**Approved Minutes**

**Meeting: Staff Governance and Person Centred Committee**

**Date: 6 July 2023, 10:00**

**Venue: Microsoft Teams**

**Members**

Marcella Boyle Non-Executive Director (Chair)

Karen Kelly Non-Executive Director

Jane Christie-Flight Employee Director

Catherine McAllister Staff Lay member

**Core Attendees**

Serena Barnatt Director of Workforce

Gordon James Chief Executive

**In attendance**

Susan Douglas-Scott Board Chair

Callum Blackburn Non-Executive Director

Nicki Hamer Head of Corporate Governance and Board Secretary

Sandie Scott Director of Strategic Communications and Stakeholder Relations

Nyree Anderson Organisational Development Consultant (Item 4.2)

Katie Bryant Head of Clinical Governance and Risk (Item 3.1 and 5.1)

Eleanor Lang Associate Nurse Director (Education)

Carolynne O’Connor Deputy Chief Executive/Director of Operations

Lynne Rapson Workforce Manager

**Observer**

Erin McCafferty Final Year Student Nurse

**Apologies**

Rob Moore Non-Executive Director

Anne Marie Cavanagh Director of Nursing

Mark MacGregor Medical Director

**Minutes**

Tracey Wark PA to Chief Executive Office

1. **Opening Remarks**

**1.1 Wellbeing Pause and Chair Introductory Remarks**

Marcella Boyle opened the meeting, greeted all attendees and welcomed Karen Kelly, Non-Executive Director to her first meeting as a member of the Staff Governance and Person Centred Committee. A welcome was also extended to Lynne Rapson, Workforce Manager and Erin McCafferty, a Final Year Student Nurse accompanying Eleanor Lang.

The Committee welcomed the opportunity for the Wellbeing Pause, aimed at helping to maintain connections between colleagues.

Marcella Boyle updated that the first Volunteer Forum Event since 2019 took place last week and was very well received. The Committee commended the work of the Volunteer Forum supported by Tosh Lynch, Spiritual Care Lead, Joe Keenan, Healthcare Chaplain and Maureen Franks, Volunteer Services Manager.

The Committee noted the focus of the meeting was to reflect on the end of year reports.

**1.2 Apologies**

The apologies were as noted above.

**1.3 Declarations of Interest**

There were no changes requested to the Standing Declarations of Interest.

**2 Updates from meeting 4 May 2023**

**2.1 Unapproved Minutes**

Minutes from the meeting held on 4 May 2023 were approved as an accurate record.

**2.2 Action Log**

 The action log was reviewed and actions updated.

**2.3 Matters Arising**

 There were no matters arising.

**3 Safe Working Environment**

**3.1 Strategic Risk Register**

The Committee welcomed Katie Bryant to the meeting to present the Strategic Risk Register. Katie Bryant highlighted that international recruitment continued to be a challenge and acknowledged the work of all who had been involved across the organisation. Serena Barnatt added that work continued to monitor the risk and assess areas of particular vulnerability such as availability of accommodation locally and supply issues of international recruits.

The Committee discussed the challenges in detail and noted that Scottish Government had been advised of the low availability of accommodation for international recruits. Serena Barnatt updated that innovative discussions were ongoing with property agents and West Dunbartonshire Council (WDC). However, it was noted that the primary focus for WDC was on housing for unemployed people within the local community.

Serena Barnatt advised that a letter had been provided to international recruits which noted they were employed by NHS Golden Jubilee, to assist them to secure a rental property. However, letting agents were unable to accept this as the individuals had no credit history.

The Committee noted the unchanged risks and as part of due diligence, confirmed they were content to make no changes to the risks.

Marcella Boyle thanked Katie Bryant and the Clinical Governance Team for the detailed Strategic Risk Register.

Staff Governance and Person Centred Committee approved the Strategic Risk Register.

**3.2 Health and Safety Report – Quarter 1**

The Committee received a detailed overview of the salient points of the Health and Safety Report – Quarter 1.

