

## NHS HEALTH SCOTLAND

Minute of the Staff Governance Committee meeting held at 10.30am on Friday 13 November 2015 in NHS Health Scotland (Room 18), Gyle Square, Edinburgh.

Present: Ms B Fullerton (chair)  
Ms T King (deputising for M Craig)  
Ms J Fraser  
Ms M Mellon  
Ms A Jarvis

In attendance: Mr. G McLaughlin  
Ms C Denholm  
Ms J White  
Ms A Allan (deputising for K Donnelly)  
Ms S Dyer (item 5)  
Mr K McLean (item 5)  
Ms M Kerrigan (minute)

### ACTION

1. **Apologies**

Apologies were received from Ms M Burns, Ms K Donnelly, Mr M Craig.

2. **Declaration of Members' Interests**

No meeting-specific interests were recorded.

3. **Minute of previous meeting (SGC Min 4/14)**

The minute of the previous meeting held on 18 September 2015 was agreed as an accurate record subject to the following amendments:

K Donnelly should be included in the list of apologies.

**ACTION**

4. **Matters Arising** (Rolling Action Note)

The action list was noted with the following updates:

***18 September 2015***

Item 6 – iMatter update

Jim Carruth had discussions in relation to how the Board iMatter Report is presented along with the staff survey.

This item is in progress and the Committee can expect to see it by the end of the financial year.

Item 8 – Staff Governance Action Plan update

The letter to Scottish Government in relation to the annual submission had not been drafted. JW agreed to draft this and the current Board chair sign prior to departure.

**JW**

Item 10 – Workforce Update

Volunteer Policy has now been completed.

***5 May 2015***

Updates on the exit interviews and the gender pay gap will be discussed at today's meeting.

***18 February 2015***

Item 5 – Policy Review Update

The review on flexible working policy is ongoing.

Cath Denholm indicated that it was proposed that the Office Improvement Group lead on engagement with staff around ways of working in both offices, as preparation for the planned consolidation of accommodation at Meridian Court. It made sense to see this work as a review and development of agile working in its broadest sense i.e. including but not restricted to flexible working policies for staff. The Committee supported this approach and agreed to receive a report on the whole approach to agile working, rather than just flexible working, on 11 March 2016.

**CD/JW**

5. **Thematic Discussion: Safe and Improved Working Environment, including SGAP and Monitoring Template**

**ACTION**

**(SGC Paper 16/15)**

The Committee was asked to note the update on progress in relation to the Staff Governance Standard, consider and discuss what, if any, assurances were required, and to approve the Staff Governance Action Plan.

In introducing the paper Kenny McLean, Health, Safety & Facilities Team Manager, provided an update to the Staff Governance Committee on the progress and activities around the staff governance standard.

In discussion:

- it was felt this was a good, well-structured report;
- it was felt it was good to bring together some of the workplaces' use of health and safety;
- it was noted work is being carried out in Healthy Working Lives Maintenance Programme around First Aid Mental Health and First Aid for Managers;
- it was noted there was a change in the counselling service provision this year. The organisation is now called HELP and offers a broad range of interventions and activities.
- it was felt it was important to engage with those affected by stress in a proactive way as early as possible
- it was noted that long term sickness absence is continuing to remain within the 4% target
- it was noted that the internal audit report for Staff Safety, while yet to be formally approved by the Audit Committee, had received an A rating.

**6. Equality & Diversity In-Year Update  
(SGC Paper 17/15)**

Nicola Thompson, Senior Improvement Officer presented the Equality & Diversity in-year update paper.

**ACTION**

The paper follows discussion from the Staff Governance Committee in May. Ms Thomson in particular highlighted further work done in regard to vertical gender segregation and actions to help address this.

It was noted that the wording for the recruitment adverts was proving more complex than first anticipated and therefore had not been progressed as much as was hoped, due to capacity, however this was now being progressed.

Unconscious Bias training was to be delivered to all line managers, starting with senior managers and the CMT in quarter 4.

**JW**

On page 5 of the report, item 9 “Staff Survey”, it was agreed this paragraph should be changed as the results referred to in the paragraph were not comparable, one being staff survey the other the internal customer satisfaction survey, and each asking different questions.

**Nicola Thomson, Snr Improvement Officer**

The Staff Governance Committee noted the update in Appendix 1.

**7. Update on Exit Interviews (SGC Paper 18/15)**

The Staff Governance Committee was asked to note this update paper which provided an overview of the impact that a change to the Exit Interview Process has had on the number of leaver respondents. This had previously been discussed during the May meeting.

Out of 35 leavers in 2014/15, 17 leavers took up the offer of an exit interview. In 2015/16 to date, 9 out of 17 leavers completed the questionnaire. It was noted that progress was slow, but so far in the right direction. It was also noted that a national questionnaire was proposed. It was suggested that, given the proposed new questionnaire was a considerable improvement on the current one in use, it was agreed to use the new one with minimum change suggested at the meeting until the national one was available and. This was to save effort in a rewrite only to be superseded by a national version.

**Shonaidh Dyer, HR Team Manager**

It was agreed that it is best for the Committee to review this issue annually, as numbers are relatively small.

**HR Team Manager**

**ACTION**

8. **Partnership Working Update (including Partnership Forum)**

GMcL reported that a Safer Improved Working Environment was the themed discussion. It was noted that the Partnership Agreement needed review, but that this was likely to be light touch, given the attention to detail in the review completed last year.

There had been discussion around how to promote health and wellbeing at work. Following the HWLs Gold Award in December last year, we are now preparing for an annual review.

Our contribution to the national conversations the government is having was discussed. It was agreed to encourage a UNISON response.

There was a discussion around encouraging the attendance of staff at the Partnership Forum, and also agreement that members of the Staff Governance Committee should continue to take turns to attend the PF. It was agreed to circulate dates of the PF to the Committee.

**CEO Admin**

9. **Workforce Updates (SGC Paper 19/15)**

JW spoke to this paper, which the Staff Governance Committee was asked to note. It highlighted the key points and risks from the routine reports (attached as appendices).

In discussion it was noted that staff absence would continue to be monitored, there were no policies for sign-off this time and the Workforce Plan update was helpful.

The Committee expressed their appreciation to all concerned for pulling this paper together.

10. **Minutes for Noting**  
The Partnership Forum Minute of 3 September 2015 were noted.

**ACTION**

**11. Any Other Business**

It was noted that 2016/17 dates for the Staff Governance Committee had been changed, with more space between meetings. It was agreed to circulate these dates, along with the Partnership Forum meeting dates for 2016/17.

It was noted that The Commission on Widening Access to Education had published its interim report.

As this was Margaret Burns' last meeting, the Staff Governance Committee paid tribute to her hard work and commitment to both the Staff Governance Committee and Health Scotland staff.

**12. Date of next meeting: 22 January 2016, Room 23, Gyle Square.**

**CEO Admin**