



Draft Minutes 04/18

# Staff Governance Committee

## Minutes of Staff Governance Committee

**Friday 19 October 2018 at 11 a.m.**  
**Room 23, Gyle Square, Edinburgh**

### **Members present:**

Ali Jarvis (Chair)  
Michael Craig  
Rani Dhir  
Michele McCoy  
Irene Hamilton on behalf of Staff Side

### **In attendance:**

Duncan Robertson for item 6  
Della Thomas  
Josephine White  
Jennifer Legodi (Shadowing)  
Tia Mure (observing)  
Liam Slaven (observing)  
Catherine Combe (minute)

### **Apologies:**

David Crichton  
Cath Denholm  
George Dodds  
Karen Donnelly  
Jane-Claire Judson  
Theresa King  
Gerry McLaughlin

### **Welcome**

The Chair welcomed Della Thomas, Executive and Governance Lead and Andrew Fraser, Director of Public Health Science who were in attendance on behalf of the Corporate Management Team. Tia Mure and Liam Slaven (Modern Apprentices) were also present to observe.

1. **Declaration of Committee Members' Interest**  
No members' interests were declared.
2. **Minute of previous meeting: 17 August 2018**  
The minutes of the previous meeting held on 17 August 2018 was agreed as an accurate record.
3. **Matters Arising (Action List)**
  - **Action list**

- **Change and Transition (future landscapes paper)**  
The Chair advised that the proposed paper had been presented at the Board meeting and had been used extensively by Scottish Government colleagues. It was noted that there has been a lot of movement and that Health Scotland involvement had paid dividend enabling influence and focus and providing a consistent message and language. The Chair thanked Cath Denholm, Director of Strategy and Michael Craig, Employee Director for producing this paper.

- **Change and Transition (Commissions)**  
Michael Craig provided an update regarding partnership involvement within commissions and confirmed that this is now in place.

Della Thomas raised that she has not been involved in any meetings pertaining to the Governance commission. She has been in contact with Robert Girvan to ask how she can assist. Michael Craig advised that the PID (project initiation document) has not been presented to the Programme Board and he will highlight the need for this engagement.

- **Change and Transition (engagement)**  
It was confirmed that there had been a balance of grades attending the resilience sessions, the first session was provided for the managers to enable good leadership.

- **Workforce Policy**  
Complete.

- **Once for Scotland Workforce Policies**  
It was confirmed that SWAG (Scottish Workforce and Governance) will take this forward and that Health Scotland staff are no longer required for policy process workshops.

- **Corporate Governance blue print**  
Della Thomas advised that the Corporate Governance paper written by John Brown CBE, will be presented at the next Board meeting. It was suggested and agreed that this should also be discussed at the next Board Seminar to ensure cultural effect of this paper is accounted for.

#### 4. **Change and Transition Update Report (paper 17/18)**

Josephine White, Organisational Lead for People and Workplace, outlined the key elements as:-

- **Corporate arrangements**

It was noted that Cath Denholm is the lead on the Corporate Arrangements Commission. There are tight timelines (6 months) with expected outputs beginning from November. Concerns have been raised with regards to the scope of the PID. Michael Craig highlighted that the service level agreements and memorandum of understanding would require to be reviewed to ensure that the service meets with needs of the organisation. The Chair agreed that it was imperative that the services are fit for purpose. The Chair requested a structured update of corporate arrangements for consideration in early December to enable this Committee to provide its support.

**Action:**

- **Cath Denholm** to share project update of corporate services at next meeting.

- **Engagement**

Attendance at the recent staff engagement sessions had been good and it was felt that the use of Sli.Do had been well received. The Question and Answers from these sessions is currently in draft, which will be circulated to the Staff Governance Committee. Alternative forms of (digital apps) communication are currently being explored. It is anticipated that the finalised question and answers will be circulated with the minutes of this meeting. The location of Public Health Scotland has been identified as an important issues for staff. It was acknowledged that the location would be important to the effectiveness of the organisation. Whilst this is out with the remit of this Committee it was agreed that measures should be put in place to increase staff involvement to promote positivity.

