**Approved Minutes**

**Meeting: Staff Governance Person Centred Committee (SGPCC)**

**Date: Wednesday 3 March 2021 at 10:00 hrs**

**Venue: Via Microsoft Teams**

**Members**

Marcella Boyle Non-Executive Director (Chair)

Callum Blackburn Non-Executive Director

Jane Christie-Flight Non-Executive Director / Employee Director

Rob Moore Non-Executive Director

**In attendance**

Anne Marie Cavanagh Executive Director of Nursing and Allied Health Professionals

Cathy McAllister Staffside Representative

Donna Akhal Head of Learning & Organisational Development (agenda item 6.5)

Gareth Adkins Executive Director Quality, Innovation & People

June Rogers Director of Operations

Liane McGrath Head of Corporate Governance & Board Secretary

Mark MacGregor Medical Director

Nicki Hamer Deputy Head of Corporate Governance

Sandie Scott Head of Communications (agenda item 6.2)

Serena Barnatt Director of HR

Susan Douglas-Scott CBE Board Chair

**Minutes**

Christine Nelson Executive PA

**Apologies**

Jann Gardner Chief Executive

1. **Opening Remarks**

Marcella Boyle opened the meeting by thanking everyone who contributed to the papers and noted it is a busy agenda with several items for approval.

1. **Apologies**

There were no apologies given.

1. **Declarations of Interest**

There were no declarations of interest.

1. **Updates from last meeting**
   1. **Unapproved Minutes**

The minutes from 13 January 2021 were approved as an accurate record of the meeting, subject to the following amendments:

5.3 - change “difference” to "different" outcome,

6.2 - 3rd last para – change “b-monthly” to "bi-monthly",

9 - 3rd bullet point to be re-worded to read better.

* 1. **Actions**

All previous actions were updated or closed with the following update provided:

Action 130121/05: Serena informed the Committee that a significant piece of work is ongoing to look further into the results and identifying action required. Dialogue sessions have started and pulse survey and Health and Wellbeing were discussed at the last session. A further survey is being carried out to obtain more detailed information and identify what more the organisation can do. A further verbal update will be provided at the May meeting with a written report to include an informed plan at the July meeting.

* 1. **Matters Arising**

There were no matters arising.

**5 Safe**

**5.1 Integrated Performance Report (IPR)– Staff Governance**

Gareth Adkins presented the Staff Governance section of the IPR reporting to 31st January 2021 with the February report being circulated when available. The following was noted:

Sickness absence data over 3 years will be provided at the May meeting. The sickness absence process is being reviewed to be a more holistic approach which will better support departments.

Gareth Adkins confirmed that the sickness absence data is reported separately from absence due to Covid because Covid absence is recorded as special leave, not sick leave.

Serena Barnatt advised that NHS Golden Jubilee’s (GJ) Covid absence rate is lower than other Boards, as expected, due to NHS GJ not being a territorial Board and a Covid light site.

**Action 030321/01: Christine Nelson to upload the February IPR to admin control and email the Committee when this is available.**

The Committee approved the IPR – Staff Governance.

**5.2 Board Risk Register**

Gareth Adkins asked the Committee to note the updated Board Risk Register, following the Board seminar.

The Committee noted the Board Risk Register.

**5.3 Health and Safety (H&S) Risk Register**

Gareth Adkins outlined the revised H&S governance structure with a review of the H&S Committee and the establishment of two divisional H&S forums. An organisational level risk register has been developed which parallels the Board risk register to demonstrate the controls in place.

Gareth Adkins detailed the two areas requiring significant input are an increase in the H&S staffing resource and the implementation of an organisational wide H&S audit.

Marcella Boyle noted the assurance provided to the Committee by the Risk Register.

Gareth Adkins added that the amber coloured risk is within this category due to the potential harm. Although it is a relatively low risk for NHS GJ, the organisation must ensure it is in place.

The Committee noted the H&S Risk Register.

**5.4 Health and Safety Report**

Gareth Adkins highlighted the main points to note are incident reporting and review of Datix categorisation, adding that patient falls are now reported separately.

The OH team are reviewing the risks and mitigations for sharps reporting and the Violence and Aggression group are looking at reporting of episodes of delirium and agitation. Data reported on environmental exposure related mostly to poor housekeeping in staff rest areas which is currently being looked at.

Gareth Adkins reported that no other incidents reported are areas of concern.

The Committee noted the H&S Report.

**5.5 Occupational Health (OH) Service Report**

Gareth Adkins highlighted the OH Service will now provide a report separate to the H&S report.

Serena Barnatt advised of the changes to the OH team with Sharon Docherty in post as OH Lead and highlighted that recent work has mostly focussed on flu and covid vaccinations and pre-employment checks for new staff.

The organisation retained the Gold Healthy Working Lives award for the 9th year in a row.

