**Approved Minutes**

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

**Date: 7 May 2024, 10:00**

**Venue: Microsoft Teams**

**Members**

Marcella Boyle Non-Executive Director (Chair)

Rob Moore Non-Executive Director

Linda Semple Non-Executive Director

Catherine McAllister Staffside Representative

**Core Attendees**

Gordon James Chief Executive

Anne Marie Cavanagh Director of Nursing and Allied Health Professionals

Mark MacGregor Medical Director

Laura Smith Director of People and Culture

**In attendance**

Callum Blackburn Non-Executive Director

Jenny Pope Director of Workforce

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)

Donna Akhal Head of Learning and Organisational Development (Item 3.3)

Rob White Equality and Inclusion Lead (Item 3.1)

Tosh Lynch Head of Spiritual Care and Volunteer Services (Item 3.2)

David Eardley Internal Auditor, Azets (Item 7.2)

**Apologies**

Susan Douglas-Scott Board Chair

Jane Christie-Flight Employee Director

Scott McAngus Staffside Representative

**Minutes**

Tracey Wark PA to Chief Executive Office

1. **Opening Remarks**

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

Marcella Boyle welcomed everyone to the meeting and all participated in a Wellbeing discussion.

Marcella Boyle highlighted that the Staff Governance and Person Centred Committee would receive an overview of the Changing Places Toilet Facility and an update on the Wellbeing Zone.

Marcella Boyle commented that on this day, 7 May, each year, since the end of World War Two, we were charged with breaking down obstacles on National Barrier Awareness Day. Everyone had a responsibility to dissolve stigmas keeping people with disabilities from advancing in education.

**1.2 Apologies**

The apologies were accepted as noted above.

**1.3 Declarations of Interest**

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

**2 Updates from meeting 12 March 2024**

**2.1 Unapproved Minutes**

The minutes from the meeting held on 12 March 2024 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. **Treated Fairly and Consistently** 
   1. **Changing Places Toilet Facility (CPT)**

Staff Governance and Person Centred Committee received a presentation from Rob White on the new Changing Places Toilet Facility (CPT) designed for people who need additional space, equipment, time and assistance.

Rob White outlined the key features of the facility which included height adjustable adult changing table, ceiling mounted tracking hoist system, height adjustable wash basin, a privacy screen and a peninsular toilet with dropdown grabrails. A hand drier would be installed in the coming days and the opening of the CPT was imminent.

Staff Governance and Person Centred Committee were informed that the Benefits Realisation of the CPT had already resulted in two hotel guest reservations, one conference booking and a key recommendation from Scottish Adult Congenital Cardiac Service (SACCS) user engagement.

Linda Semple commended the work undertaken to bring the CPT to fruition.

Marcella Boyle highlighted that the CPT would have 24/7 access and asked how the general public would be informed. Rob White explained the Communications and Marketing department together with the Conference Hotel would be undertaking a key media piece with the first guest. Sandie Scott added that internal communications would also be issued and details added to the website.

Marcella Boyle commented that as an Anchor Organisation with West Dunbartonshire Council it was important that members of the public were aware that the Changing Places Toilet facility was available for their use.

Marcella Boyle commended Rob White for the significant amount of work undertaken to provide this facility which would vastly improve people’s quality of life.

Staff Governance and Person Committee noted the Changing Places Toilet facility (CPT).

* 1. **Wellbeing Zone**

Staff Governance and Person Centred Committee received an update from Tosh Lynch on the development of the Wellbeing Zone which was funded from non-recurring endowments funds with an expected launch in the summer.

Tosh Lynch highlighted that the Wellbeing Zone was in close proximity to the Garden of Reflection and Spiritual Care Centre and would have a quiet space for wellbeing activities such as Mindfulness, Meditation, Reiki and Yoga as well as an activity space. Further discussions were pending on the administrative and operational management of the space.

Staff Governance Person Centred Committee welcomed the collaborative approach taken to ensure the Wellbeing Zone met the needs of NHS GJ staff and volunteers. The Health and Wellbeing Group would consider future reporting on activity and usage. The Committee requested that a tour be arranged for the Board.

Staff Governance and Person Centred Committee noted the Wellbeing Zone.

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| **Action No:** | **Action** | **Action By** |
| SGPCC240507/01 | **Tour of Wellbeing Zone** – arrange a tour for the Board. | Nick Hamer |

* 1. **Agenda for Change**

Staff Governance and Person Centred Committee were updated that Scottish Government were committed to modernisation of the Agenda for Change process including a review of a reduction in the working week, initially to 37 hours, a review of Band 5 Nursing roles and protected learning time. An Agenda for Change Working Group had been established to work in partnership to oversee the implementation of this review and monitor the impact of those concerned.

