

**Staff Governance Committee Meeting
Friday 20 October 2017
Rooms 18, Gyle Square, Edinburgh**

Present: **A Jarvis (Chair)**
M McCoy
M Craig

In attendance: G McLaughlin
J White
K McLean (item 5)
D Gall (items 6 and 7)
D Robertson (item 9)
N Colvin (minute)
K Keates (minute)

1. Apologies

Apologies were received from Ms Denholm, Mr Crichton, Ms J-C Judson, Ms R Dhir, Ms K Donnelly and Ms T King.

2. Declaration of Committee Members' Interest

No members' interests were declared.

3. Minute of the previous meeting

The minute of the previous meeting held on 18 August 2017 was agreed as an accurate record. A more condensed version of the minutes was agreed, to capture what was said rather than repeat what was in the papers.

4. Matters Arising (Rolling Action Note)

All actions are in progress or now complete.

5. Safe and Improved Working Environment including SGAP (SGC Paper 17/17)

The paper was presented by Mr Kenny McLean, Health Safety & Facilities Manager (HSFM) and presented all relevant evidence to the SGC to demonstrate how we are meeting this element of SGS. The committee were asked to note the update on progress in relation to the standard, discuss and approve it.

In discussion it was noted that the paper was very comprehensive, well written, it provided lots of detail and that it was very useful to see the different evidence brought together. The Committee were most interested in the section on staff wellbeing, in particular how to separate

out stress at work from out with work. They would like to get to the bottom of whether organisational processes and systems are adding to stress, can we use data from previous years to see improvement and work out how to drill down into data but not compromise personal information. Suggestion to think about what would take forward into the future and use as a real opportunity to work on culture that want in the future.

(Action: HSFM)

Page 18 – Flexible Working Policy to support employees manage their work life balance.

It was agreed to produce a one line narrative in future thematic discussion papers, under this standard, on whether or not staff have found the policy supportive and looking at the interaction, if any, with how this helps to promote attendance. **(Action: HSFM)**

It was noted that stress and mental health absence trigger an automatic occupational health risk assessment so HR are able to track stress related absences for 16/17 accounted for 32.8% of all absences.

The Chair asked about the move to having individual HR Officers supporting each directorate and the impact of this? It was noted that this system had been in place for four years in order to gain a better understanding of needs of each directorate so the HR support can be tailored to each directorate. HR Officers aim to provide early intervention that is proactive rather than reactive. This approach was helpful during realignment so will be continued as it is more personalised, enables direct employee engagement and is more supportive.

Question on how going to build in other methodology/relationships and a level of proactivity during the change process. Management essentials has been running for seven years and it is seen as an important component as staff rate support from their line manager highly. Take opportunity to balance shared services and local services so not in a separate silo. HR advice for managers is more tailored and suited, officers adapt their style of delivery and learning interventions to ensure fairness and consistency. In the iMatter Board a 72% response in this area show a strive and celebrate score in addition an 81% positive score for support for wellbeing was achieved.

It was noted that the national Board Chief Executives group have a number of work streams where HR leads from all boards sit. Jim Carruth is our representative but our CEO indicated that we sit in this group but are only one of eight boards which we need to be mindful of. Suggestion to concentrate on what we value most strategically in NHS Health Scotland and how we ensure we influence these strengths in this forum.

It was noted that one floor in Meridian was generally working well. There is some improvement work still to be done, pressure on space certain days, People and Workplace team are looking at pinch points and travel, DSE assessments are required for touchdown spaces but terrific modelling behaviour has been seen. Height adjustable desks are getting more use. There is a standing meeting room in each office encouraging staff to move around.

In summary this is a good report, pleased with progress, look at how going to carry forward good practice. **(Action: HSFM)**

6. Equality & Diversity Outcomes In-year Update Report (SGC Paper 18/17)

The paper was presented by Ms Dawn Gall, Senior Improvement Officer. It provides an update since March 2017 of valid outcomes from 2017-21. These will likely change with the move to a new body.

Question around how we start to gauge impact as no change in equal pay gap from last year. The four indicators are good and give a clear picture where we are aiming to go. It was suggested we look at protected characteristics on an individual basis, sectional, added layer moving forward and build in a link to dignity at work. Think about a way to build in dimension on attitudinal culture not just mechanics. Balance quantitative and qualitative data for a number of strands, two alongside one another. **(Action: SIO)**

**7. Change & Transition update
Evaluation of the Functional Realignment (SGC Paper 19/17)**

The paper was presented by Ms Dawn Gall, Senior Improvement Officer. It follows a request from the Board in September that recommendations 40, 41 and 42 be updated.

The Committee were happy that these reflected the Board discussions.

Terms of Reference for COG

COG will now be a standing item on the Committee agenda. A presentation that Cath gave to the Board was circulated with the papers. The group will work to four work streams. The focus will be on developing a timeline and the group are keen to ensure the people aspect of this work is fully integrated into this plan.

Verbal update

It is hoped that the NSS offer of collaborative training (HS taking 1/3 of places) will lead to other activities to collaborate on. Control of the

timeline being published to staff sits with the PHOB executive delivery board. Updates, including published papers, are being placed on the Change Hub (staff intranet). Teams have engaged early with NSS to do preparatory work so that when information goes out it will be done at the same time. Marion Bain and Eibhlin McHugh (Chief Officer at Midlothian Integration Joint Board) have been appointed as co-directors of PHOB executive board. Staff side have now got a seat on the oversight board so are looking at how they will start to populate programme management. Agreement on who to communicate with and how to do this consistently has not been significantly spelled out. This needs to be in the communications plan. Governance arrangements are different at COSLA and the NHS so need a new way of operating together. Keep sight of other regional planning as their no change in structure or governance adds further complexity.

8. Partnership Working (including Partnership Forum) update

The last Partnership Forum went very smoothly and had similar discussions to this meeting. Employee Director and Chief Executive to look at current Terms of Reference regarding joint chairs attendance.
(Action: Employee Director & Chief Exec)

**9. Workforce Updates
(SGC Paper 20/17)**

The paper was presented by Mr D Robertson Senior Policy and Risk Officer.

Workforce Risk

The master risk register for strategy has been published. There are four risks. Need to ensure the right measures to mitigate. It has been transferred to the Corporate Planning Tool.

Workforce Statistics

Relatively stable sickness absence continues to be monitored. Risk 29 to be made as strong as it can be. **(Action: SPRO)**

Workforce Policies

The Staff Governance Committee is asked to approve a number of new policies on behalf of the Board. These policies have been signed off by the Partnership Forum.

It was noted in the last minutes that agreement for all new policies would be agreed by PIN and not by the Board. The Employee Director had major concerns as this had not been signed off at national level yet. It was agreed to get formal confirmation of status.

(Action: OLP&W/Employee Director)

Workforce Plan

This is been collated and streamlined to take stock of outputs and take capacity into account. It will be updated for the next meeting.

(Action: OLP&W)

IT Policy

It was noted that HR/Staff side are still looking at policy on the management of email accounts whilst staff are on sick leave.

(Action: HR/Staff side)

Social Media Policy

This has been finalised.

The Staff Governance Committee approved all policies on behalf of the Board and noted changes to the PDP policy.

10. Minutes

The Staff Governance Committee noted the minutes.

11. Any Other Business

There was none discussed.

12. Date of next meeting:

15 December 2017, Room 5.5, Meridian Court. Festive cheer is encouraged.

Signed (Chair): _____

Date: _____