DRAFT: IN CONFIDENCE

(Subject to SGC Approval) SGC Min 4/14

**NHS HEALTH SCOTLAND**

**Minutes of the Staff Governance Committee meeting**

**held at 10.30am on Friday 7 November 2014**

**in NHS Health Scotland, (Room 18), The Gyle**

Present: Ms B Fullerton (Chair)

Ms J Fraser

Ms M Mellon

Ms A Jarvis

Ms K Donnelly

Ms T King

In attendance: Ms J White

Ms C Denholm

Ms M Kerrigan (Minute)

Ms E. Carmichael (State Hospital Board)

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|  |  | **ACTION** |
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|  | In her introduction the chair welcomed Ms Carmichael to the meeting. Ms Carmichael sits on the State Hospital Board and State Staff Governance Committee and was attending NHS Health Scotland’s SGC as a development opportunity. |  |
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| 1. | **Apologies** |  |
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|  | Apologies were received from Mr G McLaughlin, Ms M. Burns and  Mr M Craig who were in attendance at the Faculty of Public Health Conference. |  |
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| 2. | **Declaration of Committee Members’ Interests** |  |
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|  | There were no meeting specific interests. |  |
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| 3. | **Minute of previous meeting** |  |
|  | (SGC Min 3/14) |  |
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|  | The minute of the Staff Governance Committee meeting held on 19 September 2014 was approved as an accurate record subject to the following amendment:  Delete “Ms Jarvis” from the list of those in attendance. | CEO Admin |

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|  |  | **ACTION** |
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| 4. | **Matters arising** (rolling action note) |  |
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|  | It was noted that 2015 Staff Governance Committee meeting dates were now confirmed. |  |
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| 5. | **Thematic discussion: Safe and Improved Working Environment (including SGAP and monitoring template)** |  |
|  | **(SGC Paper 16/14 + 16/14b).** |  |
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|  | In introducing the paper Ms White, HR Manager, indicated that this paper had been drawn together by a number of contributors. |  |
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|  | Ms White explained that the aim of the paper was to pull together the overall assessment and advice on progress to date, giving the Staff Governance Committee reassurance that this element of the standard cuts across the four key outcomes within the workforce plan (healthy organisational culture, sustainable workforce, capable workforce and effective leadership & management). The paper also highlighted some increased spend this year covering reasonable adjustments and a growing use of physical/CPT support through Occupational Health to keep people at work. The appendices were formatted to describe ‘progress to date, impact and future work’ for each area. |  |
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|  | Discussion of the paper centred around reasons for sickness absence and, in particular, how stress arising from the workplace is identified and supported. A number of examples of potential stressors – for example the ongoing sense of some staff that there is insufficient clarity on what the relative importance placed on inequality and health improvement respectively and what that means for individual roles. On that specific point, the Director of EPP reported that a piece of work on that was being led at the moment by the Directors of Delivery and PHS. She agreed to report back to the Committee on this work. The work on Imatters, the elearning module on AFHS and the work of the Strategic Workforce Group looking at staff skills and learning were all also noted as initiatives the organisation was undertaking to help staff feel clear about their roles and able to address organisational issues. | DEPP |
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|  | It was also agreed that showing staff absence figures by site as well as directorate would be useful. Ms White agreed to look at whether this was possible. She also agreed to incorporate self-referrals into the report on employee counselling in future. | HR Manager |
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|  | Contributors to the report were thanked for their input. |  |
|  |  | **ACTION** |
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|  | It was agreed that the section of the SGAP tabled at the meeting and the Draft Monitoring Framework template should be sent electronically to the Committee for comment. | HR Manager |
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| 6. | **Equality & Diversity In-year update** |  |
|  | **SGC Paper 17/14** |  |
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|  | Ms Thomson, Policy Officer, spoke to the paper. |  |
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|  | It was noted that a meeting with Staff Side and HR is scheduled to be held on 28 November 2014. This will enable discussion regarding the findings of the equal pay audit and also the workforce equality outcomes and how best this work could be approached. The Committee noted a particular interest in part-time staff access to training and hoped that this would continue to be considered as part of this work. |  |
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|  | It was further noted that due to on-going issues with Eess, it will be necessary to undertake manual analysis of this data in order to meet legal reporting deadlines of 31 March 2015. |  |
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|  | The potential and/or limitations of the national staff survey to  disaggregate data by equality group was explored. Ms White  agreed to explore this further and to develop a plan for NHS Health  Scotland, recognising that if there are national limitations we may  need to seek to do some of this locally. This will be reported to the  Committee at the joint meeting of the Partnership Forum at the end  of March 2015 when the results are due to be discussed. | HR Manager |
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|  | The paper was **noted** by the Committee. |  |
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| 7. | **Community Food and Health Scotland and Healthy Living Award Staff Transfer: Organisational Learning** |  |
|  | **(SGC paper 18/14)** |  |
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|  | The Chair, in introducing the paper, indicated that this follows two reviews which were carried out. The results of the reviews have been discussed in detail by the Partnership Forum and agreement is now reached on how to resolve the outstanding issues. The purpose of the report before the Committee was to reflect on the learning from this situation. |  |

