## Approved Minutes

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

**Date: Tuesday 04 March 2025, 14:00-16:00**

**Venue: Microsoft Teams**

**Members**

Marcella Boyle Non-Executive Director (Chair)

Callum Blackburn Non-Executive Director

Jane Christie-Flight Employee Director

Rob Moore Non-Executive Director

Linda Semple Non-Executive Director

**Core Attendees**

Gordon James Chief Executive

Laura Smith Director of People and Culture

Anne Marie Cavanagh Nursing Director

Mark MacGregor Medical Director

**In attendance**

Jenny Pope Deputy Director of People and Culture

Nicki Hamer Head of Corporate Governance and Board Secretary

Susan Douglas-Scott Board Chair

Stuart Graham Director of Digital and eHealth (Item 3.2.1)

Rob White Equalities Lead (Item 3.3.1, 3.3.2 and 3.3.4)

Carole Anderson Director of Transformation, Strategy, Planning and Performance (Item 3.3.3)

John Scott Director of Facilities and Capital Projects (Item 3.6.1)

Tosh Lynch Head of Spiritual Care and Volunteer Services (Item 3.4.1)

**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 took the opportunity for a wellbeing pause.

**1.2 Apologies**

There were no apologies noted.

**1.3 Declarations of Interest**

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

**2 Consent agenda – Approval only**

**2.1 SGPCC Terms of Reference Review**

**2.2 SGPCC Work Plan 2025/26**

The Chair highlighted that the items under the Consent Agenda Item were for approval unless any further discussion was required. As there was no discussion, these items were approved.

The Committee approved the Terms of Reference and the Work Plan for 2025/26.

1. **Updates from last meeting 19 November 2024**
   * 1. **Minutes**

The minutes of the meeting held on 19 November 2024 were approved as an accurate record subject to Catherine McAlister being included as a Member**.**

* + 1. **Action log**

The action log was updated as below.

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| --- | --- | --- | --- |
| Action Ref | Action | Action Lead | Progress |
| SGPCC/191124/01 | Paper on the analysis around the impact of staff absence by the Occupational Health Service | Laura Smith | This would revert to a business as usual activity and the action would be closed. |
| SGPCC/191124/02 | To provide a further update on Succession Planning | Laura Smith | Donna Akhal would provide a further update at the November meeting. |

The Committee approved the Action Log.

* + 1. **Matters Arising**

There were no matters arising.

* 1. **Appropriately Trained**

**3.2.1 Microsoft Office 365 Tools**

Stuart Graham presented an update on Microsoft Office 365 tools.

A move from staff being able to save documents to a Y/U/X drive to OneDrive would gradually come into effect across the organisation.

Product opportunities were discussed including PowerBI, Co-Pilot and Microsoft Fabric, in order to allow for more successful integration with existing Microsoft products.

Laura Smith discussed the recent All-Staff session and advised of the positive responses received around the MS Tools presentation shown at this session. Jane Christie-Flight echoed the views expressed and discussed the challenges that many staff members had experienced with Microsoft Tools so far.

Rob Moore highlighted the importance of training and development to ensure maximum uptake. Stuart Graham confirmed that a Digital Landing Page was in development to support staff queries and make better use of existing resources.

Callum Blackburn expressed caution about being completely reliant on one provider. Stuart Graham referenced his own involvement in the national leadership negotiations with Microsoft.

Staff Governance and Person Centred Committee noted the Microsoft Office 365 Tools update.

* 1. **Treated Fairly & Consistently**
     1. **NHS GJ Equality Outcomes 2025-2029.**

Rob White presented the NHS GJ Equality Outcomes.

Jane Christie Flight asked about changing facilities and highlighted the importance of amending language around inclusive and discreet changing rooms. The Committee discussed the correct language to amend to and agreed Rob White should update the paper accordingly.

Rob White highlighted the ongoing legal case in NHS Fife and the subsequently received Freedom of Information requests around changing rooms.

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| --- | --- | --- | --- |
| Action Ref | Action | Action lead | Date for Completion |
| SGPCC/040325/01 | To amend language around discrete changing facilities | Laura Smith/Rob White | 01 May 2025 |

Staff Governance and Person Centred Committee approved the NHS GJ Equality Outcomes 2025-29, pending the language clarification.

* + 1. **NHSGJ Mainstreaming Equality Report 2021-25**

Rob White presented the NHS GJ Mainstreaming Equality Report.

Rob White presented key highlights which included the Equality Subgroups, Inclusive Design upgrades, Changing Places Toilet, Hospital Expansion and increased Training and Education.

Jane Christie Flight and Gordon James acknowledged the breadth of work carried out across the organisation in the reporting period and thanked Rob White for all his work.

Staff Governance and Person Centred Committee approved the NHS GJ Mainstreaming Equality Report 2021-25.

* + 1. **Equal Pay Statement**

Rob White presented the Equal Pay Statement.

Jane Christie Flight welcomed the approach and highlighted the synergy with Once for Scotland work.

