

ANNUAL STATEMENT OF ASSURANCE OF NHS HEALTH SCOTLAND STAFF GOVERNANCE COMMITTEE FOR 2016/17

Purpose of annual assurance statement

To provide the Audit Committee with assurance that the Staff Governance Committee has fulfilled its stated purpose as per its Terms of Reference during the financial year. This will allow the Audit Committee to prepare its own overview report to the Board as part of its Annual Report in asking the Board to approve the Annual Accounts.

Committee Purpose

The role of the Staff Governance Committee is to assure itself of the maintenance of a culture within NHS Health Scotland where the highest possible standards of staff management are the responsibility of everyone and are built upon partnership and collaboration.

It will ensure that robust arrangements to implement the Staff Governance Standard are in place and monitored. This includes acting as the 'parent committee' of the Remuneration Committee, which reports to the Staff Governance Committee.

It will also ensure that implementation of the Staff Governance Standard helps drive and support staff to achieve our Quality Ambitions, the Workforce 2020 Vision and the ambitions of our Strategic Framework for Action 2017-22 within a changing structural and policy landscape.

Membership

Ms Ali Jarvis (Chair)
Ms Jane-Claire Judson
Ms Rani Dhir
Ms Michele McCoy
Mr Michael Craig
Ms Karen Donnelly
Ms Theresa King

Terms of reference, effectiveness review and schedule of business

The Terms of Reference were last reviewed by the Committee on 23rd February 2017.

The Committee last reviewed its effectiveness on 23rd February 2017.

The Committee's workcycle for 2016/17 was approved on 23rd February 2017.

The Committee's business for the year was as follows:

SGC Date	Staff Governance Standard Thematic Discussion	Other Business Items
13 May 2016	Treated Fairly and Consistently	Work Cycle 2016/17 Workforce Plan 2016/17 SGHD Annual Returns
12 Aug 2016	Appropriately Trained and Developed	Regular standing items only
21 Oct 2016	Safe and Improved Working Environment	Mid-Year Equality and Diversity update Mid-year Report on Sickness Absence
16 December 2016	Involved in Decisions	Regular standing items only
23 February 2017	Well Informed	Closed session for Committee members Review of Committee effectiveness & Terms of Reference
17 Mar 2017	Joint annual meeting with Partnership Forum	Areas covered: <ul style="list-style-type: none"> • Managing Change • Planning the Workforce 'Public Health Scotland 2021' • Planning and workforce • Health and Social Care Delivery Plan

At each Committee, the following regular items were also covered: Partnership working (Including Partnership Forum) Update; Workforce Updates; Remuneration Committee minutes.

Best value

The SGC operates within the revised Best Value/EFQM framework, which was approved by the Audit Committee at their meeting of 8 June 2016. This includes application of EFQM as part of our work towards becoming an excellent organisation and which shows how, at the same time, the parameters of Best Value are being met.

Risk Management

Two risks appearing on the 2016/17 Corporate Risk Register were explicitly monitored through the Staff Governance Committee.

These were:

- a. CR16-8: As a result of lack of capacity in the Web and Digital team, they cannot deliver in response to demand resulting in failure for the organisation to deliver on commitments.
- b. CR16-9: As a result of not properly concluding the functional realignment, there is a risk that we do not see the improvements we expect from it as quickly as we need.

Reports were received at each meeting. Both risks were formally recorded as closed at the meeting of the Staff Governance Committee on 23rd February 2017.

Conclusions

“As Chair of the Staff Governance Committee during financial year 2016/17, I am satisfied that the integrated approach, the frequency of meetings, the breadth of the business undertaken and the range of attendees at meetings of the Committee has allowed us to fulfil our remit as detailed in the Standing Orders. As a result of the work undertaken this year, I can confirm that adequate Staff Governance Arrangements were in place throughout NHS Health Scotland during the year.

I pay tribute to the dedication and commitment of fellow members of the Committee and to all attendees, and I would thank all those members of staff who have prepared reports and attended meetings of the Committee.