The team are upgrading reporting, which is reflected in the report provided. In addition, needlestick injury, skin surveillance and new staff screening processes are being reviewed.

Marcella Boyle thanked Serena for the report and welcomed Sharon to her new role.

Serena Barnatt confirmed that it was currently not possible to split activity into different categories due to the new e-Opas system, but this is being looked at.

Marcella Boyle asked if the organisation is content that the OH Service will be able to support the current and planned level of recruitment. Gareth Adkins acknowledged the recent high level of recruitment adding that it is thought that phase 2 recruitment should be smoother with the ability to plan more ahead which should mitigate issues. Serena Barnatt added that additional support was put in place during that time and will be included in the work plan going forward.

The Committee noted the report.

**6 Person Centred**

**6.1 Partnership Forum Report**

Jane Christie-Flight presented the Partnership Forum Report for the 21st January 2021 meeting which was a short meeting followed by a workshop providing the forum with an update on the Board Strategic priorities.

The Communications Department provided an update on the plans for 2021 including the monthly digital staff magazine, the launch of virtual walkrounds, Dialogue sessions with the Chief Executive and interviews with the other Executive Directors.

Policies were reviewed and approved by the Forum, including the school placement policy.

An update on the pulse survey was also provided.

The Committee approved the Partnership Forum update report.

**6.2 Communications Update**

Sandie Scott joined the meeting to provide an overview of her report on the work of the Communications team.

The Team Brief is being considered as a video brief which would link in with the monthly staff magazine.

Sandie Scott informed the Committee that 100% of media releases were positive. Social media statistics continue to improve and positive engagement remains high.

Sandie Scott reported that a trial with social media recruitment is underway. The first vacancy reached 103,000 people with 2600 clicks through, 10 candidates shortlisted and 2 successful appointments.

Marcella Boyle praised the positive engagement score and volume of views on the website.

Rob Moore commented that the staff magazine is really engaging and provides a very positive way to keep up to date.

The Committee noted the communications Update.

Sandie Scott left the meeting.

**6.3 Diversity and Inclusion Strategy Including Equality Outcomes**

Gareth Adkins reported that new Equality Outcomes are due to be published at the end of April 2021 to set out the plan for the next 4 years. Rob White has been leading the Diversity and Inclusion work and has refreshed the organisation’s approach including establishing a Black and Minority Ethnic (BAME) network.

Jane Christie-Flight highlighted that the Equality Outcomes have not yet been approved by the Partnership Forum but have been virtually approved by management and staff side representatives to enable the SGPCC to approve them at this meeting.

Marcella Boyle stated that the outcomes report is really clear, engaging and impactful and Callum Blackburn agreed.

Gareth Adkins reported that the Equalities Group has been reviewed and is now called the Diversity and Inclusion Group with a refocussed terms of reference and a change of direction with organisational representatives who have a responsibility to drive the agenda forward. Further networks for protected characteristics are being set up where appropriate.

The Committee approved the Equalities outcomes and suggested a further update from Rob White in September.

**Action 030321/02: Rob White to be invited to provide a further update on the Equalities Outcomes at the September 2021 meeting.**

**6.4 Equalities Mainstreaming Report**

Gareth Adkins informed the group of the request to report bi-annually on the public sector duties and that this report relates to the previous equality outcomes and action plan. The report refers to the mid-point of the outcomes.

The group discussed the colour scheme of the report and whether this was accessible to all. Gareth Adkins agreed to discuss this further with Rob White and Communications team to ascertain if most accessible way would be web based and gain understanding of best practice.

**Action 030321/03: Gareth Adkins to discuss accessibility of reports with Rob White and Communications team.**

Callum Blackburn asked if there was information missing from appendix 2. Gareth Adkins explained that the workforce monitoring reports have been disrupted due to Covid but it will be possible to extract any trends from personal characteristics.

Gareth Adkins advised that Brynley Pearlstone is the new placement with Glasgow Centre for Inclusive Living and Rob White is now a substantive member of staff. Bryn Pearlstone has a skill set regarding data and is currently working on data around BAME and LGBT staff.

**Action 030321/04:** Christine Nelson agreed to send the reports by email to Susan Douglas Scott.

The Committee approved the Equalities Mainstreaming Report.

**6.5 Health and Wellbeing (H&WB) update**

Donna Akhal joined the meeting to provide an update on the H&WB Work of the organisation.The H&WB strategy will be delivered through an annual action plan and regular updates will be provided to the Committee.

The strategy was developed with consideration given to the impact of Covid, the gap analysis outcome and the results of the pulse survey.

Donna Akhal gave an overview of the existing H&WB services and the content of the action plan which will be supported by the delivery plan and details the priority actions identified for 2021-22.

Operational leads are currently identifying resource requirements to support the action plan and these will be submitted to the executive team for consideration.

