

**Staff Governance Committee Meeting
Friday 23 February 2018
Room 23, Gyle Square, Edinburgh**

Present: **Ms Alison Jarvis (Chair)**
Mr Michael Craig
Ms Rani Dhir
Ms Karen Donnelly
Ms Jane-Claire Judson
Ms Theresa King

In attendance: Mr David Crichton
Mr George Dodds
Mr Duncan Robertson (Item 9)
Mr Peter Watson (Item 5)
Ms Josephine White
Ms Catherine Combe (Minutes)

1. Apologies

Apologies were received from Ms Cath Denholm, Ms Michele McCoy, and Mr Gerry McLaughlin.

2. Declaration of Committee Members' Interest

No members' interests were declared.

3. Minute of the previous meeting

Notes of the meeting held on 15 December 2017 were agreed as an accurate record by those present.

4. Matters Arising (Rolling Action Note)

Ms Josephine White confirmed that she will be meeting with output leads in March to take forward agreed sprint cycle approach to SGAP, changes will be brought to the next meeting. Ms Ali Jarvis reiterated importance of being able to balance big picture intent against being able to show concrete impact change to enable comparison.

Mr Michael Craig confirmed that discussions have taken place regarding the agenda for the forthcoming Joint Seminar which includes reviewing SGAP actions. Apologies were noted for Ms Rani Dhir.

5. Thematic discussion: Well Informed (SGC Paper 1/18)

Mr Peter Watson summarised the report and outlined the various methods which have been utilised to cascade information to staff including:-

- Corporate Cascade acts as a one stop shop incorporating a wide range of staff information has been well received by the staff. Mr David Crichton said that it would be helpful if the Non-Executives could access The Source. Mr George Dodds will explore and seek a resolution for this. **(Action: GD)**
- Change Hub which is a dedicated space within the Source for information about the changes in Shared services and the new Public Health Body.
- Office display screens which have been introduced in the kitchen areas in both sites. These act as a sign post to information and has been well received by staff.
- VOG and Directors Cuts have had approximately 200 views and feedback has been positive.
- Whiteboards have been available for staff comments in the kitchen areas and it is envisaged that these will be utilised in the year ahead.

It was noted that changes are required in appendix 3 to ensure that this is more specific to outcomes, Ms Josephine White, Mr Michael Craig and Mr Jim Carruth to discuss further. **(Action: JW/MC/JC)**

The Committee agreed that the multi-channel approach has been well received. Mr David Crichton stressed the importance of content during the transition as there is a degree of unknown with regarding the new Public health body. Ms Josephine White stressed the importance that information is passed to individual teams to enable discussion based on established facts. It was agreed that more face to face meetings will be planned to enable two way conversations with staff.

The Committee discussed various methods of gauging staff mood and it was agreed that Mr Peter Watson will investigate the possibility of adding an anonymous comment section to Source. Ms Josephine White to suggest development of FAQs at COG. It was agreed that scenarios should be put forward to enable a basis for discussion and clarification of facts. It was agreed that a pulse survey could be undertaken which could be short and tailored, timing to be considered.

6. Workforce Plan Draft 2018/19 (SGC Paper 2/18)

Ms Josephine White provided an overview of this draft document which has been updated and presented to Partnership Forum in January. It was highlighted that assumptions have been used to enable shaping in this transition year to enable flexibility. It was noted that the vacancy assumption rate has not been achieved this year and it was asked by

Staff Governance Committee if this figure should be reviewed. Ms Josephine White to inform Finance of question from Staff Governance Committee. **(Action: JW)**

7. SGC Workcycle and Priorities for 2018/19

• Review of Committee Effectiveness (SGC 3/18)

The Staff Governance Committee reviewed the draft document. It was noted that:-

- **Item 6**
Confirm that there is a staff partnership within this Board.
- **Item 7**
Mr Michael Craig advised that some of the members are only present for the duration of their election period as Trade Union Stewards. It was agreed that this should read appointed for only the period that they are elected.
- **Item 19**
It was agreed this should be noted as proportional.
- **Items 28 - 30**
Agreed the answer would be yes.

Ms Josephine White agreed to update to reflect these changes.

Ms Josephine White explained that configuration of time had taken place to enable focus on transition. It was suggested that a dashboard of standards be established to link with the action plan to enable an overview. This could be done via a traffic light system. It was agreed that transition should be a standing agenda item to enable a legacy paper to be developed. It was agreed that the Committee must ensure that it can display that it has been diligent and disciplined by good governance standards. It was agreed that it is important to provide support to staff during this transition period and it was suggested that a short pulse version of electronic survey be created to gauge staff feelings. It was agreed that this should be discussed further at the joint seminar.

• Terms of Reference (SGC Paper 4/18)

Mr David Crichton said that all terms of reference should have a clause to reflect that all items should be viewed in relation to transition and he will be requesting that Committee Chairs consider this. It was agreed that there is a duty of legacy to ensure that all due regard to

implications have been considered for the new body. It was agreed that the legacy paper should be added to the work plan which the Chair will sign off in December.

8. Partnership Working Update

Mr Michael Craig explained that external factors have different partnership working models and that concerns have been noted regarding the opportunity for discussion regarding day to day developments. It was acknowledged that Mr David Crichton had previously informed Mr Andrew Scott about the good partnership working in Health Scotland and the concerns for staff if this was diluted.

9. Workforce Updates (SGC Paper 5/18)

- **Workforce Statistics**

Ms Josephine White advised that the statistics remain stable and it has been forecasted that this will remain the same for the next few months.

- **Workforce Risks**

Mr Duncan Robertson confirmed that no changes have been made on the register pertaining to staff.

- **Workforce Policy**

Mr Duncan Robertson provided an update on policy changes:-

- **Grievance Policy** – No issues regarding changes and has been approved by the Partnership Forum.
- **The Management of Capability Policy** – Scheduled to be signed off by OPS.
- **Attendance Policy** – This policy is scheduled for update.
- **Organisational Change Policy** – This policy is in draft awaiting PIN input.
- **Bullying and Harassment Policy** – This policy is scheduled to be submitted to OPS in March. Ms Della Thomas has advised that date may change due to timetable review.

It was noted that a number of policies are being reviewed by the National Boards with local variations being phased out.

- **Workforce Plan**

Ms Josephine White confirmed that the work plan had been reprioritised to enable time for upcoming pressures. Currently on track for 95% achievement of target. Mr Michael Craig stated that set of key behaviours would be important for the new body and Ms Josephine White reassured the Committee that this would be developed and work refocused in 2018/19.

10. Change and Transition Verbal Update

Ms Josephine White advised that COG Charter is being updated. The reposition of the project office to the Change Support Team was noted. COG will develop an activity plan to enable support to be offered across the organisation.

Mr George Dodds highlighted that descriptions of Directorate remits has been undertaken. It has been recognised that not all activities will continue in the new Public Health body. It was noted that some roles will be naturally aligned such as IT and HR within umbrella of shared services. Reassurances have been given that the process will be transparent.

11. Minutes:

- **Partnership Forum Minutes: 29 November 2017**

The notes of this meeting were noted.

12. Any other business

- **Staff Governance Reporting**

It was anticipated that the annual statement of assurance will be available at the next meeting.

- **EU Citizens Report**

This report was noted by the Committee.

- **Public Health Reform Gathering**

Ms Jane-Claire Judson explained that she had attended this event and provided an overview of the speech given by the First Minister.

13. Date of next meeting

Joint Partnership Forum / Staff Governance Forum Seminar on
Friday 16 March 2018, Gyle Square, Edinburgh.

Apologies were noted for Ms Rani Dhir.