Laura Smith confirmed that updates would be given at future Staff Governance and Person Centred Committee meetings until the review had reached completion.

Staff Governance and Person Centred Committee thanked Laura Smith and her team for overseeing the implementation of all aspects of this review.

Staff Governance and Person Centred Committee noted the Agenda for Change Review.

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| **Action No:** | **Action** | **Action By** |
| SGPCC240507/02 | **Agenda for Change Review** – to become a standing agenda item at future Committee meetings until completion. | Nicki Hamer  Laura Smith |

* 1. **Achieving the Balance**

Carolynne O’Connor presented on the Achieving the Balance Programme and outlined the focus on priorities for this financial year to address the challenging financial operating environment.

Staff Governance and Person Centred Committee noted the importance of maintaining the four pillars of governance alongside statutory requirements to achieve the financial balance: Workforce; Quality; Finance and Performance.

Carolynne O’Connor emphasised that all NHS Health Boards faced financial challenges but there was an opportunity to adopt transformational and improvement programmes to determine effective efficiencies and improved ways of working whilst continuing to ensure delivery of high quality patient care. The Committee noted the break-even position in the current financial year.

Carolynne O’Connor outlined the enhanced approach being taken to progress the Achieving the Balance Programme. The Committee were informed Terms of Reference had been approved by Executive Leadership Team (ELT) in February 2024.

It was noted that five sub groups would be established each with an Executive Lead and a Senior Responsible Officer (SRO). Carolynne O’Connor advised that she had overall responsibility as SRO for the full Programme. Quarterly reporting in conjunction with a Finance update would be provided to ELT and Board. Additionally, a draft workplan and timeline was being developed and would be presented to ELT, Finance and Performance Committee and Board.

Staff Governance and Person Centred Committee were advised there would be opportunities for staff to actively contribute to identify local quality improvements.

Local Choices had been identified including:

* Enhanced Vacancy Management Process (EVMP)
* Removal of Unfunded Beds
* Review of Corporate Services
* Travel by Exception Only
* Limit New Business Case Development

An ‘All Staff’ session took place on 29 April 2024 to update and seek support from staff to progress the Achieving the Balance Programme.

Carolynne O’Connor commented that areas of focus were mainly front-line related but a review of Corporate Services would also be scoped out for further discussion with Senior Leadership Team (SLT).

Carolynne O’Connor asked everyone to discuss the Achieving the Balance Programme with their staff and encourage feedback on ideas around the particular areas where time or money could be saved, or any small changes in practice that would make a larger impact.

Gordon James advised there was a dedicated Achieving the Balance Programme section on the Staff Intranet which would include progress updates. Sandie Scott added that a Staff Bulletin would also be published which would strike the balance between transparency, opportunity and involvement.

Staff Governance and Person Centred Committee noted the size and scale of Achieving the Balance and praised the inclusive approach in staff involvement.

Staff Governance and Person Centred Committee noted Achieving the Balance.

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

Staff Governance and Person Centred Committee welcomed Katie Bryant to the meeting to present the Strategic Risk Register.

Katie Bryant highlighted there were five risks currently identified on the Strategic Risk Register including a new risk regarding Fixed Term Contracts. The Committee was advised that there had been no significant movement or escalation of risks identified as emerging since the last review.

The Committee was reminded 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 commented that she regularly attended meetings with West of Scotland colleagues to routinely discuss and be sighted on emerging issues and risks.

Staff Governance and Person Centred Committee noted the unchanged risks and as part of due diligence, confirmed they were content to make no changes to the risks with the exception of removing International Recruitment given it was in its final cohort and no future risks were anticipated.

Staff Governance and Person Centred Committee noted the request for deep dives to be undertaken to provide assurance on the mitigation of risks. The Committee agreed the first deep dive would be around Fixed Term Contracts.

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

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

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| **Action No:** | **Action** | **Action By** |
| SGPCC240507/03 | **Strategic Risk Register Deep Dive** – update on progress at the next meeting to give assurance on mitigation of risks. | Katie Bryant |

**4.2 Health and Safety Update**

John Scott updated that the Health and Safety Committee had not met in the reporting period and a full update on Quarter One would be presented at the next Staff Governance and Person Centred Committee.

John Scott reported that no changes to risks were noted in the reporting period, with twelve risks remaining with the majority related to estates issues. It was also noted that RIDDOR reportable incidents continued to be monitored with no significant trends noted in the reporting period.

