**Approved Minutes**

**Meeting: Staff Governance and Person Centred Committee**

**Date: 5 September 2023, 14:00**

**Venue: Microsoft Teams**

**Members**

Marcella Boyle Non-Executive Director (Chair)

Karen Kelly Non-Executive Director

Rob Moore Non-Executive Director

Jane Christie-Flight Employee Director

Catherine McAllister Staffside Representative

Scott McAngus Staffside Representative

**Core Attendees**

Gordon James Chief Executive

Anne Marie Cavanagh Director of Nursing and Allied Health Professionals

Mark MacGregor Medical Director

Jenny Pope Interim Director of Workforce

**In attendance**

Susan Douglas-Scott Board Chair

Callum Blackburn Non-Executive Director

Sandie Scott Director of Strategic Communications and Stakeholder Relations

Nicki Hamer Head of Corporate Governance and Board Secretary

Katie Bryant Head of Clinical Governance and Risk (Item 4.1 and 6.1)

Eleanor Lang Associate Nurse Director (Education) (Item 5.1)

**Minutes**

Tracey Wark PA to Chief Executive Office

1. **Opening Remarks**

**1.1 Wellbeing Pause and Chair’s Introductory Remarks**

Marcella Boyle opened the meeting, greeted all attendees and welcomed Scott McAngus to his first meeting as a staffside representative.

Marcella Boyle noted the Wellbeing Pause and commended the recent revalidation of the Armed Forces Gold Award and the ongoing work to support the armed forces and veterans.

**1.2 Apologies**

There were no apologies noted.

**1.3 Declarations of Interest**

There were no changes requested to the Standing Declarations of Interest.

**2 Updates from meeting 6 July 2023**

**2.1 Unapproved Minutes**

Subject to amending Catherine McAllister as a Member and not Core Attendee, the minutes from the meeting held on 6 July 2023 were approved as an accurate record.

**2.2 Action Log**

The action log was reviewed and actions updated.

**2.3 Matters Arising**

There were no matters arising.

1. **Fair and Consistent**
   1. **Job Evaluation Report**  
      The Committee received a detailed overview of the salient points of the Job Evaluation Report.   
        
      Jane Christie-Flight advised that Partnership Forum recently approved the report and explained that all NHS Scotland Boards were required to complete an Annual Report for approval by their Area Partnership Forum prior to submission to the Scottish Terms and Conditions Committee (STAC).  
        
      The Committee was assured that the policies and procedures around job evaluation remained robust and complied with both Equal Pay legislation and NHS Scotland’s Staff Governance Standard.  
        
      The Committee noted the higher volume of job evaluations undertaken over the past year due to increased recruitment of staff as part of the expansion programme. Jane Christie-Flight advised that a national training programme was underway to train staff on consistency checking and job evaluation to ensure the process remained robust with reduced timeframes from submission of the job description to conclusion of banding.

Staff Governance and Person Centred Committee noted the Job Evaluation Report.

* 1. **Equal Pay Statement**

Jenny Pope provided an overview of the salient points of the Equal Pay Statement.

The Committee noted the organisation had a legal requirement aligned to the Equality Act 2010 (Specific Duties) and the Staff Governance Standard to ensure the policy was implemented.

The Committee was assured by NHS Golden Jubilee’s commitment to Equal Pay and noted that the Chief Executive and Interim Director of Workforce were responsible for ensuring the policy was delivered.

Staff Governance and Person Centred Committee noted the Equal Pay Statement.

1. **Safe Working Environment** 
   1. **Strategic Risk Register**

The Committee welcomed Katie Bryant to the meeting to present the Strategic Risk Register.

Katie Bryant highlighted there were four risks currently identified on the Strategic Risk Register and that International Recruitment continued to be a challenge. The Committee was advised that there had been no significant movement or escalation of risks identified as emerging since the last review.

The Committee noted that as a result of the recent Board Workshop on Strategic Risk, the next steps would be to refresh and formalise to include risk appetite, format of risks to ensure scrutiny and effectiveness and horizon scanning for emerging risks. Katie Bryant informed the Committee that she regularly attended meetings with West of Scotland colleagues to routinely discuss and be sighted on emerging issues and risks.

The Committee noted the unchanged risks and as part of due diligence, confirmed they were content to make no changes to the risks.