Serena Barnatt reported in the last quarter there had been one reportable incident to the Health and Safety Executive (HSE). It was noted the second highest sub-category within the report was ‘contact with sharps’ with 7 events in the period reported.

The Committee was assured by the ongoing work to develop an improvement plan with the divisional forums on adverse events, led by George Reid, Deputy Director of Facilities and Capital Projects.

The Committee looked forward to receiving a further update on adverse events and the improvement action plan at the next meeting.

Staff Governance and Person Centred Committee noted the Health and Safety Report – Quarter 1.

**3.3 Staff Governance Policy Tracker Update**

The Committee welcomed Lynne Rapson to the meeting to present the Staff Governance Policy Tracker Update. Lynne Rapson advised that the suite of HR Policies were regularly reviewed and where it was identified there was the need for a policy, that it would be developed in partnership.

The Committee noted the focus to progress updates in advance of the next meeting.

Staff Governance and Person Centred Committee noted the Staff Governance Policy Tracker Update.

**3.4 Occupational Health Report Q1**

The Committee received the Occupational Health Report Q1.

The key highlights of the report included that 100 mental health first aiders were trained; there were 2 well-attended skin health surveillance responsible person training sessions; and work had progressed to enable the Recruitment department to move to the online pre-employment process.

The Committee noted that mental ill health continued to be the main reason for management referrals for sickness absence but were assured that the percentage remained stable with an overall reduction across NHS Golden Jubilee to 37.5%.

Staff Governance and Person Centred Committee noted the Occupational Health Report Q1.

**4 Appropriately Trained**

**4.1 Mandatory Training End of Year Report**

The Committee welcomed Nyree Anderson to the meeting to present the Mandatory Training End of Year Report. Nyree Anderson advised that there was a proposal for Value and Diversity Part 2 to move to highly recommended. It was recognised this was a bigger piece of work which Robert White, Service Design and Equalities Lead, was leading on nationally as a “Once for Scotland” priority.

Nyree Anderson further updated that a national review of policies was underway to determine which policies should be categorised as mandatory.

Staff Governance and Person Centred Committee noted the Mandatory Training End of Year Report.

**4.2 Corporate Learning and Organisational Development (L&OD) Plan and Annual Report on Activity – FY 2022/23**

The Committee welcomed the Corporate L&OD Plan and Annual Report on Activity 2022/23 and commended the team on the presentation and accessibility of the report.

Nyree Anderson provided a detailed overview of the report and outlined the changes within the team, the continued professional development (CPD) and highlighted that the L&OD team were a finalist in the ‘Top Team’ category in the NHS Golden Jubilee ‘Our People’ Awards.

The Committee noted the allocation of £96.8k across 32 departments to support role specific learning and development activity in 2022/23. A further £19k was allocated to the Further and Higher Education Scheme which supported 18 successful candidates in their personal and professional development by awarding 70% of fees for accredited courses. Nyree Anderson advised that partnership working had continued with NHS Ayrshire and Arran and NHS Dumfries and Galloway on the ‘Step into Leadership’ programme.

The Committee received an overview of the new Management Hub which was launched recently and the Values and Culture work being undertaken and championed by Gordon James and led by members of the Executive Leadership Team.

Nyree Anderson commended the involvement of the L&OD team and to Karen Ackland, Graphic Designer, Communications Department for her support in designing the report.

The Committee thanked Nyree Anderson for her very engaging report.

Staff Governance and Person Centred Committee noted the Corporate L&OD Plan and Annual Report on Activity – FY 2022/23.

**4.3 Annual Workforce Monitoring Report**

Serena Barnatt presented the Annual Workforce Monitoring Report to the Committee. Serena Barnatt explained this report had been updated and was published on an annual basis following submission to Board. This was in line with the Equality Act (Specific Duties) (Scotland) Regulations 2012 and the Partnership Information Network (PIN) Policy “Embracing Equality, Diversity and Human Rights in NHS Scotland”.