Marcella Boyle thanked Donna for her update and added that she enjoyed reading the report and the infographic was helpful.

Gareth Adkins confirmed that the report today was to inform the Committee of the work ongoing, what’s in place, what’s being considered and that a delivery plan will be developed for each strand of the strategy.

Susan Douglas Scott was pleased to see that consideration is being given to staff returning to their substantive roles within the organisation and suggested the remobilisation plan could be reflected. Susan Douglas Scott asked if the term “shielders” could be changed to “people who are shielding”.

**Action 030221/05: “shielders” to be changed to “people who are shielding” in the H&WB strategy and action plan.**

Marcella Boyle asked how the Committee will engage with the delivery plan. Gareth Adkins shared the intention to ensure consistent updates to various forums, including Board Governance Committees and agreed to discuss this further with Marcella Boyle.

**Action 030321/06: Discuss process of H&WB Delivery Plan updates to SGPCC.**

The Committee noted the H&WB update and thanked Donna for her attendance and report.

Donna Akhal left the meeting.

**6.6 Involving People (IP) Update**

Gareth Adkins informed the group that the IP Strategy is coming to a conclusion with regards to timelines. The IP Group has been re-formed with a short life working group to develop a new person centred strategy which will consider how patients and staff experience the delivery of care. With regards to patient focussed public involvement, this approach can vary, dependant on circumstances. Care experience will also be included along with links to pastoral care, volunteer roles, realistic medicine and organisational values.

The group plans to develop the strategy before the end of June and include engagement with staff thereafter to ensure a meaningful outcome.

The Committee noted the update and agreed to a progress update in May with the finished strategy coming to the Committee for approval in Autumn 2021.

**Action 030321/07: IP update to be provided to the Committee in May with final strategy for approval in Autumn 2021.**

Susan Douglas Scott commended this work and the flow with other areas of work currently within the organisation, for example the development of the spiritual care strategy. Susan Douglas Scott expressed a desire to link these pieces of work to ensure clarity that the organisation cares for its staff and added that she is happy to be involved if required.

The Committee noted the IP Update.

**7 Effective**

**7.1 Service Plan and Job Planning Update**

Mark MacGregor provided a background of how the job plan process works and the intention to move to a service planning approach to look both at the individual’s input and the service requirement.

The 3 goals in the 2020-2021 plan were:

* That job plans matched activity
* To overcome the concern around how SPA was allocated as this is perceived not to be equitable across departments and for all individuals;
* To reduce the number of consultants working to more than 40 hour contracts, to provide better balance, with no more than 14 PA’s and to a maximum 48 hour target.

Mark MacGregor provided a progress update, adding that this was slower than hoped due to the covid pandemic and was further challenged by coinciding with bringing in new leadership.

Mark MacGregor reflected on the successes and failures of the process and acknowledged that most goals have been met. He plans to discuss with the Clinical Directors the potential of not doing another round of service planning until November 2021 for the 2022-23 period.

Mark MacGregor informed the Committee that John Clark has been appointed as Clinical Director for Orthopaedics and agreed to send his email address to Susan Douglas Scott.

Susan Douglas Scott acknowledged anxiety of staff around the expansion and level of change within the organisation.

Jane Christie-Flight highlighted the challenges in recruitment for some specialities and that the sevice plan process may make NHS GJ a more attractive employer.

Callum Blackburn stated the successes and failures section of the report provided good insight into the process. Marcella Boyle added that the honesty of the report was appreciated.

The Committee noted the Service and Job Planning Update

**7.2 Appraisal Update**

Serena Barnatt provided an update report on KSF and PDP performance for staff on Agenda for Change as requested at the last meeting, reminding the Committee that this process was paused as a result of Covid and re-started in August 2020.

Serena Barnatt referred to the recovery plan section which outlines the plan to develop a recovery action plan and ensure the development of staff, good team work and staff H&WB. Changes to the process will be promoted through the Communications team and training and support will be offered where required.

Jane Christie-Flight complimented the new approach and the recognition of H&WB to ensure good quality Personal Development Plans and recognise the value for individuals.

Gareth Adkins highlighted the 6 month plan with realistic but manageable timescales with a focus on the quality of work. Anne Marie Cavanagh reinforced the commitment from the organisation to achieve this and ensure individual staff members feel valued.

Marcella Boyle agreed with the intention to focus on the development of people and welcomed the update, adding that she feels both confident and comfortable with the plan.

The Committee noted the Appraisal update and requested a further update to be provided at the May meeting.

**Action 030321/08: Update report on AfC KSF and PDP to be provided at the May meeting.**

**7.3 Whistleblowing Update**

Serna Barnatt provided an update on the implementation of the National Whistleblowing Standards, to be implemented in response to the Sturrock Report, by 1st April 2021 and outlined the progress to support the implementation.

