



Approved Minutes SGC2/18

NHS Health Scotland

Minutes of the Staff Governance Committee

Friday 11 May 2018 at 10.30 a.m.
Room 19, Gyle Square, Edinburgh

Members present:

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

In attendance:

Cath Denholm
Jenny Kindness (Item 7)
Gerry McLaughlin
Duncan Robertson (Item 10)
Josephine White
Catherine Combe (minutes)
Jennifer Legodi (Shadowing)

Apologies:

David Crichton
Michele McCoy

Welcome

The Chair welcomed Jennifer Legodi who was in attendance to shadow minute taking.

1. **Declaration of Committee Members' Interest**
No members' interests were declared.
2. **Minute of previous meeting: 23 February 2018**
The minute of the previous meeting held on 20 April 2018 was agreed as an accurate record by those present.
3. **Matters Arising (Action List)**
 - **Access to Source**
Josephine White explained that options for access to the Source would be put forward to David Crichton. It was agreed that any solutions needs to be pragmatic and not a costly undertaking.
 - **Changes to Appendix 3**

Complete.

- **Review of Vacancy Assumption Rate**

Cath Denholm explained that this has been discussed at CMT. We are satisfied that the vacancy assumption is right for now, but have agreed to review in partnership in 6 months' time (September 2018).

4. **Refreshed Composite SGAP
(SGC paper 6/18)**

Ali Jarvis explained that as acknowledgement of the transitional nature of this year, the committee had requested a composite SGAP which is tailored for a faster moving environment. This proposal had been accepted at the Staff Governance Committee / Partnership Forum seminar in March. The committee considered whether this document captured the required detail. It was noted that:

Michael Craig and Jim Carruth are scheduled to meet to discuss the level of detail in the outcomes further.

Josephine White advised that the iMatter survey will be cross checked with the SGAP to ensure we are working on the actions that will have the most impact.

It was agreed that a front-page summary should be developed, providing an update on targets to enable non-Executives to be aware of any areas of concern.

Michael Craig informed the committee that Peter Watson had presented some instant feedback from an informal staff survey at a recent Change Oversight Group meeting, which had been helpful.

The committee discussed the need for monitoring to highlight any areas of concerns as staff are working through significant change. It was agreed that the information collated from the exit interviews should be used to assess impact and provide an overview for joint staff side / HR. It was agreed that additional questions should be added to capture any impacts of change and transition. It was noted that there should be an awareness about perceptions during periods of change.

It was noted that core activities have been linked to the workforce update and Josephine White was asked to consider presentation of this within the same paper, drawing out exceptions of note to the committee.

Overall the committee was content with the revised SGAP and proposal to review the whole SGAP at each meeting, rather than take any Standard for a detailed annual thematic review. This recognised both the overlap of existing work commitments and the changing nature of work associated with the organisational changes.

Given this, it was agreed that owners of individual information for each Standard would only now attend the committee by exception. Generally, the decision to invite a Standard owner will be made by Cath Denholm / Josephine White.

Actions:

- **Josephine White** bring exceptions of note to the committee.

**5. Annual Statement of Assurance
(SGC paper 7/19)**

The draft Staff Governance Annual Assurance Statement was discussed. A small number of changes were requested:

- Addition of Jane-Claire Judson's maternity leave period.
- 18 August – typing error in Cath Denholm's name.
- 12 May – Karen Donnelly is omitted from list of attendees.

The committee agreed that the business activity of the committee was appropriately covered and were content for the Chair to sign on that basis. Ali Jarvis also suggested that the terms of reference be updated to reflect the change in work cycle.

**6. Learning from catastrophic events / serious incident review
(SGC paper 8/18)**

Jenny Kindness joined the meeting for this item. Ali Jarvis said that she had taken reassurance from this paper and comments on the positivity resulting from this tragic event. It was acknowledged that every catastrophic event would be different and that it was important that the culture has a positive influence on the values of the organisation.

It was agreed this was a well written report and the committee were content with the conclusions drawn. It was also noted that the report illustrates a specific example of a culture that reflects both staff resilience and responsibility that the committee would wish to see retained in the new body.

Karen Donnelly said that heading four should be changed and highlighted that the support given by the Employee Director had been omitted. These changes were agreed.

Action:

- **Jenny Kindness** to amend report.

