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**Person Centred Committee**

**Annual Report**

**(Staff Governance)**

**2017-18**

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| **1.** | **Background** |
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| 1.1  1.2 | Members of the Person Centred Committee (Staff Governance) are appointed by, and answerable to, the Board. Membership and record of attendance are detailed below:  Membership of the Person Centred Committee 2017/18   * Jack Rae (Chair until July 2017 meeting) * Kay Harriman (Non-executive) (Chair from July 2017 meeting) * Maire Whitehead (Non-executive until July 2017) * Mark McGregor (Non-executive) * Marcella Boyle (Non-executive from July 2017) * Jane Christie-Flight (Employee Director) * Judith Ross (RCN) * Sylvia McCulloch (Unison) * Jack Tait (Lay Member)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Attendance at the meetings was recorded as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Members** | 25/04/17 | 26/07/17 | 10/10/17 | 30/01/18 | | Jack Rae |  |  | - | - | | Kay Harriman | Apologies noted |  |  | Apologies noted | | Marcella Boyle | - | - |  |  | | Maire Whitehead | Apologies noted |  | - | - | | Mark McGregor |  |  |  |  | | Jane Christie Flight |  |  |  |  | | Jack Tait |  |  |  |  | | Judith Ross | Apologies noted |  | Apologies noted | Apologies noted | | |  | | **The following people were in attendance:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | 25/04/17 | 26/07/17 | 10/10/17 | 30/01/18 | | David Miller |  |  |  |  | | Jill Young |  |  | Apologies noted |  | | Safia Qureshi |  | Apologies noted | Apologies noted |  |   **The following individuals attended as required:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | 25/04/17 | 26/07/17 | 10/10/17 | 30/01/18 | | Mike Higgins | - | - | - | - | | Anne Marie Cavanagh |  |  |  |  | | Marie Smith | - |  | - | - | | Lynn Heatley | - | - |  | - | | Laura Langan Riach |  |  | Apologies noted |  | | Sandie Scott |  | - |  |  | | Donna Akhal | - |  | Apologies noted | - | |   Jack Rae (Committee Chair) Non Executive appointment came to an end in July 2017 and this position was therefore filled by Kay Harriman from August 2017. |
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| **2.** | **Meetings** |
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| 2.1 | The Person Centred Committee met four times during the period 1 April 2017 to 31 March 2018. There are a number of standing agenda items that allow the PCC to monitor staff governance and person centred activities as a routine. The PCC has also overseen the development of the Board’s Involving People Strategy and other corporate activities. |
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| **3.** | **Work/reviews carried out by internal parties** |
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| 3.1 | Policies affecting staff are approved by the Partnership Forum which in turn reports to the PCC against the Staff Governance Standard. There were no policies for the Committee to note in 2017/18: |
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| **4.** | **Work/reviews carried out by external parties** |
| 4.1 | None during this time period. |
| **5.** | **Board Papers** |
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| 5.1 | The approved minutes from each meeting are presented at the subsequent Board meeting for discussion. Summary outputs from each meeting are presented to the first available Board meeting to allow Board members to be appraised of any governance issues pending final approval of committee minutes. |
| 5.2 | The annual report will be presented to the June 2018 NWTC Board Meeting. |
| **6.** | **Risk Management** |
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| 6.1 | No risks were reported to the Committee. No risks were identified by the Committee.  6.3 |
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| **7.** | **Audit Scotland National Reports (or other national reports)** |
| 7.1  8.  8.1 | None received.  **Governance Reports**  As part of the terms of reference for the governance committees, each committee is required to produce an annual report summarising the work of the committee during the year, with this being presented to each committee for approval and to the audit and risk committee for information. The reports are as follows:   * Audit and Risk Committee (effective) * Clinical Governance Committee (safe) * Person Centred Committee/Staff Governance (Person Centred) |
| **9.** | **Chair’s Conclusion** |
| 9.1 | The Person Centred Committee continues to ensure appropriate scrutiny and governance around the person centred quality agenda and, in accordance with its Terms of Reference (attached at the end of this report), will seek to maintain that position. |
| 9.2 | The Chair concludes that the Person Centred Committee has fulfilled its remit and considers that there are adequate systems in place to ensure that Staff Governance arrangements meet the requirements of the Code of Governance. |
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**Chair – Person Centred (Staff Governance) Committee – Kay Harriman**

**May 2018**

**Co Chair - Director of Quality, Innovation & People – Gareth Adkins**

**NATIONAL WAITING TIMES CENTRE BOARD**

**PERSON CENTRED COMMITTEE (PCC)**

**(April 2017)**

## TERMS OF REFERENCE

1. **Purpose**

The purpose of this Committee is to ensure appropriate scrutiny and governance around the person centred quality agenda. Person centred encompasses a range of stakeholders including patients, families, staff, customers, volunteers, carers and any relevant 3rd sector parties.

