

NHS Borders

Action Plan – NHSScotland Staff Survey 2013

<i>NHS Boards will:</i>				
<i>Action required</i>	<i>Accountable</i>	<i>Support</i>	<i>Target dates</i>	<i>Progress / Status</i>
Through the 20:20 Workforce Implementation Plan, implement core NHS Scotland values over 2014/15 to help promote and sustain a healthy organisational culture and encourage effective leadership and management	Staff Governance Committee	Board Executive Team Planning & Performance HR Occupational Health	June 2014 and on-going	The 20:20 Workforce Implementation Plan will form our Local Workforce Plan Update due to be published by 30 June 2014. The content will address implementation of core NHS Scotland values over 2014/15, for example through Status : Amber
Provide oversight on all of the Board actions in the 20:20 Workforce Vision Implementation Plan 2014 – 15	Staff Governance Committee	Staff Governance Working Group HR	June 2014 and on-going	A reporting cycle for the 20:20 Workforce Implementation Plan will be agreed for APF and Staff Governance Committee. Status : Amber
Ensure Board members are actively involved in the high – level promotion of NHS Scotland values and the roll out of Board's own local values, which will build on and complement the national values, as set out in Everyone Matters: 20:20 Workforce Vision	Staff Governance Committee	Board Executive Team Planning & Performance HR	June 2014 and on-going	This is addressed through various internal communication methodologies, including Chief Executive Forum and Ask the Board. Staff Governance Action will focus on improving internal communications. Status : Amber
Provide oversight in embedding the values in practice, particularly in relation to care and compassion, across all aspects of Board actively	Staff Governance Committee	Board Executive Team Planning & Performance HR	June 2014 and on-going	This is addressed through Staff Governance Actions which will focus on quality review of PDR/PDP and improving recruitment as well as other development activity such as

		Training & Professional Development		Leading Better Care. Status : Amber
Use their Staff Governance Committees to monitor progress against the local 20:20 Workforce Implementation plans	Staff Governance Committee	Staff Governance Working Group HR	June 2014 and on-going	A reporting cycle for the 20:20 Workforce Implementation Plan will be agreed for APF and Staff Governance Committee. Status : Amber
Monitor progress, and Identify and share good practice in cultural development improving organisational behaviour and values	Staff Governance Committee	Board Executive Team Planning & Performance HR Training & Professional Development	June 2014 and on-going	This is addressed through Staff Governance Action which will focus on improving recruitment as well as other development activity such as Leading Better Care. Status : Amber
Proactively promote the role and responsibility of the Board to all staff	Staff Governance Committee	Board Executive Team Planning & Performance	June 2014 and on-going	This is addressed through various internal communication methodologies, including Chief Executive Forum and Ask the Board. Staff Governance Action will focus on improving internal communications. The Staff Governance Action related to embedding our corporate objectives is also relevant. Status : Amber

Human Resources Directors and Employee Directors will:				
<i>Action required</i>	<i>Accountability</i>	<i>Support</i>	<i>Target dates</i>	<i>Progress / Status</i>
Proactively promote and monitor activities which will improve staff experience within their Board (ensuring this is discussed at their local Partnership Forum)	Director of Workforce Employee Director APF Staff Governance Committee	Occupational Health	June 2014 and on-going	An implementation plan for IMatter and staff experience diagnostic tools agreed by APF in April 2014. Roll out of IMatter will commence in Autumn 2014. Status : Amber
Develop an Action Plan linked to the results of the Staff Survey and report progress as part of their Staff Governance Monitoring Return	Director of Workforce Employee Director APF Staff Governance Committee	Staff Governance Working Group Planning and Performance HR Risk, Health and Safety Training and Professional Development Occupational Health	April 2014 and on-going	The Staff Governance Action Plan 2014 – 2015 has been prepared and will be reviewed on an on-going basis. The self assessment audit and the SGAP have been submitted to the SGHD Status : Green
Lead on increasing the visibility and effectiveness of consultation and involvement of staff	Director of Workforce Employee Director APF Staff Governance Committee	Staff Governance Working Group Planning and Performance HR Training and Professional Development	June 2014 and on-going	This is addressed through Staff Governance Actions which will focus on improving internal communications and measures for involving staff in decisions. Status : Amber
Act as an advocate for the reduction of Bullying and Harassment by ensuring fair and equitable application of the policy and report any areas of concern and progress	Director of Workforce Employee Director	Occupational Health H.R.	June 2014 and on-going	Annual "Respect" roadshows have been held.

to the local Partnership Forum, Staff Governance Committee and as part of the Staff Governance Standard Monitoring Framework	APF Staff Governance Committee			A Staff Governance Action is a commitment to repeat the road-show and emphasise Whistleblowing this year. Status : Amber
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Planning and Performance Leads will:				
<i>Action required</i>	<i>Accountability</i>	<i>Support</i>	<i>Target dates</i>	<i>Progress / Status</i>
Take cognisance of the results of the Staff Survey and the actions in the 20:20 Workforce Vision Implementation Plan and when developing their Local Delivery Plan	Director of Workforce Clinical Executive Strategic	Planning & Performance HR	February 2014	Workforce Section consulted upon and delivered in the 2014 - 2015 Local Delivery Plan Status : Green
Ensure progress against the local Staff Governance Action Plan is reported through the self-assessment process for Health Board Annual Reviews	Director of Workforce Staff Governance Committee APF	Planning & Performance HR	Autumn 2014	Progress against Staff Governance forms part of Annual review reporting process Status : Amber

Chief Executives and Health Board Chairs will:				
<i>Action required</i>	<i>Accountability</i>	<i>Support</i>	<i>Target dates</i>	<i>Progress / Status</i>
Work with professional leads and other relevant staff to review progress reports linked to Staff Governance Action Plan on a regular basis	Staff Governance Committee APF	Staff Governance Working Group HR	June 2014 and on-going	Reporting Mechanism in place in new format or SGAP Status : Green
Ensure Board Members and Executive Teams are visible and accessible to staff to address the issues raised within Staff Survey	Chief Executive	Board Executive Team Staff Governance Working Group HR Planning & Performance	On going	This is addressed through various internal communication methodologies, including Chief Executive Forum and Ask the Board. Staff Governance Action will focus on improving internal communications. The Staff Governance Action related to embedding our corporate objectives is also relevant. Status : Amber
Take responsibility for demonstrating the shared values and leading by example.	Chief Executive	Board Executive Team Planning & Performance	On-going	The Staff Governance Action related to embedding our corporate objectives is also relevant. Status : Amber

Note on Status Monitoring

RAG status

<i>Amber</i>
<i>Red</i>
<i>Green</i>

Not yet achieved but on target to meet timescale

Requires Improvement to meet timescale for achievement

Achieved