**Approved Minutes**

**Staff Governance and Person Centred Committee**

**14 March 2023, 14:00 – 16:30**

**Microsoft Teams**

**Members**

Marcella Boyle Non-Executive Director (Chair)

Callum Blackburn Non-Executive Director

Jane Christie-Flight Employee Director

Rob Moore Non-Executive Director

**Core Attendees**

Serena Barnatt Director of Workforce

Anne Marie Cavanagh Director of Nursing and AHPs

**In attendance**

Gareth Adkins Director of Strategy, Planning and Performance

Katie Bryant Head of Clinical Governance

Christine Nelson Deputy Head of Corporate Governance

Jenny Pope Deputy Director of Workforce

Robert White Service Design & Equalities Lead (item 9.1 only)

**Apologies**

Gordon James Chief Executive

Susan Douglas-Scott CBE Board Chair

Mark MacGregor Medical Director

Sandie Scott Director of Strategic Communications & Stakeholder Relations

Donna Akhal Head of Learning and Organisational Development

Nicki Hamer Head of Corporate Governance and Board Secretary

**Minutes**

Theo Richardson Corporate Administrator

**1. Wellbeing Pause**

The Committee observed a short wellbeing pause.

**2. Chair Introductory Remarks**

Marcella Boyle thanked everyone for attending the meeting. Marcella Boyle advised that the new Terms of Reference (ToR) had been amended to include new members and reflect the new guidance in the Blueprint for Good Governance and would be discussed later on in the agenda. Marcella Boyle congratulated nominees and winners of the NHS Golden Jubilee Our People Awards 2022/2023 and commended the social media coverage.

**3. Apologies**

Apologies were noted as above.

**4. Declarations of interest**

There were no declaration of interests raised.

**5. Updates from last meeting 10 January 2023**

**5.1 Unapproved minutes**

The minutes of the previous meeting were approved subject to the following request “amend page 7, item 5.1, paragraph two to emphasise that the Datix system had restricted access in place for whistleblowing matters”.

**5.2 Action Log**

The Action Log was reviewed and Callum Blackburn asked whether an update on statutory and mandatory training could be provided. Serena Barnatt advised that a national review of statutory and mandatory training was underway and would liaise with Donna Akhal to provide an update to the next meeting.

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| --- | --- | --- | --- |
| **Action Ref** | **Action** | **Lead** | **Timescale** |
| SGPCC/140323/01 | **Statutory and Mandatory Training**  Liaise with Donna Akhal to provide an update around the national review of statutory and mandatory training. | Serena Barnatt | 4 May 2023 |

The Committee agreed to close three actions, discussed the remaining actions and were updated accordingly.

**5.3 Matters arising**

There were no matters arising noted.

**6 Safe Working Environment**

**6.1 Corporate Risk Register**

Serena Barnatt presented the Corporate Risk Register for approval. There were no changes towards risks outlined in the Risk Register and scores were maintained. Recruitment for workforce expansion remained a challenge with a shortage of clinical and non-clinical posts for Phase 2, noting these challenges were also being experienced nationally. However, work was underway to focus on recruitment, retention and skill mix in collaboration with NHS Scotland Academy to enhance workforce capabilities.

A meeting with Scottish Government would be held during the week to discuss the International Recruitment Strategy and International recruitment had been a success with posts continuing to be filled, which had enabled a business development pipeline. Accommodation remained a challenge for international recruits regarding the property rental market noting Golden Jubilee Hotel’s safety net to accommodate recruits over 12 weeks.

Anne Marie Cavanagh echoed the success achieved in international recruitment, reporting a number of staff had filled theatre posts, feedback was positive and international recruitment had been included in the Recruitment Strategy.

Marcella Boyle thanked Serena Barnatt for presenting the Corporate Risk Register and stated that the Committee would continue to monitor the risks.

The Committee approved the Corporate Risk Register.

**6.2 Health and Safety Report**

Serena Barnatt presented the Health and Safety Report. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) statistics and adverse incidents remained low with no significant trends. In the last quarter there were five reportable incidents. The overall number of incidents within the last quarter were low, with ‘Contact with/collision with objects’ showing highest prevalence of sub category with 8 events.

Serena Barnatt reported that the Health and Safety Team had a rolling programme of audits to ensure that adequate risk assessments were in place. A range of rolling Communications are being circulated throughout the organisation on a range of topics to raise awareness and the next ones due First Aid and bulletin on Health and Safety Matters.

Jane Christie-Flight mentioned that work undertaken within the last 8 months by the Health and Safety team were positive, which has resulted in a robust reporting structure and improved engagement.

Marcella Boyle asked about the Health and Safety Audit Action Plans and how actions were being followed up. Serena Barnatt advised that actions were allocated to individual managers and updates were reported to the Health and Safety Divisional Forums. Any appropriate matters for escalation were referred to the Health and Safety Committee and returned back to forums. Jane Christie-Flight assured the Committee that there were no additional risks to be raised and mitigation strategies for risk identified were in place.

Staff Governance and Person Centred Committee noted the Health and Safety Report.

