## Approved Minutes

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

**Date: Tuesday 19 November, 14:00-16:30**

**Venue: Microsoft Teams**

**Members**

Marcella Boyle Non-Executive Director (Chair)

Callum Blackburn Non-Executive Director

Jane Christie-Flight Employee Director

Linda Semple Non-Executive Director

Rob Moore Non-Executive Director

Cathy McAlister Unison Representative

**Core Attendees**

Gordon James Chief Executive

Laura Smith Director of People and Culture

Anne Marie Cavanagh Director of Nursing

**In attendance**

Donna Akhal Head of Learning and Organisational Development (Item 6.2)

George Reid Deputy Director of Facilities and Capital Projects (Items 5.2 and 7.1)

Jenny Pope Deputy Director of People and Culture

Joe Hands Interim Head of Risk and Clinical Governance (Item 5.1)

John Luck Consultant Anaesthetist (Item 6.1)

Nicki Hamer Head of Corporate Governance and Board Secretary

Susan Douglas-Scott Board Chair

**Minutes**

Paula Nugent Senior Corporate Administrator

1. **Opening Remarks**

**1.1 Wellbeing Pause and Chair’s Introductory Remarks**

The Chair welcomed all to the meeting and expressed thanks to Rob Moore for chairing the September meeting.

The Chair acknowledged Golden Jubilee representation at the Scottish Health awards. Laura Smith reflected on her attendance at the event.

The Chair highlighted the upcoming Golden Jubilee staff awards and congratulated all nominees.

Gordon James highlighted that Chloe Peace had been named Scottish Radiographer of the Year.

**1.2 Apologies**

No apologies had been received.

**1.3 Declarations of Interest**

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

**2 Updates from meeting 3 September 2024**

**2.1 Unapproved Minutes**

The minutes were approved as an accurate reflection of the previous meeting pending an amendment to the figure quoted within the Agenda for Change section. Laura Smith agreed to confirm the correct figures to the Board Secretary.

**2.2 Action Log**

The action log was reviewed and actions updated.

**2.3 Matters Arising**

There were no matters arising.

1. **Well Informed**
   1. **Integrated Performance Report (IPR), Staff Governance (Page 12)**

Laura Smith presented the Integrated Performance Report, Staff Governance (Page 12). Highlights from the report:

* The overall absence rate fell by 0.9% to 5.9% in August.
* Stress, Anxiety and Depression related absence fell to 22.24%.
* Staff turnover increased from 0.6% to 1.1% but Laura Smith advised this was an annual trend.
* TURAS appraisal rate dropped from 66% in July to 65% in August.

Susan Douglas-Scott asked about TURAS Learn visibility for managers. Laura Smith confirmed managers now had increased visibility across their teams.

Rob Moore asked whether communications were planned to increase engagement with TURAS Learn. Laura Smith confirmed a plan was currently in place.

Staff Governance and Person Centred Committee approved the IPR for June 2024, Staff Governance (Page 12).

* 1. **Revised Key Performance Indicators for SGPCC**

Carole Anderson presented the Revised Key Performance Indicators (KPIs) for Staff Governance and Person Centred Committee.

Carole Anderson highlighted the current KPIs and showcased the proposed changes. All current indicators would be retained within other Performance dashboards.

Callum Blackburn highlighted his view as Whistleblowing Champion and requested that existing KPIs continued at a Committee level but was happy for more limited reporting at a wider Board level.

Linda Semple added that the Culture project may necessitate some amendments.

The Chair asked about a transition timeline. Carole Anderson explained that the new dashboard was almost complete but could not provide a definitive date.

Staff Governance and Person Centred Committee noted the Revised Key Performance Indicators for Staff Governance and Person Centred Committee.

* 1. **Staff Governance Action Plan Update**

Jenny Pope presented an overview of the Staff Governance Action Plan Update.

Gordon James highlighted that the Action Plan had already been approved by Partnership Forum.

Jane Christie-Flight highlighted work that would commence in 2025 to streamline reporting. Laura Smith added that the streamlining process would provide the opportunity to amend existing vocabulary and ensure language remained consistent across the organisation.

Staff Governance and Person Centred Committee noted the Staff Governance Action Plan Update.

* 1. **Blueprint for Good Governance Implementation Plan 2024/25 Update**

Carole Anderson presented the Blueprint for Good Governance Implementation Plan 2024/25 Update.

Carole Anderson provided an overview of the progression of the plan and detailed the three main points; Setting the Direction, Influencing Culture, and The Assurance Framework.