The Committee received a detailed overview of the key highlights of the Report. Sickness absence for the period remained at 5.4% of contracted hours with the highest portion in the Nursing and Midwifery job family, which comprised 43.3% of the workforce. The main reason for sickness absence was anxiety/stress/ depression/other psychiatric illness. Assurance was given that supporting staff mental health continued to be a key priority and the Health and Wellbeing Strategy 2020-23 provided support to allow staff to develop good mental health strategies.

The Annual Workforce Monitoring Report was discussed in detail and the range of future actions around succession planning, recruitment and retention work were noted. The Committee commended the quality of the report and extended their thanks to David Wilson, Expansion Workforce Data Manager.

The Staff Governance and Person Centred Committee noted the Annual Workforce Monitoring Report.

**4.4 Workforce Equalities Monitoring Data Reporting Requirements**

Serena Barnatt explained to the Committee that all NHS Boards in Scotland were required to regularly publish equalities workforce data in line with guidelines set out in the Scottish specific duties. The general duty covered the protected characteristics.

The Committee was assured by the compliance which ensured the Workforce Equalities Monitoring Data Report was reported through the Diversity and Inclusion Group and the Staff Governance Group.

Staff Governance and Person Centred Committee noted the Workforce Equalities Monitoring Data Reporting Requirements.

**5 Person Centred**

**5.1 Annual Feedback Report (including Q4 Feedback Report)**

Katie Bryant provided an overview of the Annual Feedback Report (including Q4 Feedback Report) which was a requirement of the national Complaints Handling Process.

The Committee was advised that all complaints were addressed through the Clinical Governance Committee but the report highlighted the impact of staff but also the number of compliments received. The Committee requested that a deep dive be provided on the impact to staff from feedback. This related to action SGPC/011122/03.

The Committee was pleased to see the visibility of the volunteering services returning to the hospital.

Staff Governance and Person Centred Committee approved the Annual Feedback Report (including Q4 Feedback Report).

**6 Well Informed**

**6.1 Integrated Performance Report June 2023**

The Committee was advised by Serena Scott that in April 2023, the Board’s sickness absence rate reduced by 0.8% to 5.8%. The rate of sickness absence was within control limits but would continue to be closely monitored. ‘Anxiety/stress/depression/ other psychiatric illnesses’ was the highest prevalence at 25.2% with ‘injury fracture” recorded as the second top cause of sickness absence overall in April.

Marcella Boyle commended the work undertaken by Mark MacGregor, Medical Director and John Luck, Clinical Director to support medical staff during the appraisal process with an 83.1% completion rate for the appraisal year ended 31 March 2023.

Serena Barnatt updated that almost all medical job plans had been closed on the Allocate job planning system for 2022/23. The new job plans had started for the year 2023/24 with 121 signed off and the remainder were under discussion or pending sign-off.

Staff Governance and Person Centred Committee noted the Integrated Performance Report June 2023.

**6.2 Communication and Marketing Annual Report 2022/23**

The Committee was presented with the Communications and Marketing Annual Report 2022/23.

Sandie Scott provided a detailed overview of the report and highlighted the wide remit of the Communications and Marketing team to provide strategic and operational leadership, implementation and evaluation of the Board’s communications, marketing, digital and stakeholder engagement strategies and relationships with government, academia, industry and third sector partners.

Marcella Boyle commended the comprehensive report and the extended portfolio covered. Karen Kelly commented on the excellent performance provided and highlighted the 80% increase in workload since 2020 without additional resources. Sandie Scott outlined the smarter working and ‘can-do approach’ of the wider team but emphasised the need for additional resource to progress future requirements.

Susan Douglas-Scott thanked Sandie Scott for an excellent report and commended the Communications and Marketing team for their highly skilled and flexible approach to providing support to the organisation.

The Staff Governance and Person Centred Committee noted the Communications and Marketing Annual Report 2022/23.

**6.3 Staff Governance Monitoring Response**

The Committee received an update from Serena Barnatt on the feedback received in April 2023 from the Workforce Unit at Scottish Government on the Board’s 2021/22 Staff Governance Monitoring Response.

