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| Board Meeting: | 29 July 2021 |  |
| Subject: | Staff Governance Person Centred Committee update |
| Recommendation:  | Board members are asked to:

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| Discuss and Note | X |
| Discuss and Approve |  |
| Note for Information only |  |

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## 1 Background

The Staff Governance Person Centred (SGPC) Committee was held on 7 July 2021, the following key points were noted at the meeting.

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| **Item** | **Details** |
| **Person Centred** | * The Annual Feedback Report was noted by the Committee. Response times continue to be an area of concern and teams are implementing actions and processes to improve these.
* The Committee received a presentation from the Spiritual Care Lead, Tosh Lynch. A Spiritual Care Audit and Strategy are in development and the Committee will receive updates on further developments in this area.
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| **Well Informed** | * The Committee received an update from the Communications Team. The Staff Awards were launched in June 2021 and 62 nominations have been received so far. A tone of voice is being developed to ensure all communications are written in the same language and personality.
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| **Well Trained** | * The Medical Director provided an update on Medical Appraisals and Job Planning. The Committee recognised that although completion rates are not what they should be, improvement actions are taking place.
* The Committee commended the Corporate L&OD Plan and Activity Report. The plan highlights an increase in funding and resource. The Committee extended their thanks to the L&OD Team for their commitment to a range of activity across the organisation.
* The Committee were assured of the ongoing work for Agenda for Change Appraisals. A ‘Back to Basics’ approach is being taken and job evaluation training will be rolled out.
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| **Involved in Decisions** | * The Committee approved the Draft Staff Governance Action Plan 2021/22.
* The Committee noted the update from the last Partnership Forum Meeting. Notice has been received from Scottish Government for the annual Staff Governance Return. A further update on this will be presented at the September Committee meeting.
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| **Fair and Consistent** | * The Committee received a progress update on the iMatter survey. The questionnaire goes lives on 30 August 2021. It was agreed that Board members would be involved in an action planning session.
* The Committee approved the Workforce Monitoring Report.
* The Committee approved the amendments to the Key Performance Indicators (KPIs). Job Planning and Medical Appraisals will be reported as actual position.
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| **Safe Working Environment** | * The Committee noted the Board Risk Register. Risk W19 (PPE provision) has been moved to the Divisional Risk Register as various monitoring process are in place. Should this change and increase it would be escalated to the Board Risk Register.
* The Committee were presented with the Health and Wellbeing Delivery Plan and acknowledged that this plan links to various other priorities (including H&S, Occupational Health among others).
* The Committee noted the Health and Safety Report.
* The Committee commended the progress and rollout of the Mental Health First Aid Training, there are almost 40 trained mental health first aiders within the organisation.
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The next meeting is scheduled for 7 September 2021.

## 2 Recommendation

Board Members are asked to note the SGPC Committee Update.

**Marcella Boyle, Chair – Staff Governance Person Centred Committee**

**Gareth Adkins, Director of Quality, Innovation & People**