## Approved Minutes

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

**Date: Thursday 01 May 2025, 10:00-12:00**

**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

**Core Attendees**

Anne Marie Cavanagh Nursing Director

Gordon James Chief Executive

Laura Smith Director of People and Culture

Mark MacGregor Medical Director

**In attendance**

Donna Akhal Head of Learning and Organisational Development (Items 4.1 and 7.3)

Jenny Pope Deputy Director of People and Culture

John Scott Director of Facilities and Capital Projects (Item 8.1)

Kevin McMahon Head of Risk and Clinical Governance (Item 8.2)

Sandie Scott Director of Strategic Communications and Stakeholder Relations

Scott McAngus Senior Marketing and Communications Officer

Tosh Lynch Head of Spiritual Care and Volunteer Services (Item 7.4)

**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 Annual Governance Report**

**2.2 Remuneration Committee Annual Governance Report**

The Chair highlighted that the items under the Consent Agenda Item were for approval unless any further discussion was required.

Callum Blackburn was listed as “In attendance” and should be a “Member” in the Annual Governance Report.

The Committee approved the papers, pending the above amendment.

1. **Updates from last meeting 04 March 2025**
   1. **Minutes**

The minutes of the meeting held on 4 March 2025 were approved as an accurate record, pending the following amendment.

Item 2.2 – Workplan – Amend to “as there was no discussion”

* 1. **Action log**

The action log was updated as below.

|  |  |  |  |
| --- | --- | --- | --- |
| Action Ref | Action | Action Lead | Update |
| SGPCC/040325/01 | Rob White to amend language around discreet changing facilities | Rob White | This action had been completed by Rob White. Action closed. |
| SGPCC/040325/02 | Provide update around vaccination plans and vaccine figures | Anne Marie Cavanagh / Laura Smith | Laura Smith highlighted change within Occupational Health leadership and confirmed that the 2025/26 Action Plan was one of the first things to be addressed. Anne Marie Cavanagh highlighted Public Health Scotland Vaccine Fatigue research which would inform work in 2025/26. This item would be discussed again at the August meeting. |
| SGPCC/040325/03 | Present an update on Kindness Matters program at the August meeting | Laura Smith | This item was on the agenda and would be discussed again at the August meeting. |

The Committee approved the Action Log.

* 1. **Matters Arising**

Marcella Boyle highlighted the recent Supreme Court ruling on *For Women Scotland v The Scottish Ministers* and asked about the impact on NHS Golden Jubilee.

Laura Smith confirmed that a Rapid Impact Assessment had been conducted and the decision was made, in line with other NHS Scotland Health Boards, to continue with current guidance until advised otherwise by Scottish Government. New guidance had been expected in February 2025.

Laura Smith emphasised that staff safety and wellbeing remained the priority.

Marcella Boyle asked for regular updates on this issue to be shared with the Committee.

**4. Appropriately Trained**

**4.1 Mandatory Training**

Marcella Boyle welcomed Donna Akhal to the meeting to

present the Mandatory Training update.

Donna Akhal advised that the presented paper covered training requirements and provided clarity around definitions for Statutory, Mandatory and Role Specific training.

Callum Blackburn highlighted Protected Time for Whistleblowing training and discussed the reduced number of Confidential Contacts due to staff movement. Callum Blackburn and Jane Christie-Flight were looking to increase numbers. Jane Christie-Flight discussed decreased numbers of Champions generally due to work capacity.

Staff Governance and Person-Centred Committee noted the Mandatory Training update.

**7. Well Informed**

**7.1 Performance Report – Staff Governance Report**

Laura Smith presented highlights and lowlights from the Performance Report – Staff Governance Report.

The Committee noted that the Sickness Absence rate had reduced by 0.5%, to 6%. The Rolling absence rate was 6.2%. Anxiety, Stress, Depression accounted for 24.2% of all absence.

TURAS Appraisal had a 64% completion rate. The Committee noted a data cleansing process was underway around the TURAS completion rate.

