 hrs