**Unapproved Minutes**

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

**Date: Thursday 5 November at 13:00 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

Jann Gardner Chief Executive

**In attendance**

Gareth Adkins Executive Director Quality, Innovation & People

Laura Langan Head of Clinical Governance (for agenda items 5.2 & 5.3)

Liane McGrath Head of Corporate Governance & Board Secretary

Sandie Scott Head of Communications (for agenda item 6.8)

Susan Douglas-Scott CBE Board Chair

Callum Blackburn Non-Executive Director

**Minutes**

Christine Nelson Executive PA

**Apologies**

Anne Marie Cavanagh Executive Director of Nursing and Allied Health Professionals

Serena Barnatt Director of HR

Mark MacGregor Medical Director

1. **Opening Remarks**

Stephen McAllister opened the meeting, thanked everyone for attending and introduced Callum Blackburn, Non-Executive Director.

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**

The minutes from 3 September 2020 were approved as an accurate record of the meeting.

* 1. **Actions**

All previous actions were updated or closed.

* 1. **Matters Arising**

Gareth Adkins apologised for the Health and Wellbeing Strategy not being circulated prior to the meeting.

**5 Safe**

**5.1 Integrated Performance Report (IPR)– Staff Governance**

Gareth Adkins presented the Staff Governance section of the IPR. The following highlights were noted:

There is an ongoing focus on monitoring sickness absence. The absence related to Covid-19 has decreased but most absences in this category have been due to self-isolation.

The agenda for change appraisal rate at 30th September was 56% completed. Gareth Adkins gave assurance that the organisation is striving to improve this rate but noted the additional challenges being experienced this year.

Mark MacGregor and his team are working hard at improving the medial appraisal and job planning rates.

Gareth Adkins agreed to look at why appraisal rates for the hotel and corporate areas are lower and report back to the Committee at the next meeting.

**Action 051120/01: Gareth Adkins to get an update on the status of agenda for change appraisal rates for corporate and hotel then report back to the Committee.**

The Committee approved the IPR – Staff Governance.

**5.2 Complaints and Annual Feedback Report Update**

Laura Langan joined the meeting and referred the Committee to page 8 of the report which has been reformatted and brought back to the Committee for noting. The Clinical Governance Committee will approve the report.

The Committee noted the Complaints and Annual Feedback Report.

**5.3 Board Risk Register**

Laura Langan provided an update report on the Board Risk Register explaining that the Gold Command and Audit and Risk Committee have carried out a significant review.

There has been a reduction in risk for PPE with processes now more robust and improvements in supply.

Workforce remains a high risk to the recovery work-plan. The Workforce Planning and Transition Steering Group are monitoring this.

A review of the Board risk appetite and register will be carried out at the December Board Workshop.

Gareth outlined the balance between short, medium and long term risks. For example, the need to recruit in order to progress the recovery plan but continue to monitor long term risks like an ageing workforce.

The Committee noted the Board Risk Register.

Laura Langan left the meeting.

**6 Person Centred**

**6.1 Partnership Forum Report**

Jane Christie-Flight presented the Partnership Forum Report for the 18th September meeting which included:

* An update on the Board’s progress on delivering the recovery plan.
* A presentation by Gareth Adkins on workplace for the future, detailing work being carried out in relation to the staff, accommodation and technology of the organisation to develop smarter working options.
* An update on the national programmes of work with some paused programmes restarting in the near future.
* A health and wellbeing update
* An update on the flu vaccination programme with a target of 60% of staff being set by the Scottish Government.
* An update on physical distancing work with guidance workshops being held and any issues being fed into the Health and Safety Forums and Committee.

The Committee discussed the issue of staff potentially infecting each other during breaks and how staff behaviours were being monitored. It was acknowledged that this is challenging but staff are being reminded and encouraged to use the canteen and are given extra time to change if required. Gareth Adkins gave assurance that as much as possible is in place and walkrounds are taking place to check compliance.

Jann Gardner gave assurance that discussions are ongoing with the senior management team regarding staff taking ownership of the guidance but managers are challenging and reminding staff when required.

Gareth Adkins stated that additional rest areas have not been identified yet but work is ongoing to identify space.

Jann Gardner confirmed the 4 nations guidance has changed in relation to the flow of patients and is happy to answer any questions relating to this.

The Committee approved the Partnership Forum update report.

**6.2 Volunteer Strategy And Action Plan**

Gareth Adkins referred the Committee to the report and informed them that the Executive Directors have approved 10 volunteers can return to site to carry out the ophthalmology and welcome guide role. Risk assessments have been carried out and this cohort are all in a low risk category.

Work is ongoing to recruit more volunteers and to progress the strategy.

Jann Gardner stated that she met the Princes Trust with Gareth Adkins to discuss the potential of young people volunteering at NHS Golden Jubilee. In addition, there is the potential for a virtual conference on roles within the NHS.

Marcella Boyle welcomed the connection with the Princes Trust and the potential to volunteer could be a very positive experience for young people.

The Committee recognised the ongoing contact of Andy Gillies and Liz Rogers with the volunteers and the continuation of an excellent volunteer service.

The Committee noted the Volunteer Strategy and Action Plan Update

**6.3 Health and Wellbeing Strategy**

Gareth Adkins outlined the ethos of the strategy being based around physical, mental, as well as social and financial health and wellbeing, with a focus on resources to support and strengthen services. For example, the spiritual care function, health and wellbeing tools, training and a psychological service. Links are being made with external organisations and elearning modules are being developed.

A health and wellbeing hub is being considered as well as outside green areas.

The Committee agreed to provide comments to Gareth Adkins by close of business on Monday 9th November for the Strategy to be virtually approved prior to going to the Board in November.