Laura Smith reported that 140 of 181 doctors had completed their 2024/25 appraisal.

The Committee noted that the Rolling turnover rate had reduced by 0.6%, to 7.4%.

Jane Christie-Flight welcomed the appraisal data analysis and cleanse.

Laura Smith discussed the turnover rate and the ongoing work conducted by the HR Department to address areas of high staff turnover within the organisation. Callum Blackburn expressed support for further investigation within areas with a high turnover rate. Laura Smith would discuss with Nicki Hamer and Susan Douglas-Scott the potential for turnover to be discussed further at a future Board Seminar.

Gordon James discussed the importance of national synergy on TURAS appraisal procedures.

|  |  |  |  |
| --- | --- | --- | --- |
| Action Ref | Action | Action Lead | Completion Date |
| SGPCC/010525/01 | Discuss the potential for areas with high staff turnover to be discussed further at Board Seminar. | Laura Smith / Nicki Hamer | 12 August 2025 |

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

**7.2 Agenda for Change Update**

Laura Smith presented the Agenda for Change update.

**Reduced Working Week** – A provisional plan for the reduction to a 36 hour working week had been submitted to Scottish Government (SG). The final plan would be sent to SG by October 2025.

**Band 5 Review** – There had been 147 applications in total, with 48 submissions received and a further 99 applications in the portal in draft. Cath Labs, Intensive Care Units One and Two formed the largest submission groups.

Linda Semple asked whether the impact on staff planning and finances could now be predicted. Jenny Pope confirmed that consistent forecasting was taking place.

Anne Marie Cavanagh confirmed that the prompting process after 90 days of no activity was encouraging applicants to complete the application process. This was helpful for both financial and staff planning.

Jane Christie-Flight highlighted the potential issue of out of date job descriptions and suggested a re-evaluation of Band 5 job descriptions.

**Protected Learning Time (PLT)** – Donna Akhal provided an update on the previously agreed National Training Passport, minimum national training requirements and the continued work to ensure Protected Learning Time (PLT) took place within working hours. It was expected that overall, PLT would increase due to the increase in mandatory training modules.

The PLT local group focus included identifying barriers for staff completing PLT within working hours and developing a Communications Plan.

Callum Blackburn asked whether there would be the opportunity to add additional organisation specific modules to the 9 agreed mandatory training modules. Donna Akhal confirmed this was an option and could be agreed by Staff Governance Group.

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

* 1. **Kindness Matters**

Donna Akhal presented the Kindness Matters update.

Donna Akhal detailed the progress within the Kindness Matters programme and presented a timeline of the work carried out since October 2024.

From May 2025, the team would begin data analysis with A Kind Life and share outputs with the relevant Governance Committees.

Rob Moore asked whether virtual attendance for the Launch Event was recorded. Donna Akhal would ask Communications colleagues and confirm offline.

Callum Blackburn asked for the presentation to be shared with attendees.

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

* 1. **Volunteer Charter**

Marcella Boyle welcomed Tosh Lynch to the meeting to present the Volunteer Charter update.

Laura Smith highlighted that the Charter Update had been through the relevant Governance process and, pending Board approval, would be formally launched during Volunteer Week in June 2025.

Linda Semple shared confidence in signing up to the Charter and highlighted the importance that this information was shared by Communications colleagues.

Marcella Boyle highlighted the work of Volunteer Manager, Maureen Franks and celebrated that the organisation were continuing to increase Volunteer numbers, despite a national decline.

Staff Governance and Person-Centred Committee approved the Volunteer Charter.

* 1. **2024/25 Internal Audit Report – Staff Training and Development**

Laura Smith presented the 2024/25 Internal Audit Report – Staff Training and Development.

The issues revealed within the Audit Report aligned with expected and planned development.

Staff Governance and Person-Centred Committee approved the 2024/25 Internal Audit Report – Staff Training and Development.

**8. Safe Working Environment**

**8.1 Health and Safety Annual Report (including Quarter Four)**

Marcella Boyle welcomed John Scott to the meeting to present the Health and Safety Annual Report.

