



STAFF GOVERNANCE COMMITTEE

Minutes of the meeting held on Monday 17th April 2019, 10am in the Committee Room, Borders General Hospital, Melrose.

Present: Cllr D Parker, Chair
Mrs A Wilson

In attendance: Mr B Salmond, Associate Director of Workforce
Mrs E Cameron, HR Manager/Business Partner
Mrs Y Smith, Partnership Lead Staff Side (Ex Officio Member)
Miss V MacPherson, Partnership Lead Staff Side (Ex Officio Member)
Mrs H Hunter, HR Officer (Minutes) shadowed by Mr D Riddell, HR Officer

1. Welcome, Introductions and Apologies

Cllr Parker welcomed everyone to the meeting and advised that as Mrs Karen Hamilton has been appointed as Interim Chairman of the Board he will now chair the Staff Governance Committee in the interim.

Apologies were received from Mr T Taylor, Mr J Cowie, Mr J McLaren, Mrs V Hubner, Mrs S Aspin and Mrs C Smith and Mrs J Boyle who had been invited to give presentations today.

2. Minutes of Previous Meeting held – Monday 17th December 2018

Agreed as an accurate record of the meeting.

Matters arising

None

Action Tracker

Mrs Cameron advised that Standard Monitoring is on the Agenda and all other actions are in progress.

3. Staff Governance Action Plan (2018/19 Version 10)

Mrs Cameron stated this is progressing but the Staff Governance Working Group have suggested that they should consider reducing the number of actions contained in the Staff Governance Action Plan. The performance against iMatter is concerning and Mrs Cameron suggested this be prioritised for an action at the next meeting of the working group. She indicated that she would then bring back any proposals to the Staff Governance Committee once agreed by the Area Partnership Forum.

Mr Salmond commented that the Action Plan is refreshed annually and some actions are not possible to achieve within a one year timeframe as they are rolling improvements. He added that progress is being made regarding whistleblowing and this is marked as green as training of key staff and current policy have been implemented, although all Health Boards were awaiting the consultation for Independent National Whistleblowing Officer and the model standard. The Once for Scotland PIN policy on Whistleblowing had been removed from the first stage. Mr Salmond added the current actions ensured each standard was addressed, if the future SGAP featured a single overall action on iMatter we must ensure all 5 standards are covered.

The Committee noted that Mrs Cameron will bring an update to the next meeting and we must ensure all 5 standards are covered.

4. Draft Staff Governance Report for Standing Financial Orders

Mrs Cameron advised the purpose of this report was to give the Board the assurance that the Staff Governance Committee was fulfilling its role. Mrs Karen Hamilton has signed this off but has asked for this Committee to confirm they are content with it. Mr Salmond commented that the Report is a statement of fact detailing the activities of the Committee but does not reflect organisational performance with staff governance. There was an amendment detailing the meeting schedule and Mrs Cameron advised that the Staff Governance had achieved the target of having four meetings during the last year.

The Committee agreed they were happy with the content of the Board's Response.

5. Draft Annual Monitoring Report to the Scottish Government

Mrs Cameron advised this is the first time we have been asked to complete the Report in this format and we have been asked specific questions linked to the Annual Review and previous submissions. The copy submitted today was a draft and the final copy will be brought to the meeting on 23rd May 2019 for approval. Approval is needed from the Chair of the Staff Governance Committee, the Employee Director and the Chief Executive as the Accountable Officer.

Mrs Cameron asked if the Committee was happy with what is being asked in this new format.

Mr Salmond referred to Section 6 on whistleblowing, which included the annual report on whistleblowing cases, and advised training to key staff had been undertaken within the year. Mrs Wilson is taking over as the Whistleblowing Champion from Mrs Hamilton and has been updated on recent cases.

The Chair advised he will liaise with Mrs Hunter to contact all members of the Staff Governance Committee asking them to forward comments to Mrs Cameron no later than 15 May in time for approval of the Report at the meeting on 23 May.

6. East Region Transformational Recruitment Plan

Mrs Cameron advised this was for noting as we need to ensure staff are treated fairly in what will be a major change. There is a local engagement session today.

Mrs Cameron advised there was a 3 regions approach in the implementation of a National e-Recruitment system called Job Train. NHS Borders are in the East region alongside 2 territorial boards (Fife & Lothian) and 3 national special boards. There is a lot of enthusiasm for automated transactions and Job Train will allow us to process recruitment electronically.

Mrs Wilson raised her concern over the lifespan for the Term of Reference. Mrs Cameron stated that as this was a National System there was an agreement to not constrain the project with a tight timeline. Lothian is in the process of piloting Job Train and will act as an early implementor. The system will then be rolled out to NHS Fife and we anticipate that NHS Borders will have a phased implementation from November 2019. She added that we need to ensure that we engage with our Managers and raise awareness of this transformation programme.