Staff Governance and Person Centred Committee commended the considerable reduction in Health and Safety adverse events.

Staff Governance and Person Centred Committee noted the Health and Safety Update.

**4.3 Occupational Health Report Q4**

Jenny Pope provided an overview of the key Occupational Health highlights from Quarter 4 and advised a full year report would be presented at the next meeting.

Staff Governance and Person Centred Committee noted the key highlights for the period which included 65 Occupational Health Management Referrals, six self-referrals and 292 pre-employment health checks were undertaken.

Jenny Pope advised that the Employee Assistance Programme had received 15 referrals and held 74 appointments.

Staff Governance and Person Centred Committee also noted there were currently four Cognitive Behavioural Therapist students in place, Occupational Health Physiotherapy had received 119 self-referrals and 25 management referrals.

Staff Governance Person Centred Committee commented on the positive indication of the volume of service undertaken.

Staff Governance and Person Centred Committee noted the Occupational Health Report Q4.

**4.4 HIS Report Update**

Anne Marie Cavanagh advised that Health Improvement Scotland (HIS) had carried out an inspection on 21 and 22 November 2023, with their report published on the HIS website on 29 February 2024.

Staff Governance and Person Centred Committee were advised new methodology for the safe delivery of care was in use by NHS Scotland, five areas of good practice were noted during the inspection with one recommendation and three requirements on the improvement action plan.

Staff Governance and Person Centred Committee received the positive HIS Report Update and noted the ongoing work to ensure continued safe staffing. The Committee requested that a follow up report be submitted in November.

Staff Governance noted the HIS Report Update.

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| **Action No:** | **Action** | **Action By** |
| SGPCC240507/04 | **HIS Inspection Report Action Update** – update on progress of actions at the November meeting. | Anne Marie Cavanagh |

**4.5 Safe Staffing Update**

Anne Marie Cavanagh presented a detailed overview of the reporting requirements aligned to the Health and Care (Staffing)(Scotland) Act 2019.

Staff Governance and Person Centred Committee noted the Quarter 3 report was submitted on 25 March 2023 and the updated legislation was enacted at 1 April 2024.

Anne Marie Cavanagh outlined the 10 actions within Safe Staffing Duty which were required to provide high quality patient care and ensure staff were appropriately trained. The governance reporting and escalation routes were noted.

Anne Marie Cavanagh advised that the focus for 2024/25 would be to implement the legislation across the Act and would be incorporated into the ongoing Annual Workplan.

Staff Governance and Person Centred Committee noted the Safe Staffing Update.

**5 Appropriately Trained**

There were no items to discuss.

**6 Person Centred**

There were no items to discuss.

**7 Well Informed**

**7.1 Integrated Performance Report March 2024**

Staff Governance and Person Centred Committee was advised in March 2024, anxiety/stress/depression/other psychiatric illnesses was the highest cause of sickness absence in March, accounting for 27.8% of all sickness absence, 5% higher than February’s figure of 22.8%.

Laura Smith updated that mandatory training compliance continued to be below target but Learning and Organisational Development continued to encourage improvement compliance in anticipation of the migration to TURAS Learn. There had been a significant increase in TURAS appraisal completion with a 7% increase this month.  In particular, NES had increased by 11% to 75% completion.

Staff Governance and Person Centred Committee noted that the12 months rolling staff turnover continued to trend downwards at 8.6%, which was a good barometer of organisational health.

Staff Governance and Person Centred Committee approved the Integrated Performance Report March 2024.

**7.2 Internal Audit Report – Recruitment and Succession**

Marcella Boyle welcomed David Eardley, Internal Auditor, Azets to the meeting.

David Eardley explained that he had previously worked with NHS Golden Jubilee in his capacity as External Auditor with Azets.

At the request of Audit and Risk Committee, the meeting received the Internal Audit Recruitment and Succession Planning report, especially noting the work on International Recruitment and succession planning as reported within the Work Plan. The Committee recognised the ongoing challenges but noted these would be reviewed and actions updated accordingly.

Staff Governance and Person Centred Committee thanked David Eardley for his presentation and positive report.

Staff Governance and Person Centred Committee noted the Internal Audit Report – Recruitment and Succession.

**7.3 Staff Governance Policy Tracker**

Jenny Pope presented the Staff Governance Policy Tracker and provided assurance that the Board’s HR policies were reviewed at least every three years, or sooner if significant changes were required due to guidance/legislation and new polices developed as required.