Marcella Boyle thanked Katie Bryant and the Clinical Governance Team for the detailed Strategic Risk Register.

Marcella Boyle commended Katie Bryant for the delivery of the Risk Management Session at the August Board Seminar.

Staff Governance and Person Centred Committee approved the Strategic Risk Register.

**4.2 Health and Safety Report – Quarter 1**

The Committee received a detailed overview of the salient points of the Health and Safety Report – Quarter 1.

Jenny Pope reported in the last quarter there had been no RIDDOR reportable incidents. The overall number of incidents for the reporting period was low and were risked rated as negligible or minor. Jane Christie-Flight highlighted that the Health and Safety Committee had noted concern on the low level of RIDDORs reported and updated that the Estates Team had undergone training to ensure effective reporting.

The Committee looked forward to receiving a further update on adverse events and the Improvement Action Plan at the next meeting.

The Committee was advised that new ‘No Smoking’ signage would be installed in advance of the opening of Phase 2 Expansion to discourage smoking on site in line with legislation.

Staff Governance and Person Centred Committee noted the Health and Safety Report – Quarter 1.

**4.3 Occupational Health Report – Quarter 1**

The Committee received the Occupational Health Report – Quarter 1.

The key highlights of the report included that the new Employee Assistance Programme, Time for Talking, had been launched; 50 Cognitive Behaviour Therapy (CBT) appointments had been allocated to students on placement at Occupational Health and Mental Health First Aid Training continued with plans to further develop the service.

The Committee noted that mental ill health continued to be the main reason for management referrals for sickness absence but were assured that the percentage remained stable across NHS Golden Jubilee at 38%.

Staff Governance and Person Centred Committee noted the Occupational Health Report – Quarter 1.

**5 Appropriately Trained**

**5.1 Clinical Education Annual Report 2022/23**

The Committee welcomed Eleanor Lang to the meeting to present the Clinical Education Annual Report 2022/23.

Eleanor Lang outlined the activity from the individual workstreams within Clinical Education and noted progress on activities supported over the year. The key activities highlighted included: Clinical Education across site; Resuscitation; Practice Education Facilitators/pre-registered nurse support; Dementia; Caring Behaviours Assurance and Leadership for Nurses.

The Committee was informed that blended classroom and e-learning opportunities were being considered given the ongoing challenges in accessing training rooms.

Anne Marie Cavanagh highlighted that 55 pre-registration student nurses were due to join NHS Golden Jubilee in September/October.

The Committee commended Eleanor Lang and the Clinical Education team for their ongoing support to train international nurse recruits on boarding as part of the Phase 2 Expansion programme. Gordon James thanked Eleanor Lang for her report and acknowledged that each section was authored by the relevant member of the Clinical Education team.

Staff Governance and Person Centred Committee noted the Clinical Education Annual Report 2022/23.

**6 Person Centred**

**6.1 Quarter 1 Feedback Report**

Katie Bryant provided an overview of the Quarter 1 Feedback Report which was a requirement of the national Complaints Handling Process.

The Committee was advised that all complaints were addressed through the Clinical Governance Committee but the report highlighted the impact on staff and also the number of compliments received.

Katie Bryant advised that the number of formal complaints had increased 82% from the same quarter during 2022/23 but had decreased 13% from the previous quarter. The Committee noted the detail of Stage 1 and Stage 2 complaints and were assured that work continued to improve the resolution timelines. Assurance was given that complaints continued to be scrutinised by the Confirm and Challenge Groups. Reporting would be further streamlined to differentiate NHS Golden Jubilee complaints from those with joint Board or other Board responsibility.

The Committee noted that the complaints process had been improved with proactive face to face meetings being offered to patients. Katie Bryant thanked Nicki Hamer for providing notetaking support from the Corporate Governance team at recent patient meetings.

The Committee acknowledged that the number of compliments received was at their highest level in Quarter 1 and work continued to further develop and align systems to capture feedback.

The Committee noted the Quarter 1 Feedback Report and commended the improvement plan around feedback, in particular the complaints process.

Staff Governance and Person Centred Committee noted the Quarter 1 Feedback Report.

**7 Well Informed**

**7.1 Integrated Performance Report July 2023**

The Committee was advised in July 2023, the Board’s sickness absence rate reduced by 0.5% to 5.5%. The rate of sickness absence was within control limits but would continue to be closely monitored. There were no major trends of note.