The Committee noted the paper and Mrs Cameron's comments.

7. Workforce Conference Update

Mrs Cameron gave a verbal update advising that this had been a very successful event held jointly with the Area Partnership Forum and Area Clinical Forum. 70 people had been in attendance with a good mix of staff from different areas and staff groups. Data from this event will be used by Workforce Planning and it gives the Organisation an opportunity to collate qualitative and quantitative data we don't get elsewhere.

The Committee appreciated the update and noted that a further report on this was to follow.

8. Project Rise

Mr Salmond reminded committee members that there has been 2 phases for the leadership development programme. The first phase had been diagnostic and an external O.D. Consultant, Hazel McKenzie, has worked with around 30 leaders, during the autumn of 2018 and a report was provided to the Board Executive Team in January. As part of this process, leaders (i.e. senior managers who report directly to a Director) will undertake a 360° appraisal and this multi-source feedback will be used to further inform the managers development needs. Action Learning sets also feature where managers will break into multi-disciplinary sets throughout the year. This is not only for personal development but is to create capacity to move forward projects, particularly those linked to financial recovery. The next development session is on personal effectiveness and Hazel McKenzie will be running drop-in sessions over a few days for those unable to attend the session. Mr Salmond confirmed the partnership staff side leads participated in the programme.

The Committee noted the update on Project Rise.

9. May Development Session

As well as discussing and approving the Annual Monitoring Report to the Scottish Government it was suggested the financial turnaround and the impact this will have on the workforce should also be addressed at the May Development Session.

Cllr Parker commented that we may need more than 2 hours for this Session and this will be communicated.

The Committee agreed the Session will be used to sign off the Annual Monitoring Report to the Scottish Government, discuss the financial turnaround and the Action Plan. Cllr Parker and Mrs Hunter will advise if a longer session is to be held.

10. iMatter Performance

Mr Salmond advised that the iMatter survey was run in February/March 2019 in a 4 week window and is the third time the full cohort survey had been held in NHS Borders. Employees of Scottish Borders Council within Health and Social Care were also invited to participate for the 2nd year.

Mr Salmond continued that it was disappointing to note that the response rate was lower than last year. There were no reports for Medical, Nursing, Estates and Facilities as they didn't reach the 60% threshold. Cllr Parker was pleased to hear the uptake from SBC employees was 58% as normally this figure for similar participation surveys is around 30%.

Mr Salmond commented that the next stage is for teams to now create their Action Plans for continuous improvement which are uploaded to the iMatter website and it was hoped that good performance achieved last year will continue. He added that although some staff did not take part in the survey last year, the teams did create their own Action Plans. Mr Salmond added although the Government monitor the statistics, we need to keep encouraging teams to upload their action plans as this is their responsibility.

Mr Salmond advised this year Managers had to print out paper copies of the survey and hand out to staff who did not have computer access, this potentially depleted the number of returns. There were also IT issues as the survey had to be opened in Google Chrome and was not available via the intranet. Mr Salmond said this will have to be highlighted and addressed for next year. Mrs Smith added staff have said as they couldn't access the survey by computer they didn't do it. IT are trying to address this issue

The Committee noted the comments regarding this and asked for a report on resolving the IT issues prior to next year's survey.

11. Assessment of Meeting and agreement on future Agendas including Workforce data and statistics discussion

Mrs Cameron said a regular discussion was required to ensure the Staff Governance Committee is discharging its scrutiny and assurance role. The content of future Agendas, and identifying the workforce data and reporting required going forward.

Cllr Parker suggested this be discussed at the next meeting and asked if in the meantime anyone had anything they would like added to the Agendas. Mrs Smith suggested the financial turnaround discussion at the development session in May, may give an idea of what needs to be on this Agenda.

Cllr Parker agreed that this should be discussed at our next Meeting.

12. Item for noting

a) European withdrawal

Mr Salmond advised this paper was correct at the time of writing and asked that it be a regular Agenda item. He advised that workforce issues are less significant than others particularly around procurement, catering and pharmacy.

Mr Salmond advised 57 staff have been identified as EU citizens and contact continues with them to offer support. He believes from these 57 staff members, no-one is considering leaving NHS Borders as a result of Brexit.

Mr Salmond further advised that with a cross-over with Scottish Borders Council and NHS Borders this allows better information sharing.

The Committee was pleased to hear the update and that the identified staff are being contacted appropriately. This item is to remain on future Agendas.

13. Any other competent business

None.

9. Date of next meeting:

Thursday 23rd May 2019, Development Session from 11am – 1pm, BGH Committee Room.

Cllr Parker thanked everyone for their attendance and closed the meeting.