Serena Barnatt advised that the year-end position of the plan had already progressed through the Board’s internal governance structures and highlighted the areas of good practice identified.

The Committee reviewed the recommendations for the Staff Governance Delivery Plan and return for 2022/23 and was assured that the key areas detailed would be captured in the 2023/24 Staff Governance Delivery Plan.

Staff Governance Person Centred Committee noted the Staff Governance Monitoring Response 2021/22.

**6.4 Staff Governance and Person Centred Committee Meetings 2023/24**

Nicki Hamer outlined that NHS Boards were expected to create a coordinated timetable for Board meetings, Board Seminars and Committee meetings.

The Committee was assured the revised timetable would continue to provide an appropriate level of scrutiny and business would to be undertaken in a logical sequence. The proposed resequencing and schedule of meetings would reduce the Committee meetings by one governance cycle with the meeting scheduled for

10 January 2024 removed and the November 2023 meeting delayed one week to

9 November 2023.

Staff Governance and Person Centred Committee approved the Staff Governance and Person Centred Committee Meetings 2023/24 and Work Plan for 2023/24.

**7 Involved in Decisions**

**7.1 Partnership Forum Update and Annual Report**

The Committee received a detailed overview of the work undertaken by Partnership Forum during April to June 2023.

Jane Christie-Flight outlined the key highlights which included, collaborative working with NHS Credit Union rolled out; targeted support had been initiated for nursing staffing vacancy and retention; workforce and organisational change processes were being developed; SPPA Pension updates were underway and would be communicated in October 2023 and the Partnership Forum Annual Report would be circulated across the Board to increase awareness of partnership working.

Additionally, the Committee noted the support provided when the British Medical Association had balloted Junior Doctors on industrial action and welcomed the Annual Schwarz Round Feedback Report and plan to ensure Schwarz Rounds became more accessible to all staff.

Staff Governance and Person Centred Committee noted the Partnership Forum Update and Annual Report.

**8 Updates to the Board**

Staff Governance and Person Centred agreed that the update to the Board should note:

**Safe Working Environment**

* The Committee approved the Strategic Risk Register, noting the unchanged risks and as part of due diligence, the Committee confirmed they were content to make no changes to the risks.
* The Committee noted the Health and Safety Report – Quarter 1 and looked forward to receiving a further update on adverse events and improvement action plan at the next meeting.

**Appropriately Trained**

* The Committee welcomed the Corporate L&OD Plan and Annual Report on Activity 2022/23 and commended the Team on the presentation and accessibility of the report.
* The Committee noted the Mandatory Training End of Year Report and proposal Value and Diversity Part 2 moving to recommended. It recognised this was a bigger piece of work which Robert White was leading on nationally as a “Once for Scotland” priority.
* The Committee received the Annual Workforce Monitoring Report and noted the range of future actions around succession planning, recruitment and retention work. The Committee commended the quality of the report.

**Person Centered**

* The Committee approved the Annual Feedback Report (including Q4) highlighting the compliments received. The Committee was pleased to see the visibility of the volunteering services returning to the hospital.

**Well Informed**

* The Committee approved the Integrated Performance Report and noted the significant progress on Medical Appraisals and thanked Mark MacGregor and John Luck on their work to date.
* The Committee noted the comprehensive Communications and Marketing Annual Report, acknowledged the increase in workload and commended the Team on the level of support provided for the organisation.
* The Committee approved the request to reduce the Committee meetings by one governance cycle in 2023/24 and approved the revised work plan.

Staff Governance and Person Centred Committee noted the Update to the Board.

**9 Any Other Competent Business**

The Committee took the opportunity to recognise that this was the last Committee meeting that Serena Barnatt, Director of Workforce, would attend and thanked Serena for her contribution over the last three years and wished her every success in her new role.

**10 Date and Time of Next Meeting**

The next scheduled meeting of Staff Governance and Person Centred Committee was noted as 5 September 2023 at 14:00 hrs.