

**NHS HEALTH SCOTLAND**

Minute of the Staff Governance Committee meeting  
held on Friday 13 May 2016 at 10.30am  
in NHS Health Scotland, (Room 5.2), Meridian Court, Glasgow.

Present: Ms A Jarvis (chair)  
Ms T King  
Ms R Dhir  
Mr D Crichton  
Ms K Donnelly  
Mr M Craig

In attendance: Mr G McLaughlin  
Ms J White  
Ms C Denholm  
Mr T Andrew (item 9)  
Ms M Kerrigan (minute)

		<b>ACTION</b>
	<b>Welcome</b>	
	Ms Rani Dhir was welcomed to her first meeting.	
1.	<b>Apologies</b>	
	Jane-Claire Judson.	
2.	<b>Declaration of Members' Interests</b>	
	No meeting-specific interests were recorded.	
3.	<b>Minute of previous meeting (SGC Min 2/16)</b>	
	The minute of the previous meeting held on 11 March 2016 was agreed as an accurate record.	
4.	<b>Matters Arising</b> (Rolling Action Note)	

	<p>David Crichton pointed out that his action to update the committee on the new membership was omitted from the action list.</p> <p>The action list was updated.</p>	<b>CEO Admin</b>
<b>5.</b>	<b>SGC Induction</b>	
	<p>An Induction/Refresher Pack was prepared by the Organisational Lead for People and Workplace (OLP&amp;W) and distributed to committee members.</p> <p>The pack consisted of:</p> <ul style="list-style-type: none"> <li>○ Terms of Reference</li> <li>○ Meeting dates</li> <li>○ Work Cycle</li> <li>○ Annual Quality Assurance Statement</li> <li>○ Workforce Planning</li> <li>○ Workforce Policy Tracker</li> <li>○ Partnership Forum/Partnership Agreement</li> <li>○ Staff Survey/iMatter</li> <li>○ Agile Working Framework</li> </ul>	
	<p>The OLP&amp;W explained in her presentation that the fourth edition of the Staff Governance Standard aims to reflect the quality strategy and 20:20 NHS vision. The DoS also explained to the new members that the Remuneration Committee reports to the Staff Governance Committee, that there is a link between the Partnership Forum and Staff Governance Committee and there is a link between the Partnership Forum and Board.</p>	
	<p>It was noted that the Chair of the SGC would automatically be expected to be the non-executive Whistleblowing Champion. The Whistleblowing Policy and instructions that go alongside it that are specific to non-executives are currently being reviewed and will be shared with the Committee soon.</p>	
	<p>It was agreed to update the presentation reflecting this and circulate to Committee members. Arrangements will also be made to go through the same update with other new members joining.</p>	<b>OLP&amp;W</b>

	<p>The Chair also advised that in her own previous reflections and experience as a member of the Committee, the Committee processes in terms of gaining assurance that the Staff Governance Standard was being met were good. She was keen to see the Committee in the future also pay more attention to how the big strategic issues of the organisation are being approached from a workforce perspective and how the Committee can contribute to this through effective challenge and discussion. The Committee endorsed and welcomed this.</p>	
6.	<p><b>Thematic Discussion: Treated Fairly &amp; Consistently (SGC Paper 8/16)</b></p>	
	<p>The Committee was asked to note the report on the Treated Fairly and Consistently Staff Governance Standard, the proposed focus for improvement in the 2016/17 Staff Governance Action Plan and to consider whether there were any additional areas on which the Committee required assurance.</p>	
	<p>Over recent years the work cycle of the Staff Governance Committee had followed the five elements of the Staff Governance Standard. A review of this schedule last year led to a change, ensuring that the Staff Governance Standard is now reviewed in detail by the PF and presented to the Staff Governance Committee for overall assurance.</p>	
	<p>The five appendices to the paper consisted of:</p> <ul style="list-style-type: none"> <li>• Staff Survey Results</li> <li>• Summary of Exit Interview Process and Results</li> <li>• Workforce Policy Update</li> <li>• Fitness of Purpose of Structure and Job Design</li> <li>• Embedding Core NHS Values</li> </ul>	
	<p>In discussion it was felt:</p> <ul style="list-style-type: none"> <li>- the results of the staff survey for NHS Health Scotland were very positive;</li> <li>- even though the figures were low, a proactive approach over the next year around discrimination and harassment should be maintained;</li> <li>- the exit interview report was very helpful; it was</li> </ul>	