Linda Semple highlighted that the Board Chairs Group had discussed the Self-Assessment process and advised that NHS Education for Scotland would be involved in the process for all NHS Health Boards.

Staff Governance and Person Centred Committee noted the Blueprint for Good Governance Implementation Plan 2024/25 Update.

1. **Treated Fairly and Consistently**
   1. **Agenda for Change**

Laura Smith provided the Agenda for Change update and highlighted:

Reduced Working Week - Apart from a small number of staff within Estates and Security, all employees had now moved to a 37 hour working week. Although it is not yet known when we will be asked to reduce the working week further, many NHS Health Boards are beginning to think through how they will achieve it

Band 5 Review - Central reporting was being circulated that provided a breakdown of national figures. As of November 2024, NHS Golden Jubilee had 86 draft applications underway with seven submitted.

Protected Learning Time - The focus remained on ensuring clear understanding of which courses were mandatory and which were role specific. The digital, device and space need of Protected Learning Time was still being considered.

Staff Governance and Person Centred Committee noted the Agenda for Change update.

* 1. **Investing in Staff Wellbeing and Our Culture**

Laura Smith presented the Investing in Staff Wellbeing and Our Culture update, emphasising that the existing culture was in a good place and detailed some of the highlights. This included increasing the iMatter engagement score. The new Culture Strategy would tie in with the refreshed Board Strategy.

The Chair thanked the Endowment Committee and Board of Trustees for providing funding at pace and scale to support this important Culture programme.

Susan Douglas-Scott thanked Laura Smith for taking forward this important key piece of work and advised she had highlighted the investment at the most recent Board Chairs Group meeting.

The Chair highlighted the importance of sharing this work across the National and Territorial Health Boards.

Staff Governance and Person Centred Committee noted the Investing in Staff Wellbeing and Our Culture update.

1. **Safe Working Environment**
   1. **Strategic Risk Register**

Joe Hands presented the Strategic Risk Register and highlighted the recent review undertaken.

Three new risks had been added – Recruitment and Retention, Organisational Change and Staff Absence. In total the Committee held five risks within their remit with three classified as high and two as medium. Laura Smith confirmed that mitigating measures were in place for all risks.

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

* 1. **Health and Safety Quarter Two Report including Risk Register**

George Reid presented the Health and Safety Quarter Two Report including the Risk Register. One of the highlights included the new Audit and Inspection Tool. George Reid advised that a Short Life Working Group was being formed to reflect on the amount of work and longevity of the cycle plan and how this impacted upon workloads.

There was an intention to form a Fire Safety Group to support fire safety management within the organisation. Amendments had been made to the Security Policy and Control of Contractor Policy to clarify what constituted a contractor.

There had been zero RIDDOR reports within this period.

The Chair thanked George Reid and reflected on the assurance offered by this extensive reporting and asked that thanks be passed to all colleagues involved in the report.

George Reid confirmed that a further update would be presented in Quarter Three.

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

* 1. **Occupational Health Q2 Report**

Jenny Pope presented the Occupational Health Q2 Report and provided the following highlights:

* + There had been 55 Cognitive Behavioural Therapy (CBT) appointments within the period covered in the report.
  + There had been 129 physiotherapy referrals – 28 by managers and 101 self-referrals.

Jenny Pope highlighted that Sharon Docherty had left the team and Mairi Gaffney was supporting the team on an interim basis.

Gordon James highlighted the increased activity within the Occupational Health team and encouraged all staff to take up the provided Flu and Covid vaccinations.

The Chair asked if any analysis could be undertaken around the impact of bringing staff back to work by the Occupational Health Service. Jenny Pope agreed to bring a further update in 2025 for further discussion.

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| Action no: | Action | Action owner | Action Due Date |
| SGPCC241119/01 | From outcomes of the Absence Management project, a further paper be presented on the link between Occupational Health and Absence Management. | Laura Smith | 6 November 2025 |

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

1. **Appropriately Trained**
   1. **Medical Appraisal and Revalidation Six Monthly Report**

Mark MacGregor and John Luck presented the Medical Appraisal and Revalidation Six Monthly Report. John Luck advised that appraisal activity generally had increased in the final six months of this year. All staff who required appraisals had been allocated an appraiser and assurance was provided that the process would be completed before the end of March 2025.

Adam Tyrrell, Senior Human Resources Advisor – Medical Staffing, had joined the Responsible Officer Advisory Group. Associate Medical Directors attended this meeting as and when required.

John Luck highlighted the challenge of matching appraisers to the increased workforce.

