

**STAFF GOVERNANCE COMMITTEE
FRIDAY 12 MAY 2017
ROOM 19, GYLE SQUARE, EDINBURGH**

Present: Ms A Jarvis (Chair)
Ms R Dhir
Ms M McCoy
Ms K Donnelly (staff side)
Ms I Hamilton (staff side)

In attendance: Mr G McLaughlin
Ms C Denholm
Mr D Crichton
Ms J White
Ms S Dyer
Ms D Thomas
Ms E Molony
Ms L Riley (Scottish Government)
Ms M Kerrigan (Minute)

ACTION

1. **Apologies**

Apologies were received from Michael Craig, Jane-Claire Judson (maternity leave), Theresa King

2. **Declaration of Committee Members' Interests**

No members' interests were declared.

3. **Minute**
(SGC Min 1/17)

The minute of the previous meeting held on 23 February 2017 was agreed as an accurate record.

4. **Action List**

All actions are now complete.

ACTION

5. iMatter

Ms Liz Riley, National iMatter Programme Manager at Scottish Government, issued a presentation and gave the Committee an update.

Ms Riley highlighted the following points:

- Phase one is due to close implementation across Scotland on 26 June 2017;
- 144,000 have participated in the iMatter journey, (included in this are 21 of the 31 health and social care partnerships who have decided to use iMatter);
- The first national report is due to be published in January 2018 and the prototype of that report has just been signed off;
- The national report will look at action plans that have been developed within the 12 week period;
- NHS Health Scotland completed 20 out of 27 due team action plans last year. The focus should be on why 7 teams did not complete the process.

In addressing the national iMatter team's concern that 7 teams did not complete action plans, the following points were made:

- Some felt that where scores were very good no actions were needed;
- conversations had happened but the action plans were not loaded onto the system;
- there was still a bit more work to do around building confidence levels;
- awareness sessions for all iMatter team managers were arranged.

The Committee agreed iMatter was a valuable process and reconfirmed its expectation on behalf of the Board that all teams produce an action plan. The one exception for this organisation was the Board's non executive team. While the Board are fully behind iMatter, experience had shown little practical value for the Board in completing these questions in addition to the NHS Board Development Toolkit, given the very different nature and structure of the team. The Board will champion iMatter and the follow through of action plans directly and through this Committee.

ACTION

Ms Riley was thanked for her presentation.

6. **Thematic Discussion:** Treated Fairly and Consistently plus SGAP
(SGC Paper 8/17)

The Staff Governance Committee was asked to note the report on the Treated Fairly and Consistently Staff Governance Standard and the proposed focus for improvement in the 2017/18 Staff Governance Action Plan and to consider whether there are any additional areas on which the Committee required assurance.

The report was split into four sections:

Appendix 1

Workforce Policy and Workforce Review Group

Workforce Policy

The Committee was pleased with the progress in policy review within the last 12 months and noted the priorities for next year.

Workforce Review Group

A meeting of the Workforce Review Group had been held which discussed its effectiveness and how the group fits into the overall workforce planning.

It was noted that:

- The Group reported quarterly to the Partnership Forum;
- Policy assumptions are revisited each year.
- There were 95 WRG requests in total this year.

The Group was working well and was much more strategically aligned, but there was still work to be done to align with the Commissioning Group and improve the financial information provided to support decision making.

ACTION

Appendix 2
Exit Interview Process and Results

HR to speak to Directors to give feedback on leavers. The Committee was pleased to see the increased number in exit interviews and thanked the efforts of HR and staff side in particular to achieve this.

Appendix 3
Fitness of Purpose of Structure and Job Design

A report on the outcome of the Functional Realignment process, including the fitness of purpose of structure and job design, will come back to the Committee for discussion and comment before going on to the Board, in the autumn.

Appendix 4
Embedding Core NHS Values

The Committee was pleased with the figures and results and noted that the report emphasised the issues around iMatter.

The Committee was content to note the report and update and agreed the Action Plan and the 3 action priorities under this standard appropriately reflected the work going forward.

7. **Workforce Plan**
(SGC Paper 9/17)

The Staff Governance Committee was asked on behalf of the Board to approve the 2017/18 Workforce Plan which was discussed and signed off by the Partnership Forum on 27 April 2017. The Plan is now complete, except for the workforce projections which have still to be added.

The Committee approved the Workforce Plan on behalf of the Board. It was agreed to share the final Plan with the Board, by placing it on the agenda for noting in June.