	<p>important that detailed analysis of the exit interviews (particularly where it pointed to specific issues) was being done somewhere, probably through HR/staff side interaction.</p> <ul style="list-style-type: none"> <li>- the importance of being alert to and acting on “in employment” information was also emphasised;</li> <li>- the action missing from the Action Plan was ‘tracking of job descriptions’.</li> </ul>	
	The Committee asked to be cited on patterns of overarching governance and noted the report.	
	<i>Workforce policy updates</i>	
	Three of the five policies sitting at red will be going to the OPS group on 24 <sup>th</sup> May. The Promoting Attendance policy had been delayed due to be national PIN being under review. The current policy in place remains fit for purpose in the meantime.	
	The Flexible Working Policy is ready for sign off, other than aspects of flexitime working. It was suggested that the detail of flexitime working should be in a protocol alongside rather than within the policy. The DoS agreed to ensure a process is put in place so that the flexible working policy is completed and a timescale and process are agreed to review the details of flexitime and communicate this to staff, with an update at the next meeting.	DoS
7.	<b>Early Departures (SGC Paper 9/16)</b>	
	The Committee noted the Early Departures Annual Update.	
8.	<b>Work Cycle 2016/17</b>	
	The work cycle was noted.	
9.	<b>Workforce Plan 2016/17 (SGC Paper 10/16)</b>	
	The Committee was asked to approve Health Scotland’s Workforce Plan 2016/17.	

	This paper sets out the development of the 2016/17 Workforce Plan and the cover paper aims to summarise our approach. Separate guidance from Scottish Government advises a timescale for separate receipt of the Workforce Plan over and above the annual Delivery Plan.	
	- A number of specific comments were made, which the OLP&W agreed to take into account in the final draft. With these suggested changes the SGC approved the Workforce Plan.	OLP&W
10.	Governance of Risk by SGC <b>(SGC Paper 11/16)</b>	
	The Staff Governance Committee was asked to note the current work to improve how we manage and govern risk at NHS Health Scotland and, specifically, to note the proposals for governance of the new Corporate Risk Register that have direct implications for the Committee.	
	It is proposed that each of the risks is given a governance home. The 2016/17 risks proposed for the Staff Governance Committee are 'Recruitment and Retention' and 'Functional Realignment'. A draft template for reporting was included with the paper.	
	The Committee noted and welcomed the proposals.	
11.	Overview of Joint Meeting with SGC/PF, 17 March 2016 <b>(SGC Paper 12/16)</b>	
	This had been a helpful meeting. The actions from the meeting were noted.	
12.	Partnership Working (including PF) update	
	A useful discussion took place around process workforce increase. It was noted that there will shortly be a Partnership Forum Development Day.	
13.	Workforce Updates <b>(SGC Paper 13/16)</b>	

	<p>The Staff Governance Committee was asked to note the paper which highlights key points and risks from the following routine reports attached as appendices.</p> <ol style="list-style-type: none"> <li>1. Workforce Risks</li> <li>2. Workforce Statistics</li> <li>3. Workforce Plan Q4 update</li> <li>4. Workforce Policy</li> </ol>	
	<p>The format of the paper had been revised, with less text and more focus given to the cover paper drawing out key changes and issues within the data attached.</p>	
	<p>The paper was noted and the new format welcomed.</p>	
14.	<p>Terms of Reference</p>	
	<p>The Staff Governance Committee Terms of Reference were noted.</p>	
15.	<p>There were no Remuneration Committee minutes for noting.</p>	
16.	<p>Any other business</p> <p>There was no other business.</p>	
17.	<p>Date of next meeting</p>	
	<p>The next meeting will be held on Friday 12 August on Appropriately Trained and Developed.</p>	