John Scott provided an overview of the report which provided a summary of activity and also highlighted key priorities for the Committee and sub-groups for 2025/26.

There had been six RIDDOR incidents, marking a reduction from 7 in 2023/24.

There had been an audit carried out by the Scottish Fire and Rescue Service on both the hospital and hotel sites and a Fire Safety Group had been established in February 2025.

Callum Blackburn welcomed the introduction of the Fire Safety Group.

Staff Governance and Person-Centred Committee approved the Health and Safety Annual Report.

**8.2 Strategic Risk Register – Workforce**

Marcella Boyle welcomed Kevin McMahon to the meeting to

present the Strategic Risk Register – Workforce. Kevin McMahon confirmed that most risks on the Risk Register remained unchanged.

Callum Blackburn asked for further clarity around the increase to the Senior and Executive level staff retention risk. Laura Smith detailed that the issue involved movement on the Agenda for Change Pay scale and a lack of movement on the Executive and Senior Management (ESM) pay scale. Marcella Boyle confirmed that the risk had been noted at Remuneration Committee.

Linda Semple asked whether moving Executive Staff to Agenda for Change contracts could be an option. Laura Smith cautioned sensitivity around this issue and Gordon James shared other Health Boards approach to this. Laura Smith discussed a recent meeting between Human Resources Directors (HRDs) and Scottish Government that had identified barriers to moving ESM staff to Agenda for Change.

At this time, NHS Golden Jubilee had not moved Executive Staff to Agenda for Change pay scales.

Executive and Senior Staff Retention would be highlighted to Susan Douglas-Scott at Remuneration Committee as a developing risk.

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

**8.3 HIS Annual Report Update – including Quarter Four.**

Anne Marie Cavanagh presented the HIS Annual Report Update – including Quarter Four.

This Report was submitted to Scottish Government on 30 April 2025 and had earlier approved at Board Seminar.

Marcella Boyle confirmed this issue had been discussed extensively at Board Seminar in April 2025.

Staff Governance and Person-Centred Committee approved the HIS Annual Report Update – including Quarter Four.

**9. Consent Agenda – for Awareness**

The Committee received the following Consent Agenda items:

**9.1 Whistleblowing Annual Report – including Quarter Four.**

**9.2 Partnership Forum Approved Minutes – 21 February 2025.**

Staff Governance and Person-Centred Committee noted the above papers.

**9 Issues for Update**

**9.1 Update to the Board**

The Chair flagged that the escalating Senior Retention Risk would be raised with the Board.

| **Item** | **Details** |
| --- | --- |
| Consent Agenda - Approval | The Committee approved its Annual Governance Report and the Remuneration Committee Annual Governance Report. |
| Appropriately Trained | The Committee received an update on the Kindness Matters programme and welcomed further updates once the survey results were shared. |
| Well Informed | The Committee discussed the recent Supreme Court ruling and were content that a Rapid Impact Assessment had been undertaken and the organisation was awaiting Scottish Government Guidance.  The Committee noted the update on Mandatory Training.  The Committee approved the Performance Report and was pleased to note the reduction in the overall Sickness Absence rate.  The Committee received an update on Agenda for Change and was pleased with the progress on the outline plan for Reduced Working Week and the Band 5 Nursing Review. The Committee noted the impact of mandatory Protected Learning Time and welcomed the introduction of the Training Passport.  The Committee approved the intended signing of the Volunteer Charter and welcomed the news that NHS Golden Jubilee were continuing to increase Volunteer numbers which was different to the national trend which was declining. The Committee commended the work of Volunteer Manager, Maureen Franks. |
| Safe Working Environment | The Committee approved the Health and Safety Annual Report for 2024/25.  The Committee approved the Strategic Risk Register and highlighted the increasing Risk of Executive and Senior Staff retention. |
| Consent Agenda - Awareness | The Committee noted the Whistleblowing Annual Report and Partnership Forum Approved Minutes from February 2025. |

**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 12 August 2025.