_____ (signed)”

Signed: Committee Chair

Appendix 1

Committee Member Attendance

13 May 2016

In attendance

Ali Jarvis
Michael Craig
Theresa King (staff side)
Karen Donnelly (staff side)
Rani Dhir

Apologies

Jane-Claire Judson

12 August 2016

In attendance

Ali Jarvis
Michael Craig
Karen Donnelly (staff side)
Rani Dhir
Michele McCoy

Apologies

Jane-Claire Judson
Theresa King (staff side)

21 October 2016

In attendance

Ali Jarvis
Michele McCoy
Jane-Claire Judson
Karen Donnelly (staff side)
Steven Daire (staff side)

Apologies

Michael Craig
Rani Dhir
Theresa King (staff side)

16 December 2016

In attendance

Ali Jarvis
Rani Dhir
Michael McCoy
Karen Donnelly (staff side)
Agnes Allan (staff side)

Apologies

Michael Craig
Jane-Claire Judson
Theresa King (staff side)

23 February 2017**In attendance**

Ali Jarvis
Rani Dhir
Jane-Claire Judson
Karen Donnelly (staff side)
Irene Hamilton (staff side)

Apologies

Michele McCoy
Michael Craig

Appendix 2

SPFM Extract from SPFM re. Corporate Governance March 2016

Scope

1. This section gives guidance on the governance statements to be provided by Accountable Officers as part of the annual accounts of all organisations to which the Scottish Public Finance Manual (SPFM) is directly applicable.

Background

2. A governance statement, for which the Accountable Officer takes personal responsibility, is a key feature of the organisation's annual report and accounts. It should cover the accounting period and the period up to the date of signature and provide the reader with a clear understanding of the organisation's internal control structure and its management of resources. The statement should be informed by work undertaken throughout the period to gain assurance about performance and risk management, providing an insight into the organisation's risk profile and its responses to identified and emerging risks.

Format

3. There is no set format for a governance statement. Essential features, however, are as follows:

- the governance framework of the organisation, including information about the committee structure of the governing board (or equivalent) and the coverage of its work;
- the operation of the governing board (or equivalent) during the period;
- an assessment of corporate governance with reference to compliance with generally accepted best practice principles and relevant guidance*, and explanations where a different approach has been adopted;
- an assessment of the organisation's [risk management](#) arrangements and risk profile, including, subject to a public interest test, details of significant risk-related matters arising during the period;
- a record of any written authorities provided to the Accountable Officer; and
- details of any significant lapses of data security.

4. Any personal or confidential matters should be mentioned in suitably careful terms, with details reported to the external auditor.

Preparation

5. Preparation of the governance statement should be informed by:

- the views of the organisation's audit (and risk) committee on the assurance arrangements;

- the opinion of internal (and external) audit on the quality of the systems of governance, management and risk control;
- assurances from senior staff along the lines of the framework described in the section of the SPFM on [Certificates of Assurance](#); and
- feedback from the delegation chain(s) within the organisation about its business, its use of resources, its responses to risks, and the extent to which in-year budgets and other targets have been met.

Significant Issues

6. In putting together the governance statement the Accountable Officer needs to take a view on the extent to which issues are significant enough to warrant recording. Questions that may be helpful in exercising that judgement include:

- might the issue prejudice achievement of the business plan or other priorities?
- could the issue undermine the integrity or reputation of the organisation?
- what view does the audit committee take on the issue?
- what advice or opinions have internal audit and/or external audit given?
- might the issue make it harder to resist fraud or other misuse of resources?
- does the issue put a significant programme or project at risk?
- could the issue divert resources from another significant aspect of the business?
- could the issue have a material impact on the accounts?
- might financial stability, security or data integrity be put at risk?

External Audit

7. The organisation's external auditor (normally persons acting on behalf of the Auditor General for Scotland) will review the governance statement for its consistency with evidence collected in the course of auditing the financial statement and with other work undertaken by the external auditor during the period.

*includes relevant guidance in the SPFM and any sector specific guidance such as Section 2 of [On Board: A Guide for Board Members of Public Bodies in Scotland](#).