

## NHS HEALTH SCOTLAND

**Minutes of the Staff Governance Committee meeting held at 10.30am on Wednesday 18 February 2015 in NHS Health Scotland, Room G8, Meridian Court, Glasgow.**

Present: Ms A Jarvis (**AJ**)  
Ms J Fraser (**AF**)  
Mr M Craig (**MC**)  
Ms M Mellon (**MM**)  
Ms T King (**TK**)  
Ms K Donnelly (**KD**)  
Ms B Fullerton (via teleconference) (**BF**)

In attendance: Mr G Dodds (deputising for Mr. G McLaughlin) (**GD**)  
Ms M Burns (**MB**)  
Ms J White (**JW**)  
Mr. J Carruth (**JC**)  
Mr Kenny McLean(**KMcL**) item 6  
Ms Nicola Thomson (**NT**) item 6  
Ms M Kerrigan (minute) (**MK**)

As the chair was teleconferencing it was agreed Ms Jarvis act as chair for this meeting.

**ACTION**

1. **Apologies**

Apologies were received from Ms C Denholm, Mr G McLaughlin.

2. **Declaration of Members' Interests**

No meeting-specific interests were recorded

3. **Minute of previous meeting (SGC Min 4/14)**

The minute of the previous meeting held on 7 November 2014 was agreed as an accurate record.

**ACTION**

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

**Item 5 Thematic discussion: Safe & Improved Working Environment (including SGAP and monitoring template)**  
(SGC Paper 16/14)

The Director of Delivery informed the Committee that there had been a very healthy discussion at the Corporate Leadership Forum around the importance placed on inequalities and health improvement. He felt there was an improved, collective understanding around the nature of the work, and as a follow up action the Directors of Delivery, Strategy, Public Health Science and the CEO will meet to discuss closing this off.

**GMcL**

It was felt unfortunate that site related sickness absence statistics were not available. It was indicated this issue lay with Eess.

Mr Craig & Mr Carruth agreed to look at how best to collect data.

**MC/JC**

The Staff Governance Committee expressed its concern that there had been insufficient progress with the implementation of Eess and thus inhibiting reporting to be carried out in relation to workforce information being reported to the SGC. It was agreed to seek an indication of when this was likely to be sorted. The Committee was happy for the Director of Strategy to use this to phrase her conversation with the National Eess project manager as a matter of urgency.

**CD**

No comments were received on the Staff Governance Action Plan Draft Monitoring Framework Template

**Item 6: Equality and Diversity In-Year Update**  
(SGC paper 17/14)

A training workshop will be held on 25<sup>th</sup> February to look at how best the tool can be used.

**Item 7: Community Food & Health Scotland and Healthy Living Staff Transfer: Organisational Learning**  
(SGC paper 18/14)

**ACTION**

Ms Jarvis indicated that a case study in relation to staff transferring from Consumer Focus Scotland went before the Audit Committee on 4 February where it was noted and agreed that the risk which refers to this in the Strategy master risk register is updated.

CD

**Item 8: NHS Health Scotland draft reply to Scottish Government regarding Staff Governance Standard Monitoring Return 2014/14**

The HR Manager has sent Health Scotland's response to Scottish Government.

A response is still awaited in relation to best practice examples.

**Item 9: Partnership Working/Partnership Forum update**

The Chair indicated how contributions to papers to the Partnership Forum are recorded has now been amended.

**Item 10: Workforce Updates: Workforce Statistics (including updates on vacancies) (SGC paper 19/14)**

The layout of the turnover graph is in progress and will be completed by the next meeting.

JW

**Item 11 Workforce Updates: Organisational Risks Relating to Workforce – Workforce Plan update (SGC paper 20/14+20/14a)**

The Organisational Risks on the workforce plan will be available at the next meeting

JW

5 **Thematic Discussion: Involved in Decisions (SGC Paper 1/15 )**

The Head of People and Improvement spoke to the paper.

**ACTION**

The Committee discussed the paper and appendices looking at the staff survey, the two elements of process improvement around how the Partnership Forum works and how CAG works. It discussed changes to the Action Plan and approved the Action Plan and Monitoring Template. It also welcomed that the staff survey results were moving in the right direction.

The Committee noted the paper and progress made.

**6. SGC Terms of Reference for review (SGC Paper 2/15 )**

The HPI spoke to the paper and indicated that some changes had been made in response to the internal auditor's report of governance, specifically the Committee's role in overseeing implementation of the 20/20 workforce vision and workforce plan. The ToR also now reflect that the Committee has agreed to meet 6 times a year.

The draft ToR were approved subject to the following changes:

- Item 12 of the ToR should read 6 per year, including one held jointly with the Partnership Forum.
- Item 17c, the addition in red, should read "and in overseeing this plan".

JW

JW

**7. Policy Review Update, including Policy Tracker (SGC Paper 3/15)**

The Health & Safety Adviser spoke on the Lone Working Policy within the paper.

The HASA indicated that this is one of a number of instructions currently being prepared under the revised PIN guidelines. The majority of the information has come from the PIN guidelines. It has gone to the Health & Safety Facilities Group, approved by the Partnership Forum and thereafter the Organisational Policy Sub-group.

**ACTION**

A paper/presentation on Review of the Flexible Working PIN Policy will be presented to the Staff Governance Committee. Mr Craig and the CEO to advise the Committee on a date when this is likely to be received.

MC/CEO

The Policy Officer updated the Committee on progress on policy reviews. She indicated that at the last update in September 48% of the organisational policies were out of date. Since then a workout session held at the end of October 2014 had reviewed the policy review process and a 90 day action plan was devised. A lead was allocated for each of the actions, most of which have now been complete. The Policy Tracker now show that the number of policies outstanding for review has decreased from 48% to 25%. We are aiming to continue to improve on this.

The Committee acknowledged the good progress that has been made to catch up on and improve the policy review process.

**8. Partnership Working (including Partnership Forum) update**

It was noted that development sessions for the Partnership Forum are planned for 2015/16. As well as general development, a session on workforce risk management is being planned.

**9. Workforce Updates:**

- Workforce Risks
- Workforce Policy
- Workforce Plan
- Workforce Statistics

A number of comments on this paper were made and Josephine White agreed to make these changes as per the discussion

JW

It was noted that next year's Workforce Plan is being developed and will be discussed at the joint PF/SGC meeting on 25 March.

JW

**10. PF minute for noting : 23 October 2014**

ACTION

The Committee discussed the content of the minute and the following points were made:

- Concern was expressed that the sickness figure is now at almost 4%.
- There was discussion about the Partnership Forum's decision to introduce Long Service Recognition Awards. Whilst there was general support for recognising hard work and longstanding commitment, there was a concern about the level of any financial award at a time of austerity and how this would be perceived. It was agreed that a briefing should be circulated to members of the SGC regarding these plans. **CD**
- There was a question about whether members of the Staff Governance Committee could receive Partnership Forum papers. It was further noted that Committee Members are welcome to attend PF meetings. It was agreed that further discussion on this would be useful. **MB**

11. Any Other Business

**Imatters**

The Committee was reminded to fill in the Imatters questionnaire.

12. **Date of next meeting**

13 March 2015 in Meridian Court, Glasgow.

Signed: Margaret Burns (Acting Chair)

Date: 13.8.2015