

**STAFF GOVERNANCE COMMITTEE MEETING
HELD IN ROOM 5.5, MERIDIAN COURT, GLASGOW
ON FRIDAY 21 OCTOBER 2016**

Present: Ms A Jarvis (Chair)
Ms McCoy
Ms JC Judson (teleconference)
Ms K Donnelly
Mr S Daire (Staff side rep deputising for Teresa King)

In attendance: Mr G McLaughlin
Ms J White
Mr K McLean (item 5)
Mr D Robertson (item 8)
Ms S Russell (Scottish Government)
Ms M Kerrigan (Minute)

		ACTION
	The chair welcomed everyone to the meeting and introduced Susan Russell (Staff Government Associate within Scottish Government).	
1.	Apologies	
	Apologies were received from Mr M Craig, Mr D Crichton, Ms T King, Ms Cath Denholm, Ms R Dhir.	
2.	Declaration of Committee Members' Interests	
	No members' interests were declared.	
3.	Minute of the previous meeting (SGC Minute 4/16)	
	The minute of the meeting held on 12 August 2016 was approved as an accurate record.	
4.	Matters Arising (Action Note)	
	The Action Note will be updated.	

		ACTION
	Susan Russell, Scottish Government	
	Ms Russell updated the Committee on outcomes from the Scottish Workforce & Staff Governance Committee (SWAG) meeting and supplied the following information:	
	<ul style="list-style-type: none"> • Three PINs are in development at the moment under the PIN Policy Development & Review; 	
	<ul style="list-style-type: none"> • One new PIN (Additional Employment PIN) is out for consultation and due to be completed by 18 December; 	
	<ul style="list-style-type: none"> • Early indicators on the Additional Employment PIN suggest there was concern around volunteering within the PIN. Ms Russell drew the Committee's attention to the Safer Pre and Post-Employment PIN as volunteering is contained within this and this should be used as the reference point; 	
	<ul style="list-style-type: none"> • Managing Health at Work PIN and Promoting Attendance PIN have been under review for some time. Attendance Management was to be part of the Managing Health at Work PIN but this has been extracted and now stands alone. However, it was noted there were several barriers, one on trigger points in relation to the appeals process. There had been a useful discussion at SWAG secretariat around this and the co-chairs had offered their assistance; 	
	<ul style="list-style-type: none"> • There may be a need to look at partnership structures and to see if the current Forum is fit for purpose; 	
	<ul style="list-style-type: none"> • Early discussions have taken place with the Scottish Partnership Forum (SPF) secretariat around an engagement event; 	

		ACTION
	<ul style="list-style-type: none"> communication between the national Forums and the Board Forums is being looked at and Staff Governance Monitoring Return is being reviewed, which will reflect the role out of iMatter; 	
	<ul style="list-style-type: none"> SWAG approved a new National Staff Experience Framework which will include iMatter to take account of legacy questions from the staff survey; 	
	<ul style="list-style-type: none"> The sharing of good practice was introduced recently which is available on the Staff Governance website. 	
	Ms Russell was thanked for attending the meeting and for her update.	
5.	Thematic Discussion: Safe & Improved Working Environment (SGC Paper 16/16)	
	Speaking to the paper, which was drawn together with the assistance of Shonaidh Dyer, HR Team Manager, Mr McLean, Health, Safety & Facilities Manager, explained that the paper, with 9 appendices, provided an update to the Staff Governance Committee (SGC) on progress in relation to the “Provided with a continuously improved and safe working environment, promoting the health and wellbeing of staff, patients and the wider community” Staff Governance Standard.	
	Arising from discussion the following actions were agreed: <ul style="list-style-type: none"> - Further look at pre-employment checks (appendix 2, page 22); - inequalities/LGBT/mental health/domestic violence/violence support is not specifically mentioned on the list (page 23) and it was therefore agreed to check if there was cover in these areas. 	JW JW

		ACTION
	The Chair commended Mr McLean and his team on the 'A' audit rating from internal audit and was pleased to see the paper had picked up on compliance and compliance plus.	
	The Committee was pleased with the report, noted its content and had not identified any substantive specific areas on which the Committee required assurance.	
6.	Equality & Diversity Outcomes In-year update report and proposal to revise the outcomes for 2017-2021 (SGC Paper 17/16)	
	In introducing the paper Ms White, OLPW, asked the Committee to note the progress towards the workforce equality outcomes and the recommended approach towards the next set of four year equality outcomes for 2017-2021	
	In discussion the following action was agreed: Action: - Page 2, point 6, bullet point 1, line 2, "equalities" should read "inequalities".	JW
	The Committee was happy to note progress made over the last four years and the recommendations for development.	
	Regular Updates	
7.	Partnership Working (including Partnership Forum)	
	The Partnership Forum Development Day went well and it was noted that flexi time had been approved by the Partnership Forum.	
8.	Workforce Updates (SGC Paper 18/16)	
	<i>A paper on Risk and Statistics</i> had been circulated under separate cover by Duncan Robertson, Policy & Risk Officer (PRO).	

		ACTION
	<i>Statistics</i>	
	In discussion with staff side Ms White indicated it was agreed to look at the definition of vacancies. One set of figures per month is being looked at with a breakdown on how the vacancies are accounted for. This will be presented to Partnership Forum and the Staff Governance Committee. An exercise has also been undertaken on process mapping of the recruitment process.	
	The upward trend in vacancies was noted. Ms White indicated that realignment posts will be removed from the figure to allow a much more accurate figure in respect of vacancies.	
	It was noted the Committee supported full recording of vacancies data coming back to the Committee.	
	In discussion the following actions were agreed: <ul style="list-style-type: none"> - A tiered approach would be looked at around how realignment vacancies are presented; - There should be clarity on turnover information. 	JW JW
	<i>Workforce Risks</i>	
	Mr Robertson highlighted the links to the Corporate Risk Register 16/8 (capacity in the Web & Digital Team) and 16/9 (Functional Realignment).	
	The Committee expressed its thanks on the excellent work being carried out by the Web & Digital Team.	
	The Committee did not feel assured by the initial data coming in in terms of improvements required on functional realignment. <p>Action:</p> <ul style="list-style-type: none"> - It was agreed to look further at the iMatter response for feeling involved in decisions which will be presented as part of the next thematic discussion in December 2016. 	JW
	<i>Policies</i>	

		ACTION
	Four policies will go before the next PF/SGC. It was noted there was a slight delay in the social media protocol and two policies were reliant on the PIN being developed. Of the additional policies sent out, 10 had minor edits.	
	The protocol for non-executive Board members was circulated dealing with concerns raised by staff/former staff.	
	Action - Point 3 of the protocol to be reviewed.	JW
	Two diagrams were before Committee members on the five year Strategic Plan. Five external strategic priorities have now been identified. Strategic priority 6 will be developed in the same way as strategic priorities 1-5. The working title: 'Organisational Change and Support Plan'. The diagrams were noted.	
9.	Remuneration Committee Minute	
	The Remuneration Committee minute was noted.	
10.	Any Other Business	
	Scottish Government: Governance Standard Monitoring Return	
	The Committee was pleased to see that NHS Health Scotland was acknowledged for its positive work. Specific questions will be pulled together where additional information is required. Action: - Draft to be prepared for AJ/GMcL/MC and to come back to the December meeting for noting; - Comments to be sent to JW electronically.	JW ALL
11.	Date of next meeting	
	16 December 2016, Room 23, Gyle Square, Edinburgh Topic for discussion: Involved in Decisions	

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