Mark MacGregor highlighted that NHS GJ was in the top 50% of the recently published National Quality Assurance Scheme but that work would begin to improve this rating.

Staff Governance and Person Centred Committee noted the Medical Appraisal and Revalidation Six Monthly Report.

* 1. **Succession Planning**

Donna Akhal presented the Succession Planning update.

A seven step pilot programme was underway that had been developed in line with national succession planning arrangements. Donna Akhal detailed challenges that had been identified thus far and the planned next steps.

Linda Semple highlighted the Aspiring Chairs and Chief Executive opportunities to support existing colleagues with their professional development and solve the Executive level gaps across NHS Scotland.

The Chair asked whether there had been any feedback from managers about difficult conversations. Donna Akhal confirmed that there had been no negative feedback from managers.

The Committee requested a further Succession Planning update be presented once the appropriate planning is in place.

Staff Governance and Person Centred Committee noted the Succession Planning update.

**7 Person Centred**

**7.1 Quarter Two Feedback Report**

Anne Marie Cavanagh and Joe Hands presented the Quarter Two Feedback Report.

Complaints had reduced from Quarter One but response timelines remained a challenge. Two workshops had been held in October 2024 to standardise the Complaint templates. Anne Marie Cavanagh highlighted that this approach was mindful of staff time and staff capacity.

The Chair discussed the importance of mapping to reflect increased activity in complaints and compliments. Anne Marie Cavanagh confirmed this work had been trialled but the project could be revisited to include qualitative data.

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

**7.2 Whistleblowing Quarter Two Report**

Anne Marie Cavanagh presented the Whistleblowing Quarter Two Report and confirmed that no new Whistleblowing Concerns had been received during Quarter Two.

Anne Marie Cavanagh highlighted the Speak Up Week that took place in September 2024 and confirmed that results from the survey undertaken by staff would be available in the next quarterly report.

Callum Blackburn thanked Nicki Hamer and the Corporate Governance team for gathering survey responses during Speak Up Week.

Staff Governance and Person Centred Committee noted the Whistleblowing Quarter Two Report.

**8 Involved in Decisions**

**8.1 Partnership Forum Report**

Jane Christie-Flight presented the Partnership Forum Report highlighting the ongoing Phishing exercises that had been rolled out across the organisation.

The 2025/26 Public Holiday dates had been approved and communicated across the organisation.

Jane Christie-Flight highlighted the ongoing work with Estates and Security colleagues to ensure the department was able to adopt a Reduced Working Week.

The Pay As If At Work automatic payment scheme and the Uniform and Dress Code Policy had been approved. Anne Marie Cavanagh confirmed that there had been no progress made on a National Uniform Policy across NHS Scotland.

Gordon James highlighted that Jonny Gamble had provided an update on finance and Achieving the Balance.

Callum Blackburn asked whether any questions had been posed around reusable gowns and caps. Jane Christie-Flight confirmed that informal positive feedback had been received.

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

**9 Issues for Update**

**9.1 Update to the Board**

The Chair confirmed that no issues of concern were raised at the meeting.

| **Item** | **Details** | |
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| Well Informed | | The Committee approved the Staff Governance Section of the Integrated Performance Report for August 2024.  The Committee noted the Revised Key Performance Indicators (KPIs) and confirmed that the existing KPIs would be preserved at a Committee level with broader reporting at Board level.  The Committee received an update on the Blueprint for Good Governance implementation Plan and noted the preference for a two year cycle. |
| Treated Fairly | | The Committee noted the Agenda for Change Update and were content with the progress made.  The Committee commended the key piece of work around investment in Staff Wellbeing and our Culture and looked forward to receiving further updates during 2025. |
| Safe Working Environment | | The Committee approved the refreshed Strategic Risk Register, specifically noting the risk around retention and recruitment to senior positions within NHS GJ.  The Committee noted the Health and Safety Q2 Report and the progress being made.  The Committee noted Occupational Health 2 Report. |
| Appropriately Trained | | The Committee noted the Medical Appraisal and Revalidation 6 Monthly Report.  The Committee welcomed a presentation on the Succession Planning Framework for the organisation. |
| Person Centred | | The Committee noted the Quarter Two Feedback Report.  The Committee noted the Whistleblowing Quarter Two Report and looked forward to receiving the outcomes from the staff survey. |

**10 Any Other Competent Business**

No other competent business was raised.

**11 Date and Time of Next Meeting**

The next scheduled meeting of Staff Governance and Person Centred Committee was noted as Tuesday 4 March 2025.