- **Workforce Risks**

It was noted that the two main risks outlined on page 8 of the report remain unchanged. It is not envisaged that there will be any changes to these risks in the foreseeable future. Duncan Robertson, Senior Policy, Risk and Data Protection Officer confirmed that report via CPT (corporate planning tool) is going well. Josephine White advised that the monitoring of sickness levels will continue and that the action plan has been updated to ensure support for staff. It was agreed that the revised work cycle is satisfactory and it is expected that a more detailed update will be presented at the next meeting. Michael Craig and Jim Carruth, Head of People and Improvement have been looking at Directorate turnover as there are a couple of areas of concerns which have been discussed.

Irene Hamilton highlighted that there has been an increase in informal interest from staff about voluntary redundancy. It was noted that there are no plans in place for this and it is envisaged that the workforce levels will remain stable until more details are known about Public Health Scotland. The Chair requested an update on workforce planning.

**Action:**

- **Josephine White** to circulate workforce planning assumptions at the next meeting.

**5. Partnership working (including Partnership Forum update)**

Irene Hamilton for staff side provided an overview of the recent Partnership Forum meeting which had concentrated their discussions on the paper concerning change and transition. It was noted that an updated version of this paper which was presented to this meeting.

**6. Workforce Policy Updates  
(paper 18/18)**

Duncan Robertson, Senior Policy, Risk and Data Protection Officer requested that the Staff Governance Committee noted the minor changes made to a number of Polices:-

- The Freedom of Information Policy
- The Preventing and Dealing with Bullying and Harassment Policy
- The Managing Stress at Work Policy
- The Health and Safety Policy
- The Tobacco Policy

The Chair thanked Duncan Robertson for providing the bulleted summary of changes which had been helpful. The committee accepted the requested changes.

The policy review was discussed and agreed that policies which are Covered by PIN will not be updated pending Once for Scotland approach. It was acknowledged that the tracker will go red but reassurances were given that we would remain legally compliant.

**7. NHS Health Scotland Staff Governance Standard Monitoring  
Return 2017/18  
(paper 19/18)**

The Chair congratulated Health Scotland on the letter which illustrated the good work that has been undertaken. The drafted response letter was considered and it was suggested that partnership working being presented to the Public Health Reform be included. Michael Craig and Josephine White to agree wording. It was noted that mention of HWL gold aware should be altered to account for forthcoming changes. Della Thomas will provide form of words from Board minute.

The Committee accepted the letter with these changes and agreed that it should be circulated to them for information.

**Action:**

- **Michael Craig and Josephine White** to agree wording for response letter.
- **Della Thomas** to provide wording from Board minute regarding HWL gold award.

**8. Any other business**

- **EU Withdrawal**

Josephine White advised that a short survey had been undertaken which had identified nine staff or their households potentially at risk. It was noted that meetings will take place when settlement scheme details are known. It was agreed that Health Scotland had adopted a supportive approach to this which should be shared with the other Health Boards, Michael Craig will raise this at SWAG.

**Action:**

- **Michael Craig** to share supportive approach taken by Health Scotland at SWAG.

- **Secretariat**

It was noted that Catherine Combe would be leaving her post in the Chief Executive Office. The Chair thanked Catherine on behalf of the Committee and wished her well in her new post.

**9. Issues to report to the next Board meeting**

The Staff Governance Committee agreed that the following matters should be raised by the Chair at the next Board meeting:-

- Ongoing consideration and watch and brief on change and transition with importance of corporate services and implication of change of location acknowledged.
- Question and answers from staff sessions to be noted.

**10. Draft SGC Agenda – 14 December 2018**

The draft agenda was agreed by those present.

**11. Date of next meeting:**

14 December 2018 at 10.30 a.m. in Room 23, Gyle Square, Edinburgh.

Approved by: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_