Gordon James asked for clarity around reporting timelines and grade splits for reporting purposes. Rob White confirmed that the group intended to report annually, rather than every two to three years.

Susan Douglas-Scott highlighted the ongoing challenges around reporting on Sex verses Gender and ensuring the rights of Transgender colleagues. Rob White cautioned the need to be mindful of anonymity due to the small number of staff that self-reported as Transgender. Rob White welcomed a further conversation with Susan Douglas-Scott outwith the meeting..

Staff Governance and Person Centred Committee approved the Equal Pay statement.

* + 1. **Blueprint for Good Corporate Governance Implementation Plan 24/25**

Carole Anderson presented the Blueprint for Good Corporate Governance Implementation Plan 2024/25 which detailed the actions relevant to Staff Governance and Person Centred Committee and the developments in each item.

For “Setting the Direction”, a KPI review had been completed for all Committees and would form part of the new Board Performance report in the 2025/26 Board cycle.

For “Influencing Culture”, a debrief had been fully embedded and included in all agendas to allow a space for reflection at each meeting. Additionally, a Culture report had been developed and would be merged with the new Workforce PowerBI to create a specific Culture and Wellbeing dashboard. Culture measures would be developed as part of the Kindness Matters programme.

A review of “The Assurance Framework” had concluded as part of the organisation’s KPI reviews and was approved by the Board in December 2024. The new Board Performance Report would be in place for the 2025/26 Board cycle.

Staff Governance and Person Centred Committee approved the Blueprint for Good Corporate Governance Implementation Plan 24/25.

* 1. **Involved in Decisions**

* + 1. **Volunteer Strategy Highlight Report**

Tosh Lynch presented the Volunteer Strategy Highlight Report which detailed the changing demographic within the current group of volunteers, including those who would continue their journey in healthcare professions and also refugee and asylum seeker volunteers.

Tosh Lynch highlighted the Care Experience Volunteers and their work within the Critical Care Unit with Viewpoint and the Volunteer Stand and emphasised how beneficial this had been to patients and family members.

The Chair invited Callum Blackburn to share feedback from his first experience of attending Volunteer Forum, in advance of taking over as Chair in summer 2025.

Laura Smith expressed enthusiasm and gratitude to the Volunteers and to Maureen Franks for her development of and care towards the Volunteers. Laura Smith highlighted that the Kindness Matters work would be shared with Volunteers and the importance of capturing Volunteer voices in the results.

Susan Douglas-Scott echoed sentiments around the excellent work of the Volunteers.

The Chair highlighted how active the Volunteers were in their roles but also within the running of Volunteer Forum itself. Tosh Lynch highlighted how the appointment of “Lead Volunteers” for each area had increased the feeling of ownership within the Team.

Laura Smith thanked the Recruitment team on their recent work around the changes to PVG Clearance and Risk Assessments.

Staff Governance and Person Centred Committee approved the Volunteer Strategy Highlight Report.

* 1. **Well Informed**
     1. **Performance Report – Staff Governance Report (Page 29)**

Laura Smith presented highlights and lowlights from the Performance Report – Staff Governance Report (Page 29).

The Hotel was commended for having the lowest absence rate across the organisation, at 4.4%.

Sickness absence increased across December. Laura Smith noted that this was a seasonal trend.

Vaccination rates among staff had decreased from 2023/24. It was hoped that the new Head of Occupational Health and research that had commenced with Occupational Health and Nursing staff would improve this rate for the next round of vaccinations.

The Chair asked whether this was to do with reducing vaccination rates overall. Anne Marie Cavanagh responded that this was partly due to vaccination fatigue but cited the need of further public education around Flu and Covid vaccines.

The Chair, Anne Marie Cavanagh and Laura Smith agreed that the August meeting would be the most useful for a further update around vaccines.

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| Action Ref | Action | Action Owner | Deadline |
| **SGPCC/040325/02** | Provide update around vaccination plans and vaccine figures | Anne Marie Cavanagh / Laura Smith | 12 August 2025 |

Staff Governance and Person Centred Committee approved the Performance Report – Staff Governance Report (Page 9).

**3.5.2 Agenda for Change Update**

Laura Smith presented an update on Agenda for Change including the following:

**Reduced Working Week** – It had been confirmed that the next reduction would be a one hour reduction to 36 hours per week. This would commence from 1 April 2026, with an outline implementation plan deadline of 1 May 2025 and a final implementation plan ready by 1 October 2025.

**Band 5 Review** – To date, there had been 36 submissions received: 17 successful outcomes, one listed for panel and 18 were to be quality checked before re-evaluation.

**Protected Learning Time** – Further work around changing from five mandatory modules to 9 modules was underway which included a mapping exercise across all NHS Health Boards.

Callum Blackburn asked about Protected Learning Time for Confidential Contacts. Laura Smith confirmed that there had been no update on this issue but it was hoped that the continuation of the Kindness Matters programme would enable further ability to speak up.

Laura Smith commended the speed at which the Band Five Review team had been able to process the applications received.

Anne Marie Cavanagh welcomed the review for the further development of the nursing profession.