The NHS Quality Strategy for Scotland recognises the need to have an engaged, motivated and healthy workforce to deliver the quality ambitions of delivering person centred, safe and effective healthcare services.

1. **Role**

It is the responsibility of the Person Centred Committee to assure the NWTC Board that appropriate structure and processes are in place for the effective governance of the Board’s person centred agenda. The Committee shall be responsible for ensuring that the governance processes to meet statutory obligations and any other guidance issued by the Scottish Executive and Health Improvement Scotland are met.

This Committee shall be a standing committee of the NWTC Board which is part of the governance framework for NHS Boards.

The Person Centred Committee is toprovide coordination and leadership to enable effective delivery of the Involving People Strategy and the Staff Governance Standard. This will include supporting the delivery of the highest standard possible of person centred care including an understanding that staff management is the responsibility of everyone working within the system and is built upon partnership and collaboration.

1. **Membership of the Person Centred Committee**

The Person Centred Committee membership shall comprise of:

* Jack Rae, Non-Executive Director (Chair)
* Jane Christie-Flight, Employee Director
* Maire Whitehead, Non Executive Director
* Mark MacGregor, Non Executive Director
* Kay Harriman, Non Executive Director
* Sylvia McCulloch, Lay Representative (Unison)
* Judith Ross, Lay Representative (RCN)

In addition, the following people may attend the committee:

* Jack Tait, Lay Representative (Chair of Quality Public Partnership Group)
* Safia Qureshi, Director of Quality, Innovation and People
* David Miller, Associate Director of Human Resources
* Jill Young, Chief Executive
* Stewart MacKinnon, Interim Board Chair
* Anne Marie Cavanagh, Nurse Director
* Others invited by the Committee

1. **Quorum**

A quorum will consist of three non-Executive Directors of the Committee.

1. **Executive Director Lead**

The Designated Executive Lead will support the Chair of the Committee in ensuring that the Committee operates according to / in fulfilment of its agreed Terms of Reference. The named Executive Lead for the Committee is the Director of Quality, Innovation and People. Specifically he/she will:

* Support the Chair in ensuring that the Committee remit is based on the latest guidance and relevant legislation, and the Board’s best value framework;
* Liaise with the Chair in agreeing a programme of meetings for the business year, as required by its remit;
* Oversee the development of the annual work plan for the Committee which is congruent with its remit and the need to provide appropriate assurance at the year-end, for the endorsement of the Committee and approval by the Board;
* Agree with the Chair an agenda for each meeting, having regard to the Committee’s remit and work plan;
* Lead a mid-year review of the Committee Terms of Reference and progress against the annual work plan, as part of the process to ensure that the work plan is fulfilled; and
* Oversee the production of an annual report on the delivery of the Committee’s remit and work plan, for endorsement by the Committee and submission to the Board.

1. **Conduct of Business**
2. The Committee shall meet at least four times a year.
3. The conduct of business will be in accordance with the Board’s Standing Orders.
4. Prior to the full approved Minutes of the Committee being available, a template covering the main points of the discussion will be shared at the next available Board meeting. The full Minutes of this Committee will be reported to the NWTC Board.
5. Reports to the Board will be required to have a standard cover sheet clarifying whether the report is being presented for information, for discussion or for approval. Papers are required to be circulated a minimum of 5 working days in advance of the Committee taking place.
6. There will be a requirement to produce an Annual Report at the end of each financial year.
7. The framework for the Person Centred Committee for NWTC Board will be scheduled as part of a formal monitoring plan and will include the following:

Involving People Strategy

Trends of complaints

Trends from adverse incidents/Scottish patient safety programme

Volunteering Strategy

Advocacy Strategy

Equality and Diversity Information

Health Improvement Scotland Standards

Participation Standards

Summary of feedback from

Quality Walkrounds (patient/execs/volunteers)

