

NHS HEALTH SCOTLAND

Minute of the Staff Governance Committee meeting held at 10.30am on Friday 11 March 2016 in NHS Health Scotland, Room 5.2, Meridian Court, Glasgow.

Present: Ms B Fullerton (chair)
Ms T King
Mr D Crichton
Ms A Jarvis
Mr M Craig

In attendance: Mr G McLaughlin
Ms J White
Ms K Donnelly
Ms M Kerrigan (minute)

ACTION

1. **Apologies**

Apologies were received from Cath Denholm and Gerry McLaughlin.

2. **Declaration of Members' Interests**

No meeting-specific interests were recorded.

3. **Minute of previous meeting
(SGC Min 2/16)**

The minute of the previous meeting held on 22 January 2016 was agreed as an accurate record.

4. **Matters Arising** (Rolling Action Note)

The action note was agreed subject to the following update:

13 November 2015,

- Item 4 (Agile Working Framework) is now complete. This was discussed on 22 January and therefore the date in the action list should be

CEO Admin

amended to reflect this.

It was noted that Unconscious Bias training will commence on Monday 14 March and will be open to line managers and those sitting on recruitment panels as well as opening it up to all staff.

In discussion it was agreed appropriate wording relating to this training being undertaken will be incorporated into the Recruitment Policy. In addition, the evaluation summary will be included in August's thematic discussion on 'Appropriately Trained' and should include qualitative feedback from participants.

OLPW

5. **Thematic Discussion – Well Informed, including SGAP and Monitoring Template (SGC Paper 4/16)**

Mr Peter Watson, Senior Communications & Engagement Officer, spoke to the paper which asked the Committee to note the report on the Well Informed element of the Staff Governance Standard and the proposed focus for improvement in the 2016/17 Staff Governance Action Plan.

The C&EO highlighted the main points in appendix 2 of the paper.

The Internal Communications & Engagement Plan includes a timeline of activities and sets out a range of ways to ensure staff are informed about the work of the organisation and ensures staff are given every opportunity to engage and contribute effectively. Drop-in sessions continue.

Corporate Cascade includes highlights of what's happening in the organisation and the C&EO emphasised the importance of using this as a basis for discussion at team meetings.

Three Wipe Boards are situated on each site which can be used for events, corporate information etc. However, as these are not situated in ideal places these will be rehoused in areas where staff congregate.

The C&EO highlighted the importance of Source as a means of communication and staff engagement. Work

is underway to look at improving the Source and staff's use of it. Joiners/movers/leavers has been put on Source this year and Directors' Cut enables Directors to have their say. Plain English training has now covered almost all staff.

Accessible Information Policy training will be held next year with Plain English training being incorporated into this.

Excellence Adventures has been introduced which encourages staff to put forward their experience of an improvement that they have made.

In discussion the Committee:

- felt it was excellent that the staff survey showed when changes were made they worked;
- felt there was still work to be done;
- was proud of the way staff have dealt with the changes;
- had some concerns about the amount of communications and drop-in sessions; a lot expected of staff;
- How do we make Source more accessible?
- felt a lot of areas in the Action Plan overlap;
- suggested teams be encouraged to have one or two key topics to feed into Corporate Cascade;
- suggested having a corporate calendar on the Source or within corporate cascade with key dates;
- suggested looking at ways of making Source accessible to non-executives remotely.

In introducing the Staff Governance Action Plan the OLPW indicated that the Plan had been updated since the last Partnership Forum and asked the Committee if they were content that these were the appropriate actions for next year.

The Committee agreed that these were the appropriate actions and that the second one was particularly important, and having a calendar of key dates was a particularly relevant one.

It was felt the element around the use of Corporate Cascade and how we create that as a two way channel would be better reflected in no.2.

It was further felt it would be useful to record what has been closed off/carried forward for the last year.

The Committee noted the report on the Well Informed element of the Staff Governance Standard and the proposed focus for improvement in the 2016/17 Staff Governance Action Plan.

**6. Review of Committee effectiveness and Terms of Reference
(SGC Paper 5/16)**

The Staff Governance Committee is asked to approve the updated Terms of Reference so that they can be made available to the Audit Committee and Board as part of year-end processes.

It was agreed 'closed session' remain on the Schedule of Business should members wish to call a 'closed session'.

The following addition to paragraph 17 of the Terms of Reference (appendix 5/16a) was agreed:

"to undertake periodic reviews of progress against the organisational equality outcomes in relation to workforce'.

Paragraph 12 of the Terms of Reference should read meetings will normally be held 6 times a year, 'including' one meeting jointly with the Partnership Forum, replacing the word 'with'.

OLPW

Paragraph 3 of the Terms of Reference should make the role more explicit. The OLPW to check the wording in the Board's Terms of Reference and recirculate.

OLPW

It was noted that a new chair and two new additional non-executive members will be appointed to the Committee. DC will keep the Committee updated.

**7. Annual Statement of Assurance
(SGC Paper 6/16)**

The Annual Statement of Assurance was before the Staff Governance Committee for sign off by the chair.

It was agreed:

- paragraph 4.4 should read "staff are treated fairly".

OLPW

OLPW

- paragraph 2.1 create a new bullet point for members.

Karen Donnelly indicated that her attendance was missing from May 2015 in appendix 2.

With these amendments the Annual Statement of Assurance was agreed and will be signed off by the chair.

8. **Regular Updates
Partnership Working (including Partnership Forum)**

MC gave an update on the Partnership Forum meeting.

There was discussion around:

- Well Informed;
- Workforce Planning and Planning Assumptions which will get tied into the Workforce Plan;
- Workforce development, particularly in relation to AFHS2;
- Recruitment and retention data;
- Flexi time;
- Agile working/flexible working was raised at HR/Staff side and agreement was reached to look at this.

9. **Workforce Updates
(SGC Paper 7/16)**

Workforce Risk – No new risks and all remain static
Workforce Statistics - noted
Workforce Plan Q3 Update – noted
Workforce Policy – No formal policies for approval

In discussion it was suggested to keep the policies that should be light touch light touch and whistleblowing should take into account the proposal around the national agenda. Workforce Plan for Q4 is currently being finalised.

10. **Minutes for Noting**

Remuneration Committee: 12 and 27th November 2015 were noted.

It was noted that the Remuneration Committee agreed the Annual Report for 2015/16 and the Schedule of Business/Terms of Reference and these will be taken forward for Board approval.

The Committee was mindful that consultant merit awards has come up at the Board on several occasions.

11. **Any Other Business**

As this was the last Staff Governance Committee meeting of the chair, Staff side recorded their thanks and appreciation of Betty's support to staff side in her term as non-executive.

David Crichton also recorded the thanks of the Staff Governance Committee for the chair's contribution and commitment to the Committee and wished her well.

12. **Date of next meeting:**

Joint Staff Governance Committee/Partnership Forum Meeting: 17 March 2016, Training Centre, Edinburgh.
Ordinary Meeting: 13 May 2016, Rm 5.5, Meridian Court, Glasgow

Signed: _____ (Chair)

Date: 13-5-16