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

* + 1. **Kindness Matters**

Laura Smith presented the Kindness Matters update, providing feedback on the Welcome Event held in the Auditorium and the afternoon session for Theatres staff.

Laura Smith noted the skill of the technology and the quick wins that had been identified, based on feedback from the workshops.

Laura Smith discussed the in-depth Culture Survey that would be shared across the organisation which would take approximately 10-15 minutes to complete.

Callum Blackburn shared feedback from attending the Welcome Event.

Laura Smith highlighted further information around the overall timeline of the project and the next steps in action planning and aligning values. The first part would be completed very quickly with the final stages being part of a three year plan.

The Chair asked for another update to be provided at the August meeting.

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| Action Ref | Action | Action Owner | Deadline |
| SGPCC/040325/03 | Kindness Matters Update to be provided at the next meeting. | Laura Smith | 12 August 2025 |

Staff Governance and Person Centred Committee noted the Kindness Matters Update.

* + 1. **Workforce Planning**

Jenny Pope presented the Workforce Planning update.

This update was based on the directive from Scottish Government in December 2024, which asked for an interim Workforce Plan to be shared with Scottish Government by 17 March 2025.

The Draft Workforce Plan had been shared with Nursing, Medical and Operational Leadership teams for their input. The document would remain in draft format until the Whole Time Equivalent (WTE) were fully aligned between Workforce, Finance and other services.

Laura Smith commended the scale of the work carried out and Jenny Pope acknowledged the work that David Wilson and Lynne Rapson had undertaken.

Staff Governance and Person Centred Committee approved the Workforce Planning update.

* 1. **Safe Working Environment**
     1. **Health and Safety Quarter Three Report**

John Scott provided the Health and Safety Quarter 3 Report, reporting that there had been one reportable incident to Health and Safety Executive (HSE) within the reporting period.

John Scott reported that the new Fire Safety Guidance SHTM 80 had been successful introduced.

The Committee received an update on the new helipad operations.

Staff Governance and Person Centred Committee approved the Health and Safety Quarter Three Report.

* + 1. **Occupational Health Quarter Three Report**

Jenny Pope presented the Occupational Health Quarter Three Report which included the following highlights:

* There had been 64 applications received to the Employee Assistance Programme. This programme would be extended for 2025/26.
* Seventeen vaccinations were delivered within Quarter Three.
* There had been 2723 Physiotherapy appointments delivered by the Occupational Health team.
* 960 new employees were screened in 2024.
* £23,000 was earned from vaccination services provided to West College Scotland.

Staff Governance and Person Centred Committee approved the Occupational Health Quarter Three Report.

**3.6.3 Strategic Risk Register**

Laura Smith presented the Strategic Risk Register Report and confirmed there had been no changes to Risks since the previous meeting.

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

**4. Consent Agenda – for Awareness**

The Committee received the following Consent Agenda items:

**4.1.1 Quarter Three Feedback Report**

**4.1.2 Whistleblowing Quarter Three Report**

**4.1.3 Remuneration Committee Update**

**4.1.4 Partnership Forum Approved Minutes – 11 November 2024**

**4.1.5 Workforce Plan 2025/26**

Staff Governance and Person Centred Committee noted the Quarter Three Feedback Report, Whistleblowing Quarter Three Report, Remuneration Committee Update, Partnership Forum Approved Minutes and the Workforce Plan 2025/26.

**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** |
| --- | --- |
| **Appropriately Trained** | The Committee received a presentation from Stuart Graham on Microsoft 365 Tools. Laura Smith highlighted the positive response this work had received at the recent All Staff Event. |
| **Treated Fairly and Consistently** | The Committee approved NHS Golden Jubilee Equality Outcomes 2025-29, NHS Golden Jubilee Mainstreaming Equality Report 2021-25 and the Equal Pay statement. The Committee commended the breadth of work carried out in the reporting period across the organisation and passed on their thanks to Rob White, who had led on these pieces of work.  The Committee noted the ongoing legal case in NHS Fife and subsequent FOI requests across the whole of NHS Scotland around changing rooms.  The Committee approved the Blueprint for Good Governance Corporate Implementation Plan 2024/25. |
| **Safe Working Environment** | The Committee approved the Health and Safety Quarter 3 Report, Occupational Health Quarter 3 Report and the Strategic Risk Register. |
| **Involved in Decisions** | The Committee approved the Volunteer Strategy Highlight Report and expressed thanks and admiration to Maureen Franks and the Volunteers for their ongoing commitment. |
| **Well Informed** | The Committee approved the Performance Report and noted the reduction in vaccination up takes.  The Committee noted the Agenda for Change Update and Laura Smith shared details of the new timeline around the Reduced Working Week and moving the organisation to a 36 hour working week from April 2026. The Team in charge of reviewing Band 5 Review applications were commended for the speed at which they had been able to process applications.  The Committee welcomed the commencement of the Kindness Matters programme and heard positive feedback from colleagues who had attended.  The Committee approved the Workforce Planning update. |

**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 1 May 2025.