**6.3 Health and Safety Risk Register**

Serena Barnatt presented the Health and Safety Risk Register for noting, highlighting that testing of the Fire Safety eLearning Module was underway and would be piloted by Critical Care.

Work will be picked up on the Asset Register had occurred to ensure recalled equipment was identified promptly and re-establishment of a Short Life Working Group to oversee onsite traffic management would link in with the Boards Sustainability work.

Callum Blackburn queried progress towards fire safety compliance. Serena Barnatt explained that refurbishment had become a barrier towards progress made and utilities would need to be fitted retrospectively.

Staff Governance and Person Centred Committee noted the Health and Safety Risk Register.

**6.4 Occupational Health Report**

Jenny Pope presented the Occupational Health Report and advised that Time for Talking would become the new service provider for the Employee Assistance Programme from 1 April 2023. Occupational Health continued to provide training for Mental Health First Aid and Skin Health Surveillance Responsible Person training. Sharps management processes were under review and the local policy would be updated in due course

Between 1 December 2022 and 28 February 2023, there were 41 management referrals and 10 self-referrals assessed by Occupational Health. Within the last three calendar months, 180 new employees were successfully screened to support the Hospital expansion. Occupational Health were currently recruiting a Trainee Occupational Health Nurse due to a national shortage of Occupational Health staff. Income generation work via local colleges had been completed with £16,000 billed and further invoices to be issued.

The Occupational Physiotherapy Report highlighted MSK referrals and challenges for staff aged between 40 and 50 years. Manual handling training would become a refined preventative measure and an audit on MSK codes would be undertaken, which would be presented to Staff Governance Group followed by an update to this Committee.

Jane Christie-Flight discussed how the former wellbeing provider primarily focused on financial wellbeing and how Time for Talking would primarily focus on psychological l wellbeing.

Serena Barnatt assured the Committee that financial wellbeing was within the scope of the Health and Wellbeing Group, which gave oversight on health and wellbeing streams and had capacity to map alternative providers.

Marcella Boyle asked whether a national shortage of Occupational Health Nurses posed a risk to the organisation. Jenny Pope assured the Committee that Occupational Health currently had the capacity and with the implementation of a digital systems project led, processing rates would be improved.

Staff Governance and Person Centred Committee agreed to monitor the volume of workload processed by Occupational Health.

Staff Governance and Person Centred Committee noted the Occupational Health Report.

**7 Person Centred**

**7.1 Quarter Three Feedback Report**

Anne Marie Cavanagh presented the Quarter Three Feedback Report and invited Katie Bryant to provide an update. During Quarter Three, the number of complaints had decreased from the previous quarter, which showed positive work throughout the organisation with general improvements. Anne Marie Cavanagh added that complaints regarding staff attitudes had become a hotspot but was a non-reoccurring theme. Complaints were expected to decrease but would continue to be monitored.

Marcella Boyle asked which service aspects were controllable and what level of responsibilities/accountabilities were undertaken. Katie Bryant explained a proactive approach was taken regarding waiting lists to work collaboratively with other Health Boards, along with communication tools to utilise with key stakeholders prompt responses via telecommunications as well as consideration of digital technology, including QR codes on letters, to show real time waiting lists. Clinical Governance were working with NHS Education for Scotland (NES) to establish NHS Golden Jubilee as a pilot site to support the ‘Compassionate Communications’ initiative, which would support learning and provide additional skills and tools to implement throughout the organisation.

The Committee thanked Anne Marie Cavanagh and Katie Bryant for the report and agreed to continue to monitor complaint levels.

Staff Governance and Person Centred Committee noted the Quarter Three Feedback Report.

**8 Well Informed**

**8.1 Integrated Performance Report – January 2023**

Serena Barnatt presented the Integrated Performance Report for January 2023 for approval. In January 2022, the Board’s sickness absence rate stood at 6.1%, down 0.8% on the previous month. ‘Anxiety/stress/depression/other psychiatric illnesses’ was the highest prevalence at 20.7%, with ‘Cold, cough, flu - influenza’ recorded as the second highest absence at 16.4%. ‘

Within the 12 months to 31 January 2023, 66% of staff who came under Agenda for Change had completed their appraisals, up 4% on the previous month.

As at 3 February 2023, 34 doctors out of 158 (21.5%) had completed their 2022/2023 appraisals or had an Annual Review of Competency Progression.

Jane Christie-Flight noted the aim for appraisal progress to reach the target of 80% by 31 March 2023 and stated that it was positive to see the level of performance or disciplinary and grievance matters were maintained.

Staff Governance and Person Centred Committee approved the Integrated Performance Report for January 2023.

**9 Fair and Consistent**

**9.1 Equalities Mainstreaming Report**

Gareth Adkins and Robert White presented the Equalities Mainstreaming Report for approval. The report highlighted successes delivered for key themes. Resources were secured for an additional post to support two elements:

1. service implementation for the *Equality Act 2010* regarding diversity and inclusion; and
2. fair and effective management of employees in alignment with staff governance.

Robert White shared a presentation on equality outcomes and highlighted progress made in the last two years, with all targets on track to be delivered within timescales.