DoS

8. **Equal Pay Audit and Statement**
(SGC Paper 10/17)

ACTION

This is the third equal pay audit. It was noted there was no change in the equal pay gap. Unconscious bias training has been rolled out across all line managers. It evaluated well, however, it was acknowledged that this in itself is not sufficient to change the employment patterns the organisation is looking for.

It was agreed:

- to keep this high on the agenda
- Organisational Lead for People and Workplace to look at national initiatives in terms of the wider NHS recruitment;
- to consider how the internal coaching service could support improvement;
- to explore the potential of new national public health leadership work to support improvement of this aspect and to report back on this at the next thematic discussion, "Appropriate Trained"

OLPW

The Committee noted the paper.

9. **Staff Governance Committee Standard Monitoring Framework 2016/17**
(SGC Paper 11/17)

The Staff Governance Committee was asked to approve the completed NHSSCOTLAND Staff Governance Standard Monitoring Framework 2016/17 for submission to Scottish Government.

Health Scotland is required annually to complete and return a submission to Scottish Government in relation to Staff Governance. This year a local and national template have been produced asking for updates in relation to the thematic discussions the committee has received. The national template has been circulated and the local one went to the Partnership Forum. The document requires to be signed off by the joint chairs of the PF/SGC.

It was highlighted that 5.4 should read 2016 and not 2017.

OLPW

ACTION

The Committee approved the completed NHSSCOTLAND Staff Governance Standard Monitoring Framework 2016/17.

10. **Annual Statement of Assurance**
(SGC Paper 12/17)

A minor change was tabled as an amendment to the Staff Governance Committee Annual Statement of Assurance that had been circulated with the papers. This was to address a query raised by internal auditors regarding the quoracy of the meeting between the Staff Governance Committee and Partnership Forum on 22 March 2017. It was confirmed that the annual joint meeting between the PF and SGC is correctly described as a seminar rather than a joint committee meeting.

It was agreed to amend the Governance Statement to state that the Committee had met 5 times and had one joint seminar with the Partnership Forum.

A revised Terms of Reference for the Committee was also tabled, to reflect the same change in wording.

The Committee agreed the changes to the Annual Assurance Statement and Terms of Reference. The Chair of the Committee signed the Annual Assurance Statement.

11. **Partnership Working (including Partnership Forum) update**

The Chief Executive of the national Boards agreed to invite each organisation's Employee Director to a Development Day scheduled for 5 June.

12. **Change and Transition**
Joint SGC/PF Summary Paper
(SGC Paper 13/17)

The Staff Governance Committee was asked to note the paper as a summary of their joint annual meeting on 22 March 2017.

ACTION

It was agreed the title of this paper would now change to reflect the confirmation that this was a seminar rather than formal meeting of either the PF or SGC. This would also be reflected in the Partnership Forum paper.

Admin

It was agreed this had been a very positive and helpful meeting and afforded an opportunity to have open discussion around the process of change.

The Committee noted the paper.

13. **Workforce Updates**
(SGC Paper 14/17)

The Staff Governance Committee was asked to note the paper which highlights key points and risks from the following routine reports which are attached as appendices: Workforce Risks, Workforce Statistics, Workforce Plan, Workforce Policy.

Risks

There is no update from the first meeting. There will be a meeting at the end of May to sign off the Master Risk Register (MRR).

Statistics – There were no concerns.

Policy

There are three policies with more significant amendments: Maternity Support (Paternity Leave) Policy, Retirement Policy and the Standards of Business Conduct policy. There was also minor edits to the:

- Business Continuity Management Policy.
- Business Continuity Staff Instruction
- Data Protection Policy
- Information Governance Policy
- Management of Risk Policy
- Business Continuity Message System Policy

The Committee approved all of the policies on behalf of the Board.

ACTION

Workforce

This is the last workforce plan update in this format. Future updates will draw on the standard reporting format from the Corporate Planning Tool (in which workforce actions are integrated) and on the Staff Governance Action Plan.

The Committee agreed to sign off the 2016/17 Workforce Plan.

14. **Minutes**

Partnership Forum: 16 January 2017 – noted
Remuneration Committee: 23 September 2017 - noted

15. **Any Other Business**

There was no further business.

16. **Date of next meeting**

18 August 2017, Boardroom 1/2, Gyle Square, Edinburgh.