Staff Governance and Person Centred Committee noted the timelines for consultation and soft launch of the policies. It was further noted that the local policies reported comprised HR policies that were out of the scope of Once for Scotland or PIN and had been developed as a result of national guidance or to address locally identified issues or challenges.

Staff Governance and Person Centred Committee noted the Staff Governance Policy Tracker.

**7.4 Blueprint for Good Governance Implementation Plan for 2024/25**

Nicki Hamer and Carole Anderson presented the Blueprint for Good Governance Implementation Plan for 2024/25.

Staff Governance and Person Centred Committee discussed the Blueprint for Good Governance Implementation Plan for 2024/25 and welcomed the refreshed metrics for each Governance Committee. The Committee agreed that this would become a standing agenda item for 2024/25.

A review would be required at each meeting to ensure a review of actions was undertaken to ensure scrutiny and closure of the implementation plans. An update would be provided at the next Staff Governance and Person Centred Committee.

Staff Governance and Person Centred Committee discussed the Blueprint for Good Governance Implementation Plan 2024/25.

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| **Action No:** | **Action** | **Action By** |
| SGPCC240507/05 | **Blueprint for Good Governance Implementation Plan 2024/25** – to become a standing item and an update on progress of actions required for the next meeting. | Carole Anderson  Nicki Hamer |

**7.5 SGPCC Annual Governance Report 2023/24**

Nicki Hamer and Laura Smith presented the Staff Governance and Person Centred Committee Annual Governance Report 2023/24 and commented on the volume of developments which had been implemented to ensure good corporate governance principles.

Marcella Boyle commended the volume of activity undertaken.

Staff Governance and Person Centred Committee approved the SGPCC Annual Governance Report 2023/24.

**8 Involved in Decisions**

**8.1 Partnership Forum Update**

Staff Governance and Person Centred Committee received a detailed overview of the work undertaken by Partnership Forum as reported in their March and April meetings.

Laura Smith outlined the key highlights which included: standing agenda items including hospital expansion, site utilisation and finance; Draft Three Year Delivery Plan 2024/27; AHP Strategy; TURAS Migration; Band 2/3 Update; Once for Scotland policies; Agenda for Change Review; Staff Governance Policy Tracker; Whistleblowing Update and Safe Staffing Act.

Gordon James advised that given the Agenda for Change Review he had agreed with Jane Christie-Flight that Partnership Forum would meet monthly rather than six weekly for the foreseeable future.

Marcella Boyle commended the volume of activity undertaken.

Staff Governance and Person Centred Committee noted the Partnership Forum 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:

**Treated Fairly and Consistently**

The Committee received a presentation on the new Changing Places Toilet Facility designed for people who need additional space, equipment, time and assistance. The Committee commended Rob White for the significant amount of work undertaken to provide this facility which would vastly improve people’s quality of life.

The Committee received an update on the development of the Wellbeing Zone which was funded from non-recurring endowments funds with expected launch in the summer.

The Committee welcomed the collaborative approach taken to ensure the Wellbeing Zone met the needs of NHS GJ staff and volunteers. The Health and Wellbeing Group would consider future reporting on activity and usage. The Committee requested that a tour be arranged for the Board at the end of the August Seminar.

The Committee were updated that Scottish Government were committed to modernisation of the Agenda for Change process including a review of a reduction in the working week, initially to 37 hours, a review of Band 5 Nursing roles and protected learning time. An Agenda for Change Working Group had been established to work in partnership to oversee the implementation of this review and monitor the impact of those concerned.

The Committee noted the size and scale of Achieving the Balance and praised the inclusive approach in staff involvement.

**Safe Working Environment**

The Committee approved the Strategic Risk Register and noted the request for deep dive to be undertaken to provide assurance on the mitigation of risks. The Committee agreed their first deep dive would be around Fixed Term Contracts.

The Committee commended the considerable reduction in Health and Safety adverse events.

The Committee received the positive HIS Report Update and noted the ongoing work to ensure continued safe staffing. The Committee requested that a follow up report be submitted in September.

**Well Informed**

At the request of Audit and Risk Committee, the meeting received the Internal Audit Recruitment and Succession Planning report, especially noting the work on International Recruitment and succession planning as reported within the Work Plan. The Committee recognised the ongoing challenges but noted these would be reviewed and actions updated accordingly.

The Committee discussed the Blueprint for Good Governance Implementation Plan and welcomed the refreshed metrics for each Governance Committee. The Committee agreed that this will become a standing agenda item for 2024/25.

The Committee approved the Staff Governance and Person Centred Annual Governance Report for 2023/24.

**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 4 July 2024 at 13:00 hrs.