Marcella Boyle thanked Robert White and Gareth Adkins for presenting the report and sharing the Equality Outcomes Midpoint status. The Committee recognised the hard work undertaken within the last two years.

Marcella Boyle asked Rob White what the key deliverables were for the next two years. Rob White explained that recruitment and on boarding of diverse talent would become a focus, with a Short Life Working Group being established to review job and exit interview processes. Diversity Passports would remain a focus with consolidation by Scottish Government. A number of hearing impairment training opportunities would become available, which would include sign language training.

Gareth Adkins added that with additional resources secured, to support the Diversity and Inequalities agenda.

Staff Governance and Person Centred Committee approved the Equalities Mainstreaming Report.

**10 Involved in Decision**

**10.1 Partnership Forum Report**

Jane Christie-Flight presented the Partnership Forum Report. At the last meeting, Partnership Forum noted that the opening of Phase 2 may be delayed and operational teams were working on mitigation strategies to minimise impact.

Scottish Government confirmed that 8 May 2023 was an additional Public Holiday for 2023.

Work was underway to develop a new People Strategy and the forum had an update on plans put in place to improve appraisal rates throughout the organisation with a recovery plan, which aimed to achieve 80% completion rate by 31 March 2023.

Trade Unions balloted its members on the NHS Scotland Pay Offer 2023/2024. Results were expected to be known by 20 March 2023 and, if accepted, salary uplifts would be paid from April 2023. Job evaluations had become a challenge with new roles created for Phase 2, therefore, managers were encouraged to develop job descriptions earlier to support a more timely process. An analysis of musculoskeletal (MSK) sickness absences had indicated an aging workforce, particularly within the Nursing and Mid-wife sector from the age of 45 years. A proactive approach was being undertaken to implement preventative measures through the Health and Wellbeing Group.

Staff Governance and Person Centred Committee agreed that preventative measures would be key to reducing MSK.

Staff Governance and Person Centred Committee noted the Partnership Forum report.

**10.2 SGPCC Terms of Reference Update**

Serena Barnatt presented the updated Terms of Reference (ToR) for approval. Jane Christie-Flight highlighted that Trade Union representatives were members in alignment with staff governance standards and with the Second Edition of the Blueprint for Good Governance. The Committee agreed the ToR would be updated to reflect this.

Staff Governance and Person Centred Committee approved the Terms of Reference subject to the agreed amendment.

**10.3 SGPCC Workplan**

Serena Barnatt presented the SGPCC Workplan for approval. The Committee noted the Workplan would contain core items, two deep dives and also including areas which we require to report progress both locally and to Scottish Government. The Committee noted the Workplan would remain a live document and had flexibility to include topics which may be of interest. Marcella Boyle thanked Nicki Hamer for supporting the development of the Workplan.

Staff Governance and Person Centred Committee approved the SGPCC Workplan.

**10.4 NHS GJ Board Annual Workplan 2023/24**

Gareth Adkins presented NHS GJ Board Annual Workplan 2023/24 for noting. The aggregate plan would ensure key items were processed efficiently for Board meetings and Board Seminars.

Marcella Boyle expressed appreciation for the level of detail and overview within the Workplan and thanked Nicki Hamer for supporting its development.

Staff Governance and Person Centred Committee noted NHS GJ Board Annual Workplan 2023/24.

**11 Issues for Update**

Marcella Boyle provided a summary of discussion items for the Board Update Report as follows:

**Safe Working Environment**

Committee approved the Corporate Risk Register, noting unchanged medium and high risks while recognising the need to review and continue to monitor. International Recruitment continued to be successful with new recruits arriving into roles at NHS Golden Jubilee with 12 new recruits joining in March.

Committee recognised the work undertaken during Health and Safety audits and significant developments in the last 12 months regarding formats and processes from Health and Safety forums and committees to provide assurance to SGPCC.

The Committee recognised services delivered by the Occupational Health Service and noted the appointment of a new provider for the Employee Assistance Programme. To allow for a smooth transition, any gaps between previous and new provider will be taken forward and discussed at the Health and Wellbeing Group. The committee noted the high number of pre-employment checks undertaken by the OH team during this reporting period and the work underway with e-Health to support the team with digitalisation of checks.

**Person Centred**

The Committee noted feedback including compliments, actions undertaken to ensure that patients and relatives were well informed and carry out a proactive approach to improve processes and response times.

The Committee welcomed the positive news that NHS Golden Jubilee would be a pilot site to support ‘compassionate communications’ training in collaboration with NES and look forward to receiving updates as this work progresses.

**Well Informed**

The Committee noted the progress which had been made with appraisals and job planning rates with an aim of working towards a positive outcome at the end of the year.

**Fair and Consistent**

The Committee approved the Equalities Mainstreaming Report, commended the considerable work undertaken by Rob White and team within the last two years to deliver key outcomes and the forward plan for the next two years.

**12 Any Other Competent Business**

No other competent business noted.

**13 Date and Time of Next Meeting**

The next scheduled meeting of the Staff Governance and Person Centred Committee was noted as Thursday, 4 May 2023, 10:00 – 12:30