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|  |  | **ACTION** |
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|  | The Committee welcomed the paper and the evidence that the organisation had sought to learn from the situation. It was also agreed that this should be included as a short ‘case study’ in the next Audit Committee risk update, in order that the Audit Committee were properly informed that risks of this sort had arisen and had been managed. | DEPP |
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|  | Contributors to the paper were thanked for their input and the paper was **noted**. |  |
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| 8. | **NHS Health Scotland draft reply to Scottish Government regarding Staff Governance Standard Monitoring Return 2013/14** |  |
|  | **(Item 8)** |  |
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|  | It was pointed out that there was a typing error on page 3 of the letter under “Provided with a Continuously Improving and Safe Working Environment”. This should read (amendments have been inserted in bold, line 5 below):  “With regards to absence rates, we recognise that previous levels were lower but we have rejected the idea of having any kind of target in this area, as long as we remain below the 4% standard. While our overarching goal is to keep people well and at work, clearly absence levels are **not** **the** only way of assessing and maintaining overall wellbeing.” |  |
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|  | The Committee noted the letter and that it would be sent to Scottish Government. | HR Manager |
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|  | It was further noted that an additional letter had been received from Scottish Government requesting that all Boards complete a template on best practice re staff governance. It was felt it would be useful to obtain Scottish Government examples of best practice and offer our best practice model on staff governance. | HR Manager |
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| 9. | **Partnership Working/Partnership Forum update** |  |
|  | **(SGC item 9)** |  |
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|  | Ms King (Staff Side Rep) indicated that agreement had been reached on a proposal to carry out a scoping exercise to review the use of accommodation across the 5th and 6th floors, with a view to reducing accommodation usage and costs if possible. |  |

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|  |  | **ACTION** |
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|  | It was suggested that future papers being placed before the Partnership Forum should include all contributors, as well as the actual author, as a way of providing the Committee with assurances that work had been carried out in partnership. The DEPP agreed to ensure this was the case in future. | DEPP |
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|  | It was noted that Mr Craig and other Employee Directors will be meeting with the Cabinet Minister for Health. |  |
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| 10. | **Workforce Updates: Workforce Statistics (including updates on vacancies)** |  |
|  | **SGC Paper No.19/14** |  |
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|  | The HR Manager spoke to the paper. It was agreed to review the layout of the turnover graph. The paper was noted. | HR Manager |
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| 11. | **Workforce updates** |  |
|  | **Organisational Risks Relating to Workforce** |  |
|  | **(SGC paper 20/14+20/14a)** |  |
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|  | The paper was **noted**. |  |
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|  | **Workforce policies** |  |
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|  | Ms White indicated that since the last Committee a workout session on policies had taken place and a full report will come to the Committee in February updating on action taken to improve workforce policy review. |  |
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|  | It was noted that the Supporting the Work-Life Balance PIN is scheduled to be published shortly. |  |
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|  | Ms Jarvis indicated that she had sought assurance in relation to workforce policies following an Audit Committee paper and had received those assurances from the Director of EPP. |  |
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|  | **Workforce Plan Update** |  |
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|  | Aim 3 and 4: Role out of training.  E-learning module was not reflected in the paper and will now be included. | HR Manager |

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|  | **Partnership Forum Minute** |  |
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|  | The Partnership Forum Minute of 3 September 2014 was **noted.** |  |
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| 12. | **Any Other Business** |  |
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|  | Ms Carmichael found the meeting extremely helpful and thanked the Committee for allowing her to attend. |  |
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| 13 | **Date of next meeting** |  |
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|  | The next meeting of the Staff Governance Committee will be held on 18 February 2015 in room G8 of Meridian Court. |  |