‘Anxiety/stress/depression/other psychiatric illnesses’ was the highest prevalence at 28.9% with ‘injury fracture” recorded as the second top cause of sickness absence overall in July.

Jenny Pope updated that 69% of Agenda for Change staff had completed their appraisal using TURAS and the Executive Leadership Team continued to engage and encourage completion.

As at 4 August 2023, one of 152 doctors had completed their 2023/24 appraisal with the expectation that others would be completed by November 2023.

Jenny Pope updated that Medical Job Plans had started for the year 2023/24 with 99 out of 125 signed off with the remainder under discussion or pending sign-off.

Nicki Hamer updated the Committee that the format of the Integrated Performance Report was under review and would be submitted to a future meeting for approval.

Staff Governance and Person Centred Committee approved the Integrated Performance Report July 2023.

**7.2 iMatter Update**

The Committee received the iMatter 2023 update and were pleased with the increased year on year achievements as noted within the KPIs. The Committee received assurance that engagement continued to ensure action plans were completed and a full analysis of the results would be presented at a future meeting.

Staff Governance and Person Centred Committee noted the iMatter Update.

**7.3 Corporate Objectives**

The Committee reviewed the Corporate Objectives which included high level deliverables aligned within the Annual Delivery Plan and linked to the Strategic Risk Register.

Staff Governance and Person Centred Committee approved the Corporate Objectives.

**8 Involved in Decisions**

**8.1 Partnership Forum Update**

The Committee received a detailed overview of the work undertaken by Partnership Forum as reported at their August meeting.

Jane Christie-Flight outlined the key highlights which included: organisational change processes and supporting documents were being produced; Counter Fraud Services provided an overview of their services and training resources; there was no industrial action planned by the BMA and First Bus Annual Travel Card Scheme was introduced to enable employees to benefit from discounted travel.

Staff Governance and Person Centred Committee noted the Partnership Forum Update.

**8.2 Volunteers Strategy Update**

The Committee welcomed Tosh Lynch to the meeting to present the Volunteer Strategy Highlight Report 2023.

Tosh Lynch outlined the achievements and impact of the key milestones in the reporting period including partnership working to increase the number of volunteers; extension of the volunteer service to 8pm on week days; an SBAR had been prepared to consider sensory care volunteering and 131 Learn Pro courses were undertaken by volunteers.

Marcella Boyle commended Tosh Lynch and the Volunteer Team for the considerable amount of work undertaken since the launch of the refreshed Volunteer Strategy a year ago.

Nick Hamer requested that the upcoming review of the Volunteer Forum Terms of Reference take account of the requirements of the Blueprint for Good Governance and agreed to support Tosh Lynch in that regard.

Staff Governance and Person Centred Committee noted the Volunteers Strategy Update.

**9 Issues for Update**

**9.1 Update to the Board**

Staff Governance and Person Centred Committee agreed that the update to the Board should note:

**Safe Working Environment**

* The Committee received the Health and Safety Report – Quarter 1 and noted the Health and Safety related adverse incidents remained low with no significant trends. There were no RIDDOR reportable incidents in the last quarter.
* The Committee reviewed the Occupational Health Report – Quarter 1 and noted the new Employee Assistance Programme, Time for Talking, which offered a range of interventions to support the wellbeing of staff. The Committee welcomed the detail noted within the report and looked forward to receiving the results of a deep dive on criteria to further inform the services required.

**Person Centred**

* The Committee noted the Q1 Feedback Report and commended the improvement plan around feedback, in particular the complaints process.

**Well Informed**

* The Committee received the iMatter 2023 update and were pleased with the increased year on year achievements as noted within the KPIs. The Committee received assurance that engagement continued to ensure action plans were completed and a full analysis of the results would be presented at a future meeting.
* The Committee approved the Corporate Objectives which included high level deliverables aligned within the Annual Delivery Plan.

Staff Governance and Person Centred Committee noted the Update to the Board.

**10 Any Other Competent Business**

There was no other competent business.

**11 Date and Time of Next Meeting**

The next scheduled meeting of Staff Governance and Person Centred Committee was noted as 15 November 2023 at 14:00 hrs.