Callum Blackburn thanked Jane Christie-Flight and Serena Barnatt for their work. Discussions are still underway to ensure contractors are aware of the process along with volunteers, employees who have left the organisation in the last 6 months and students. Serena Barnatt added that the Independent National Whistleblowing Officer (INWO) plan to issue further guidance on this.

The Committee noted the Whistleblowing Standards Implementation update.

**7.4 Annual Staff Governance Monitoring Report Update**

Serena Barnatt informed the group that this annual report is usually required to be submitted to Scottish Governance at the end of May but is currently under discussion and thought to be requested for August 2021. The Committee will be updated when more is known.

Marcella Boyle asked if this will impact the IP work. Serena Barnatt responded that the return focuses on staff governance. Gareth Adkins added that the staff experience is perhaps a cross over item with the pulse survey work feeding into the Staff Governance Action Plan which may then distil features into the Person Centred Care Strategy but he doesn’t think this will have an impact on the annual return.

The Committee noted the Annual Staff Governance Monitoring report Update.

**7.5 Blue Print for Good Corporate Governance Self Assessment (Staff Governance)**

Liane McGrath assured the Committee that this is still a live piece of guidance and progress continues. The annual review will be done in June and will be fed into all standing committees. A further update will be provided to the Committee in May.

**Action 030321/09: Provide an update on the Blue Print for Good Corporate Governance Self Assessment (Staff Governance) to the May meeting.**

Gareth Adkins gave assurance that this work was started pre-Covid and a substantial number of the actions were taken forward and are ongoing.

Marcella Boyle asked if this is likely to impact on Terms of Reference and Liane McGrath responded that this is unlikely as the Terms of Reference are all fairly standard.

The Committee noted the update.

**7.6 Annual Staff Governance and Person Centred Committee Report**

Gareth Adkins highlighted the standardised approach to the report against the Terms of Reference and annual work plan to give assurance. The report features a common language in relation to the impact of Covid.

The Committee approved the annual report.

**7.7 Terms of Reference**

Gareth Adkins highlighted that the name change of the Committee has been reflected in the terms of reference and requested Christine Nelson updates the membership to include the HR Director and remove the Associate HR Director.

**Action 030221/10: Christine Nelson to add HR Director and remove Associate HR Director from Terms of Reference.**

The Committee approved the terms of reference for 2021-22.

**7.8 Annual Workplan 2021-22**

Gareth Adkins highlighted much of the workplan has been rolled over from the previous year with some additions including the H&S Risk Register and the separation of the H&S report from the OH report.

The Committee was asked to note the potential change of timelines for Scottish Government returns and advised that any significant changes will be reported to the Committee.

Gareth Adkins agreed to consider changing some of the reporting dates to provide better balance of reporting across the year.

Jane Christie-Flight highlighted the policy tracker should be 6 monthly. It was agreed to move the November report to July.

Marcella Boyle confirmed the Committee will be as flexible as possible regarding Scottish Government deadlines.

**Action 030221/11: Review workplan to provide better balance of reports across the year, include comments and bring revised plan to committee before 6 months if relevant and change policy tracker reporting from November to July. Revised workplan to be added to admin control and any queries can be discussed at the May meeting**

The Committee approved the Workplan, subject to changes agreed.

**8. AOCB.**

Marcella Boyle asked the Committee to consider a rolling programme of e-visits to colleagues in departments e.g. Recruitment, OH or Learning and Organisational Development or could staff members be brought in to the meeting towards the end?

Susan Douglas-Scott suggested this would be more appropriate for Board meetings to ensure all of the Board members are included. Gareth Adkins agreed to discuss this further with Serena Barnatt and the teams.

**Action 030221/12: Discuss the potential for Board e-visits to teams with Serena Barnatt and relevant teams.**

**9. Board Update**

Marcella Boyle provided a summary of key points covered within the meeting to be included in the Board Update Report including:

* Recognising the high quality of work progressed on a number of fronts and the challenges with service planning and appraisal.
* Noted actions taken forward regarding sickness absence and how this links with H&WB and pulse survey results
* High quality of work on Diversity and Inclusion Strategy and Equalities Monitoring report and welcomed the format and content.
* Welcomed the work of “IP” and points made on overarching guidance document that fully includes staff governance and people related strands. Enjoyed task and finish commitment with comprehensive service plan update and evidence of plan was good. Committee were assured of the plans in place and commitment to results.
* Appraisal process has been challenging but the focus and commitment from Executive team that will be driven by staff developing their career assured that support is in place.
* Discussion on whistleblowing and responsibility of the policy to reach contractors. Real action and delivery in progress for implementation on 1st April 2021.

**10. Date and time of next meeting**

The next meeting of the Staff Governance Person Centred Committee is scheduled for

Tuesday 11th May 2021 at 10am.