



Draft Minutes 01/20

Staff Governance Committee

Minutes of Staff Governance Committee

Friday 28 February 2020 at 10.30 am
Room 5.5, Meridian Court, Glasgow

Members present:

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

In attendance:

David Crichton
Gerry McLaughlin
Cath Denholm (VC)
Josephine White
Catherine Combe (Item 6)
Nicole Smith (Minute taker)

Apologies:

Michele McCoy
Rani Dhir

1. Welcome and apologies

The Chair welcomed everyone to the final Health Scotland (HS) Staff Governance Committee (SGC) meeting, noting it as an opportunity to reflect on and think about the time HS has spent on Staff Governance and the important benefits that have come from that.

Apologies were noted as above.

2. Declaration of committee member's interests.

None were declared.

3. Minute of previous meeting

The minutes of the SGC meeting held on Friday 23 December 2019 were agreed as an accurate record.

4. Matters arising (rolling action list)

All actions have been completed.

The Committee noted the action list.

5. **Change and Transition Update Report**

Cath Denholm spoke to the paper.

Staff who up until this point have not been heavily impacted by the transition to Public Health Scotland (PHS) will begin to feel the effects of it imminently. TUPE Transfer letters have gone out to staff and redecoration of the offices has started, with some emotional concerns raised relating to Project Art. Staff are feeling as if decisions are being made without their input, but the reality is that these choices are for PHS. The Committee agreed it will be important that staff are given the time and space necessary to reflect on the possible benefits of these changes, rather than focussing on what will be missed.

Actions:

- **Gerry McLaughlin** to capture the sense of mixed feelings of Health Scotland staff in his final Corporate Blog.

There is concern that staff are not yet grasping the differences in how services are currently delivered and the delivery of future shared services provided by National Services Scotland (NSS). Each person in HS will be asked to identify a “buddy” in Public Health and Intelligence (PHI) to assist them in navigating new processes such as IT and HR requests in the new organisation.

Similarly, it was noted that HS staff leading many aspects of negotiating change have had to adjust to working with a bigger organisation that places more importance on hierarchy and authority than on partnership and collaboration.

Cath Denholm also noted that since the TUPE 2 transfer consultation closed, three staff members who were due to transfer to PHS have come forward to request a transfer to NSS instead. This is based on their preference for career development organisations within the larger organisation delivering shared services. These have been discussed in partnership and we have indicated our contentment that these staff transfer to NSS. We have also taken steps to check that there are no other staff in a similar position, and are satisfied that there are not.

The Chair summarised that the glitches and tensions now being described were consistent with the governance risks identified and monitored by the Committee over the last several months.

The Committee noted the paper.

6. **Workforce Policy Update**

Catherine Combe spoke to the paper.

The Committee is asked to approve and sign off the new Prevent Policy. This is a national policy issued by the UK Government, who requested NHS Scotland roll it out across all boards. The Policy is

straightforward, and includes an online training programme which all staff will be encouraged to complete.

The Committee approved the Prevent Policy, noting that this will transition with existing HS staff into PHS.

7. Health Scotland Staff Governance Final Report

Cath Denholm introduced the paper.

The NHS Health Scotland Staff Governance Final Report acts as a standard update, as well as part of the final reporting mechanism for HS. Thanks were extended to Josephine White for pulling the information in the report together in a meaningful way.

The Final Report reflects where HS is with regards to all matters relating to staff at this point in the organisation's lifespan. The data is mainly as at 31 December 2019, but the final draft will include data up to the 31 March 2020. As the Interim Head of Strategy, Governance and Performance for PHS, Cath Denholm will take responsibility for final edits of this report from 1 April 2020. The Chair noted that she was happy to delegate authority to Cath Denholm to oversee any substantive changes requested prior to 31 March, also.

The Committee reviewed the HS Staff Governance Final Report. They discussed whether or not more needed to be said about the relationship between the Remuneration Committee and the SGC, but agreed to leave it as is. It was agreed additional wording should be included to set the context of the overall shape of the staff complement in the last 18 months.

Action:

- **Cath Denholm** to prepare a form of words to include in the Health Scotland Staff Governance Final Report that sets the context for the overall shape of the staff complement in the last 18 months.

The Committee signed off the HS Staff Governance Final Report, noted the HS Partnership Forum Final Report, and recognised the closure of the Staff Governance Action Plan.

8. SGC Annual Statement of Assurance SGC Review of Effectiveness

Staff Governance Committee 2019/20 Annual Assurance Statement

The Committee is asked to approve the final HS Assurance Statement. It was noted that the story told in the Statement was a positive one for the organisation.

Action:

- **Nicole Smith** to add Michael Craig to the 28 February 2020 meeting attendance.

The Committee approved the Annual Statement of Assurance subject to the above amendment.

Staff Governance Committee 2019/20 Review of Effectiveness

The Committee is asked to review the questions in Appendix 1, agree whether or not those marked are done so satisfactorily, and reflect on questions 28-30.

The Committee approved the proposed responses for questions 1-27 in Appendix 1.

With regards to question 28, on whether or not the Committee effectively contributed to the overall control of Health Scotland's environment, it was agreed that the Committee had been particularly effective by operating on the basis of seeking evidence for assurance and on the foundation of the Staff Governance themes.

Responding to question 29, on where the Committee could have improved upon its level of effectiveness, it was noted that the Committee could have been more conscious of spending the right amount of time on specific pieces of work, both to ensure that staff preparing reports received useful feedback and acknowledgement but also to ensure that solid evidence was accepted as such.

The Board Chair and Accountable Officer provided feedback for question 30. The Accountable Officer recognised that the Executive Team operates on the confidence of the Committee, who are actively engaged in overseeing their work. The Board Chair noted he was thoroughly reassured by how HS had managed Staff Governance, taking the mechanics of the Committee and using it to transform business in robust, kind, fair and compassionate way. He also noted his thanks to the last Chair of the Committee, Ali Jarvis.

The Committee discussed the questions in Appendix 1, offered additional evidence, and approved the SGC 2019/2020 Review of Effectiveness.

9. Minutes of Remuneration Committee

The Committee accepted the minutes of the following Remuneration Committee meetings:

- Friday 22 November 2019
- Friday 14 February 2020
 - o It was noted that the minutes provided from the 14 February 2020 Remuneration Committee were not the most up to date version.

Action:

- **Nicole Smith** to ensure the final draft of the 14 February 2020 Remuneration Committee minutes are on record.

10. Any other business

No other business was raised.

11. Issues to report to the next Board Meeting (Friday 20 March 2020)

The Staff Governance Committee recognised where they have concluded their journey, and approved what they hope is leading practice for Staff Governance which can be carried forward into PHS.

Finally, the Committee will note that they remain vigilant of staff concerns and impacts on staff until 31 March 2020.