**Action 051120/02: Committee to provide comments on the Health and Wellbeing Strategy to Gareth Adkins by close of business on Monday 9th November and strategy to be virtually approved prior to Board in November.**

**6.4 Health and Wellbeing Update**

Jane Christie-Flight explained that the work of the Health and Wellbeing Group and sub groups is ongoing. The area requiring most resource is mental health. The initiatives started at the Commonwealth Games are being revisited.

Awareness of existing staff benefits is being raised, with the addition of some new ones being offered.

Work will continue long term and benefits of this work will be measured.

The Committee noted the Health and Wellbeing update.

**6.5 Involving People Strategy Update**

Gareth Adkins informed the Committee that in December 2019 the Involving People Group discussed and agreed to refresh the strategy but progress was delayed due to Covid-19. In addition, Scottish Health Council has been restructured within Heathcare Improvement Scotland with the engagement and participation standards being reviewed.

The next stage will be engagement and establishment of a public partner forum. The staff engagement experience is likely to be included in the health and wellbeing and people strategies. Volunteers will be included in the feedback and engagement process with the aim to have the draft strategy finalised in Spring 2021.

The Committee approved the Involving People Strategy Update.

**6.6 Bank Staff**

Gareth Adkins outlined the request from Scottish Government to ensure bank workers were not disadvantaged as a result of the Covid-19 pandemic. The paper circulated outlined details of the process review and offer of annualised contracts to bank staff.

The Committee noted the verbal update on Bank staff.

**6.7 Human Factors Annual Update**

Gareth Adkins acknowledged that the work-plan has been disrupted due to Covid-19 but the organisation wants to ensure this programme continues. The organisation is committed to all staff being trained to level 1, with discussions on how best to take this forward, with a view to developing sessions to be carried out in a workplace setting.

The faculty membership, approach, resource and impact are being considered with a view to make the training more meaningful with more engagement. Gareth will bring a proposal to the Committee when the review is complete.

The Committee thanked Gareth for the update and look forward to seeing how this develops.

**Action 051120/03: Gareth Adkins to bring a proposal paper to the Committee when review of Human Factors is complete.**

**6.8 Communications Update**

Sandie Scott joined the meeting to provide an update, highlighting that the staff awards were being held on Youtube that night at 7pm and thanked everyone for their involvement.

Digital walkrounds have been well received, as has the digital Jubilee Life with statistics easier to capture. The last edition was read by 1100 people and the average completion rate was 70%.

Opportunities for informal chats with the Chief Executive via Microsoft Teams are being set up. The logistics and timescales for this are being discussed with eHealth.

There have been 10 press releases this year and links are continuing with Scottish Government to include NHS Golden Jubilee in recovery media releases. There has been a 100% positive media score so far this year.

Marcella Boyle praised the Comms team for the activity on Linkedin and on the success of Jubilee Life.

Stephen McAllister noted that it is very positive that staff want to engage.

The Committee noted the Communications Update.

Sandie Scott left the meeting.

**7 Effective**

**7.1 Medical Appraisal and Revalidation Six Monthly Report**

John Luck was unable to attend the meeting as planned. Gareth Adkins referred the Committee to the paper circulated, explaining that the process has only recently restarted and acknowledged achieving completion to the timescale will be challenging as 120 doctors are still to start the process.

Stephen McAllister highlighted the need to be realistic about the ability to achieve this and asked for clarification on the likelihood of completion. The Committee agreed to ask Mark MacGregor to provide an update at the next meeting along with a job planning update.

Rob Moore asked what the consequence was of not achieving revalidation and if this was recorded as a risk. Susan Douglas Scott responded that there is a grace period, that this is an issue across the whole medical workforce, gave reassurance that Mark MacGregor is dealing with this but agreed an update would be beneficial.

**Action 05/11/20/04: Mark MacGregor to be invited to the next meeting to provide updates on Medical Appraisal and Revalidation and Job Planning.**

**7.2 Staff Governance Policy Tracker Update**

Jane Christie-Flight provided an overview of the Policy Tracker circulated, adding that the Once For Scotland policy working group has agreed to delay the process on the national policies until 2021. As part of the 2018 pay deal, these policies were originally to be implemented by the end of this Government Term.

Jane Christie-Flight gave assurance that local policies are closely monitored. Some of the policies in red have now been approved or are going to Partnership Forum on 20th November for approval. Some of the local policies are due to become national ones.

The Committee discussed the following:

* School placement policy: The Committee raised concern that this is out of date and agreed that no school placements go ahead until this has been reviewed and approved. Jane Christie-Flight agreed to follow this up.
* Assistance dogs and pets in hospital policy. This currently sits within clinical governance and Jane is following this up.
* Learning and Development: A new policy is being developed but has been delayed due to Covid-19.

The Committee agreed that it was not acceptable that some of the policies have expired some time ago and requested these to be updated urgently.

The Committee noted the policy update.

**Action 051120/05: Jane Christie-Flight to discuss review and approval of expired local policies with Serena Barnatt and continue to monitor expiry dates.**

**8. Any Other Competent Business**

Susan Douglas-Scott informed the Committee of a refresh of the NHS Golden Jubilee Committee Structure with a proposal for the Chair of the Person Centred and Staff Governance Committee to change to Marcella Boyle, subject to Board approval.

The Committee thanked Stephen McAllister for chairing the Committee.

**9. Items for Board Update**

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

* Medical Appraisal and job planning update
* Challenges with Physical Distancing
* Volunteers returning on site and links with Princes Trust and young volunteers.
* Health and Wellbeing Strategy approval.
* Changes to Human Factors training
* Policy reviews

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

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

Wednesday 13th January 2021 at 10am.