



STAFF GOVERNANCE COMMITTEE

Minutes of the meeting held on Monday 19th December 2019, 10am in the Committee Room, Borders General Hospital, Melrose.

Present: Mrs Karen Hamilton, Chair (Chair)
Mr J McLaren, non-Executive Director
Mrs A Wilson, non-Executive Director

In attendance: Mr J Cowie, Director of Workforce
Mr R Roberts, Chief Executive
Mrs E Cameron, HR Manager/OD Partner
Mrs C Smith, HR Manager/Business Partner
Mrs V Hubner, Head of Work and Well Being
Mrs J Boyle, HR Manager/Business Partner
Mrs K Liddington, Knowledge Management Coordinator
Mrs Y Smith, Partnership Lead (Ex-Officio Member)
Mrs H Hunter, HR Officer (Minutes)

1. Welcome, Introductions and Apologies

Mrs Hamilton welcomed everyone to the meeting.

Apologies were noted from Cllr Parker and Mr Taylor

2. Minutes of previous meeting held on 19th September 2019

Agreed as an accurate record of the meeting.

Matters arising:

Item 5 – Whistle blowing Champions. It was agreed that recently published FAQs be circulated to this Committee. The Cabinet Secretary will be advising on appointments made and their specific remit which could include cross Board working.

The Committee agreed that this be on the next Agenda to review further guidance.

Item 11 – Remuneration Committee Report. **Mr Cowie confirmed that redacted Remuneration Committee minutes were currently being issued to Board Members who are not Rem Com members.** Mrs Hamilton advised she is in the process of agreeing protocol regarding governance of redacted Minutes.

The Committee are to be advised of this outcome.

3. Workforce Metrics

a) Dashboard data

The Committee considered the quarterly report, presented by Mrs Smith, which has been updated to include statistics on Employee Relations case work as requested. Other information will be added relating to Health and Safety and joint workforce planning if appropriate.

The Committee were happy with the format of this quarterly report and noted the need to analyse and use the very useful data contained within.

4. Staff Governance Monitoring Return

The Committee noted the further response sent to the Scottish Government on 16th December 2019 and that, if required, a subsequent follow-up letter could be submitted.

The Committee were content with the response sent to the Scottish Government on 16th December.

5. Staff Governance Action Plan

Mrs Cameron advised that an action plan is developed annually to evidence to Scottish Government that we are working towards achieving excellence in relation to Staff Governance. This year the plan has only one action which is an employee engagement plan to encompass all aspects of Staff Governance including the link to iMatter and Financial Turnaround. This was brought to this Committee for approval.

The Committee agreed the Action Plan. An update report will be provided at the next meeting.

6. iMatter

Mrs Boyle updated the Committee, that for the second year running, NHS Borders had failed to achieve a Board report and that three of our largest directorates had failed to achieve directorate reports. Paper copies were cited as a potential challenge which the national team were trying to address.

The Committee were assured that the Staff Governance Action Plan 2019/20 would be used to help improve performance in relation to iMatter by using staff Stories and the "What Matters to Me" campaign.

The Committee agreed 4 actions should come from this discussion:

- **To escalate to the Board that this Committee is concerned when something as important as this is not delivered**
- **There is communication to Managers from the Chief Executive advising that this is a priority and setting out what we expect of them**
- **That we are explicit with Managers that the conversations they have with their staff form the basis of the data for iMatter**
- **There is communication to staff advising that we value them and advising on what we have done in the past**

7. Financial Turnaround – Workforce Planning and Staff Wellbeing

Mr Cowie advised that Grip and Control have focused on understanding the workforce metrics associated with financial turnaround and service redesign. The intention is to triangulate the data captured to carry out an assessment and analyse trends linked to financial turnaround. . The Staff Governance Working Group will continue to carry out this work and report into the Committee.

The Committee were content with the approach and look forward to receiving updated reports to better understand the impact of financial turnaround on workforce planning and staff wellbeing.

8. Workforce Systems

a) eESS

Mrs Smith confirmed work has started on the interface between eESS and Payroll. The implementation process takes three months and as this coincides with the end of year for Finance, there may need to be some flexibility with this date. Once this in place self service can be looked at.

The Committee noted this update.

b) Jobtrain

Mrs Cameron advised that this national system was implemented in NHS Borders on 5th December 2019 and although there have been challenges, Jobtrain have risen to these and is very responsive. Feedback from candidates is very positive and we are receiving a higher number of applicants than previously as posts are advertised on a wider platform. We are the first Board to use Jobtrain to advertise Director posts including an assessment centre. From a reporting perspective Jobtrain will provide much clearer reports.

The Committee were pleased to hear that this was going well and that Mrs Smith was the East region Lead for Jobtrain.

b) Turas

Mrs Liddington advised that the new national mandatory eLearning modules are to be hosted exclusively on Turas Learn from April 2020. This has created risks for NHS Borders as it means we will have to use two systems. These concerns have been raised nationally to HR Directors and subsequently a link has been agreed between Turas Learn and Learnpro

so that eLearning completions on Turas Learn will populate Learnpro learning plans and scorecards.

The Committee were given an update on a meeting between NES Digital and Learnpro NHS where NES said they expect a delay of a year in having their system in place. As eESS is due to come to an end in 2025 and NES taking on this functionality it is a very complex picture and better and co-ordinated communication will be very important. It was difficult to know what to tell Managers as this is constantly changing and the picture NES has is very different to what is on the ground, the risk is to what is happening in the future and how we can report.

The Committee noted the concerns raised. It was agreed to receive regular reports .

9. AOCB – None

Mrs Hamilton thanked everyone for their attendance and closed the meeting. Mr Cowie thanked Mrs Hamilton for chairing the meeting.

Date of next meeting:

Thursday 19th March 2020, 12noon – 2pm, BGH Committee Room.