**7. Workforce Plan
(SGC paper 9/18)**

The Staff Governance Committee was asked to formally approve the workforce plan. This plan had previously been seen in draft by the committee in February and considered by the Partnership Forum in April. The committee appreciated the manner in which it was

contextualised for the organisation. It was noted from the earlier discussion that it had already been agreed to review the Workforce Planning Assumptions after 6 months.

It was highlighted that changes should be made to reflect the changing timetable of Public Health Scotland. Cath Denholm agreed to oversee amendments. Karen Donnelly raised that the plan did not specifically state that Public Health Scotland may not be an NHS body. On discussion, it was agreed that whilst this would impact staff, it was as yet an unknown and had no immediate impact on planning for this year. If this changes, the necessary adjustments will need to be made.

Gerry McLaughlin advised that it is anticipated that a decision on the constitution of the new body will be announced in July. The committee were content to approve the plan on this basis.

Action:

- **Cath Denholm** to sign off final amendments to the plan on this basis.

8. Partnership working

It was noted that Michael Craig has consistently raised in several Public health reform meetings the expectation for staff engagement. Gerry McLaughlin stated that this is clearly recorded in the minutes of the Public Health Reform Programme Board (PHRB). Michael Craig explained that he will be submitting a paper to the PHRB regarding the model of partnership working.

**9. Workforce updates
(SGC paper 10/18)**

- **Workforce Statistics**

The sickness absence spike in December 2017 was queried. Cath Denholm reassured the committee that this had been the result of seasonal and long-term sickness and confirmed that there was no indication at all of a trend to monitor. She explained that the long-term sickness pertained to specific health issues of a small number of people.

Ali Jarvis noted that the Health Equity Directorate had a larger turnover of administration staff. Michael Craig advised that he is currently in discussion with George Dodds, Director of Health Equity. Ali Jarvis asked for assurances on this review in due course.

Michael Craig informed the committee that Jim Carruth and himself will be meeting with each Director to review their Dignity at Work survey results. He also acknowledged that this will also be an opportunity to explore other issues, such as the turnover statistics referred above.

- **Workforce Risks**

Ali Jarvis stated that the committee have significant interest in the decision expected in July on the constitution of Public Health Scotland and the implications that this will have on staff.

- **Workforce Policy**

Duncan Robertson said that several policies had been circulated to the committee via email. Review of the following policies are underway:-

- Relocation Expenses Policy
- Promoting Attendance Policy
- Organisational Change Policy
- Facilities Arrangements Policy
- Accessible Information Policy

It was noted that the information, Security, Relocation and Bullying and Harassment Policy were all reviewed and updated as required. He confirmed that these had been standard changes in light of the PIN changes to definitions. The Staff Governance Committee approved the three policies.

- **Workforce Plan**

Josephine White presented the 2018/19 workforce plan update and explained that some of the outputs have been refreshed but most have been completed, Josephine White will continue to monitor and update as required.

10. **Health and Social Care Delivery Plan Implementation**

National Boards Collaborative Plan
Public Health Reform

Cath Denholm explained the Change Overview Group's remit and flow of information. It was agreed that a two way flow of information was essential and that inclusive language should be used to maximise energy and enthusiasm in the workforce. A detailed project plan was being developed by the Change Support Team which will be used in the future to capture the changes.

Ali Jarvis said that it would be important to drill out any elements relating to staff governance and that the change process and line management support are in place to support staff as they are involved with commissions as well as other delivery work.

It was agreed that the new written report has sparked a good, focused discussion and a similar update to come to each meeting. It was also agreed to take this report earlier in the agenda, as it should set the tone for discussion and focus on the remainder of the meeting.

11. **Scottish Government Staff Governance Submission**

Josephine White presented the annual submission and thanked Karen Donnelly for reviewing on behalf of staff side.

It was confirmed that iMatter is now on track (53% in the first week) and is due at the end of May. The committee were content to endorse the report.

12. Work cycle 2018/19

The draft work cycle was noted. Josephine White agreed to remove the thematic discussion item from each meeting, reflecting the approach.

13. Minutes:

Partnership Forum minutes from 26 April were not available and will be brought to the next meeting.

14. Any other business

Nil.

15. Date of next meeting:

17 August 2018

Rani Dhir submitted her apologies for this meeting.

Approved by:



(Chair)

Date:

17/8/18