Care Governance/Health and Social Care Programme

Staff Governance

Self Assessment Audit Tool

Staff Governance Action Plan

Workforce Strategy and Workforce Plan

Learning and development Strategy

Medical Education and Training

Medical Revalidation

Occupational Health and Safety Programme

Partnership Activities

Internal/external Workforce Audits

Corporate

Knowledge services

Corporate Communications

1. **Reporting Arrangements**

Through the Person Centred Committee, the Remuneration Committee is required to provide assurance that systems and procedures are in place to manage the issues set out in MEL (1993) 114 (amended) so that overarching staff governance responsibilities can be discharged.

1. **Responsibilities & Remit of the Person Centred Committee:**

**Involving People Strategy**

The Committee will:

1. Ensure the Board has mechanisms in place in respect of all relevant legislation and policy relating to the Quality Strategy, Patient Focus Public Involvement and the Equalities legislation relating to the General and Specific public sector duties of the Equality Act. This incorporates:

* providing assurance on the patient centeredness quality domain including for example, carers, volunteers and 3rd sector parties.
* monitoring and evaluating the effectiveness of interventions.
* demonstrating positive outcomes related to the general and specific duties of the Single equality act.
* highlighting any potential risks.
* ensuring robust and accessible communication, monitoring and reporting mechanisms are in place and that appropriate committees, as indicated by accountability arrangements, receive regular progress reports.

**Staff Governance Standard**

The Committee will:

* ensure appropriate frameworks are in place which ensure that delivery against the Staff Governance Standard is being achieved;
* monitor and evaluate strategies and implementation plans relating to people management;
* recommend any policy amendment, funding or resource submission to the Board to achieve the Staff Governance Standard;
* take responsibility for the timely submission of all staff governance information required for national monitoring arrangements;
* monitor benefits realisation processes; and
* provide staff governance information for the statement of internal control;
* to provide assurance that systems and procedures are in place to manage the issues set out in MEL 1993 114 amended (the Remuneration Committee).

**8. Review of Terms of Reference**

These terms of reference will be reviewed annually.

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| **Appendix 1: Membership and record of attendance**  Membership of the Person Centred Committee 2017/18   * Jack Rae (Chair until July 2017 meeting) * Kay Harriman (Non-executive) (Chair from July 2017 meeting) * Maire Whitehead (Non-executive until July 2017) * Mark McGregor (Non-executive) * Marcella Boyle (Non-executive from July 2017) * Jane Christie-Flight (Employee Director) * Judith Ross (RCN) * Sylvia McCulloch (Unison) * Jack Tait (Lay Member) |
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| **Person Centred Committee – Work Plan 2017/18** |  |
| **Standing agenda items** | |
| * Complaints Scrutiny Report * Involving People Update * Partnership Forum Report * Staff Governance Report (July 17 – Apr 18) | |
| **25th April 2017** | **26th July 2017** |
| * Mandatory Training End of Year Report * Sickness Absence End of Year Report * Values/iMatter Report * KSF (Knowledge & Skills Framework) End of Year Report * Medical Appraisal & Revalidation 6 Monthly Report * Person Centred Committee Annual Report * PCC Terms of Reference 2017/18 * PCC Work Plan 2017/18 * Overview of Person Centred Activity * What Matters To You Day * Volunteers Annual Report * Equalities Mainstreaming Report * Equality Outcomes * Communications Person Centred Update | * Corporate Learning & Organisational Development Plan & Annual Activity Report * Occupational Health & Safety 6 Month Report. * Involving People Strategy * Overview of Person Centred Activity * CBAS (Caring Behaviours Assurance System) Update * Employee Services * Clinical Education |
| **10th October 2017** | **30th January 2018** |
| * Medical Appraisal and Revalidation 6 Month Report * Learning & Organisational Development Activity 2017-18 * HR Shared Services * Annual Workforce Monitoring Report * Human Factors Annual Update * Communications Strategy & Performance Update | * Occupational Health & Safety 6 Month Report * Lampard Recommendations * Communication Scorecard & Strategy * CBAS Feedback Report on USA Visit * Annual Results of Participation Standard * Communications Strategy & Performance Update * Communications Plan for Expansion * Workforce Plan Action Plan |