**NHS HEALTH SCOTLAND**

**Minute of the Staff Governance Committee meeting held at 10.30am on Friday 13 March 2015 in NHS Health Scotland (Room G2), Meridian Court, Glasgow.**

Present: Ms M Burns ( Acting Chair)

Ms B Fullerton (via teleconference)

Ms T King

Ms K Donnelly

In attendance: Mr. G McLaughlin

Ms C Denholm

Ms J White

Ms C Duncan (item 5)

Ms M Kerrigan (minute)

Ms H Gilmour (Admin)

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|  | As the chair of the SGC was teleconferencing it was agreed Ms Burns act as chair for this meeting. | **ACTION** |
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| 1. | **Apologies** |  |
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|  | Apologies were received from Ms A Jarvis, Ms J Fraser, Ms M Mellon, Mr M Craig. |  |
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| 2. | **Declaration of Members’ Interests** |  |
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|  | No meeting-specific interests were recorded |  |
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| 3. | **Minute of previous meeting** |  |
|  | **(SGC Min 4/14)** |  |
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|  | The minute of the previous meeting held on 18 February 2015 was agreed as an accurate record subject to the following amendment: |  |
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|  | Remove K Donnelly from ‘in attendance’ and place in ‘present’. | CEO Admin |
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|  |  | **ACTION** |
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| 4. | **Matters Arising** (Rolling Action Note) |  |
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|  | The action list was updated. |  |
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| 5. | **Thematic Discussion: Well Informed**  **SGC Paper 5/15** |  |
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|  | The paper set out progress to date in relation to improving performance against the Well Informed Standard and detailed feedback from discussions at the Partnership Forum around further improvement work required, particularly in relation to the staff survey results. |  |
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|  | The Organisational Lead for People and Workplace reported that Team Heads were encouraged to use Corporate Cascade as a means of discussion at team meetings. The introduction of wipe boards in Glasgow and Edinburgh had also been an improvement, and a recent informal survey of staff had highlighted how these could be further improved. There had also been significant improvements in technical IT equipment for staff over the last year. |  |
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|  | The Committee recognised some encouraging results from the staff survey with regards to the Well Informed standard and noted that this would be part of the joint discussion between SGC/PF in work going forward. |  |
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|  | It was noted that Rude Health was not sustainable to maintain in its current production format, although it was recognised that much of the content of Rude Health is valuable and plans are in place to produce this in more efficient ways, particularly the through the Source. |  |
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|  | The Committee felt content with the areas for improvement identified. It supported the suggestion that an overall approach to internal communication should be set out. The HoSC will make this an explicit action within the Staff Governance Action Plan. The Committee also welcomed the improvement seen in the staff survey results which are the results of hard work, whilst noting the areas for improvement. | HoSC |
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|  |  | **ACTION** |
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|  | The report was noted and the draft SGAP and Annual Monitoring Return approved subject to the suggestions made in the meeting. |  |
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| 6. | **Regular Updates** |  |
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|  | **Partnership Forum/Partnership Working** |  |
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|  | The March Partnership Forum discussion included a recognition scheme for staff with long service, in year and end of year workforce planning and the thematic discussion on Well Informed. Workforce planning is to be delegated from the CMT/staff side ‘Workforce Review Group’ to a new ‘Workforce Planning Group’ led by a group represented by each Directorate and staff side. This group will be responsible for in year decisions relating to variation in the agreed staff budget and structure and intelligence gathered through the year will be used to inform the workplace plan for the coming year. There will be an induction for the group and the new process will be in place from April 2015. |  |
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| 7. | **Workforce Updates** |  |
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|  | The Organisational Lead for People and Workplace indicated that this was an ongoing approach in pulling together 4 areas in relation to workforce updates. It was noted that on the cover paper the Staff Governance Committee is asked to ‘note’ but it was pointed out that it was for the Staff Governance Committee to approve policy papers on behalf of the Board. |  |
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|  | **Workforce Risks** |  |
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|  | There were no significant risks in FOI in relation to the snapshot. All risks were either static or decreasing. |  |
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|  | It was noted that the table should be updated to reflect risk 276. There was an assurance that this was within the risk appetite and was decreasing. | JW |
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|  | **Workforce Statistics** |  |
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|  | The OLPW indicated that she was working on the request from the last Committee meeting regarding vacancies and descriptors and this will be available at the next meeting. | JW |
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|  | It was also noted that HEAT Target should read HEAT Standard throughout the paper. | JW |
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|  | **Workforce Policies** |  |
|  | ***Partnership Working*** |  |
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|  | An incorrect draft had been circulated and it was agreed to bring this back to the next meeting of the Committee. | JW |
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|  | ***Relocation Expenses*** |  |
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|  | Approved. |  |
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|  | ***Preventing and dealing with bullying and harassment*** |  |
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|  | Approved. |  |
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|  | ***Healthy Catering Staff Instruction*** |  |
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|  | With a request by the Committee that reference to the living wage be made more explicit, this policy was approved. | JW |
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|  | ***Health Scotland Tobacco Policy*** |  |
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|  | Approved. |  |
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|  | **Workforce Plan Quarter 3 update** |  |
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|  | The Committee noted the Quarter 3 update. |  |
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| 8. | **Annual Statement of Assurance** |  |
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|  | The Annual Statement of Assurance was noted. |  |
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| 9. | **Partnership Forum Minute** |  |
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|  | The minute was noted. |  |
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|  |  | **ACTION** |
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| 10. | **Any Other Business** |  |
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|  | It was highlighted that the Staff Governance Annual Monitoring return is due to be submitted to Scottish Government on 8th May. It was noted that the assessment template has been changed. In particular, actions that will address the 5 lowest scores in the staff survey have been requested. The Return will be circulated to the Chair and Employee Director for sign off, and to members for noting following submission. | JW |
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| 11. | **Date of next meeting** |  |
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|  | 15 May 2015 in Gyle Square. |  |