

## Borders NHS Board



Meeting Date: 3 December 2020

<b>Approved by:</b>	Iris Bishop, Board Secretary
<b>Author:</b>	Iris Bishop, Board Secretary
<b>STAFF GOVERNANCE COMMITTEE MINUTES 18.08.2020</b>	
<b>Purpose of Report:</b>	
The purpose of this report is to share the approved minutes of the Staff Governance Committee with the Board.	
<b>Recommendations:</b>	
The Board is asked to <b>note</b> the minutes.	
<b>Approval Pathways:</b>	
This report has been prepared specifically for the Board.	
<b>Executive Summary:</b>	
The minutes are presented to the Board as per the Staff Governance Committee Terms of Reference and also in regard to Freedom of Information requirements compliance.	
<b>Impact of item/issues on:</b>	
<b>Strategic Context</b>	As per the Staff Governance Committee Terms of Reference. As per Freedom of Information requirements compliance.
<b>Patient Safety/Clinical Impact</b>	As may be identified within the minutes.
<b>Staffing/Workforce</b>	As may be identified within the minutes.
<b>Finance/Resources</b>	As may be identified within the minutes.
<b>Risk Implications</b>	As may be identified within the minutes.
<b>Equality and Diversity</b>	Compliant.
<b>Consultation</b>	Not Applicable.
<b>Glossary</b>	-



## **STAFF GOVERNANCE COMMITTEE**

Minutes of the meeting held on Tuesday 18<sup>th</sup> August 2020, 3:30pm on Microsoft Teams

Present: Councillor D Parker, Chair  
Mr J McLaren, Non-Executive Director  
Mrs A Wilson, Non-Executive Director  
Mrs K Hamilton, Non-Executive Director  
Ms S Lam, Non-Executive Director

In attendance: Mr A Carter, Director of Workforce  
Mrs C Smith, HR Manager/Business Partner  
Mrs A Paterson, Assistant Director of Workforce  
Mr B Salmond, Assistant Director of Workforce  
Ms V McPherson, Partnership Lead (Ex-Officio Member)  
Mrs H Hunter, HR Officer (Minutes)

### **1. Welcome, Introductions and Apologies**

Councillor Parker welcomed everyone to the meeting and highlighted etiquette of using Microsoft Teams.

Councillor Parker noted the very sad passing of our colleague, Angie Cunningham, who had risen through the ranks over a 30 year service with NHS Borders and who was a very highly regarded member of staff. Funds are being raised by colleagues and friends for a memorial to Angie.

Apologies were noted from Mrs E Cameron

### **2. Minutes of previous meeting held on 19<sup>th</sup> December 2019**

Agreed as an accurate record of the meeting.

### **3. Workforce Metrics**

#### **a) Dashboard data**

The Committee considered the report presented by Mrs Smith, which gives evidence of the workforce metrics we are working towards to achieve Staff Governance excellence and highlights key trends from the last quarter.

Mr Carter commented that he will be monitoring data looking for increases in anxiety/stress/depression reporting as a result of COVID and make all necessary provisions for Occupational Health to support staff.

Mrs Hamilton commented on the high number of fixed term contracts ending in October, Mrs Smith stated this is mainly due to Covid posts. Mr Salmond updated that graduation for final year nursing students and AHPs was brought forward to allow them to work for Covid. From these 24 staff members, 17 are staying with us on permanent contracts. Second year students, of which there were 30 working as HCSWs, have returned to their studies and 3<sup>rd</sup> year students are on our Bank so we won't lose association with them. There were only 3 AHPs appointed for Covid and 2 have been offered substantive posts on achieving HCPC registration. There were 18 final year Medical Students who had their provisional registration brought forward but all bar 1 or 2 of them have returned to their foundation placements elsewhere in the country.

Mr McLaren asked for a break-down of casework to ensure staff are being treated fairly. Mr Carter was happy to provide this with due regard to the need to maintain confidentiality.

Ms Lam asked if age categories could be included and Mr Carter agreed information could be provided on ages of staff as well as the age of how long the case has been running. Mrs Paterson added this information is already available and she will liaise with Mrs Smith.

**The Committee were happy to accept the Workforce Metrics,**

#### **4. COVID-19 Pandemic & Staff Governance**

Mrs Paterson spoke to her paper giving an overview of how NHS Borders staff were managed and supported in response to the Covid-19 pandemic and how these measures linked to the Staff Governance standards.

Ms Lam offered congratulations on the number of initiatives and asked if it was known what worked well and what would be done differently. Mrs Paterson said this detail will come from the Collecting Your Voices initiative and will shape what we do going forward. She added that the Absence Line had been set up for Acute staff only in March 2020 and would move towards delivering a Board-wide service if required again. Mrs Paterson commented that working well in partnership with Unions meant they could act quickly.

Mrs Hamilton said it was right that Collecting Your Voices puts staff first. She said she had underestimated the impact on staff not working in their own area and the stress this caused them.

Mr Carter advised that there will be a trigger point should the Absence Hub need to be reinstated. He added that Collecting Your Voices has attracted national interest and he thanked his team for being very agile in their response to Covid, working hard and to the HR staff who went to work on the wards to help out.

Mr McLaren commented that we cannot underestimate the impact when we make the decision to move staff, the organisation doesn't always think about the individual. He added, if we hear this through Collecting Your Voices then we will need to act on it.

Mrs Wilson added that there has been a lot of positives from deployment, staff understanding other people's roles and she said the amount of effort from Support Services was phenomenal and very commendable.

**The Committee was happy to accept this paper.**

## **5. Staff Governance Action Plan**

Mr Salmond spoke to this paper advising that due to Covid, all work linked to the Action Plan has stopped and there is no steer from the Government as to when it should be re-mobilised. An update Report has not been requested either. This is normally submitted in May. He advised the Action Plan is different this year and asked the Committee to consider the amended Plan and hopes that when this Plan is remobilised, data from Collecting Your Voices will help with appropriate engagement.

Mrs Hamilton asked if there was an indication as to when it will be resurrected in terms of recovery planning. Mr Salmond said as paused reporting just now but suggested APF could re-commence engagement over this.

Ms Lam commented that we need to complete the loop of *we heard/we did*. Mr Carter stated the Government want to do the iMatter Pulse Survey in September around the Everyone Matters theme to get the response of working through Covid. We are ahead of this engagement with our Collecting Your Voices initiative but there is an overlap. He said we need to be clear about demarcation between the two but will come up with a combined response and Action Plan and that will inform the Staff Governance Action Plan.

**The Committee agreed this item.**

## **6. iMatter**

Mrs Boyle was hoping to join the meeting later so this item was moved to the end of the Agenda.

## **7. Equality & Diversity in Employment**

Mr Carter summarised a number of initiatives NHS Borders has engaged in, in the last 4 months, highlighting constructive discussions with staff who identified being from BAME backgrounds and how the NHS Scotland Risk Assessment Tool was well received. He added that there was demand from managers for a Menopause Policy to be delivered and efforts would be invested into creating a policy by Christmas 2020.

Mr McLaren, on behalf of the trade unions thanked Mr Carter for his drive and work particularly around staff from BAME backgrounds and said no-one else would have had the same vigour and robustness around this. Councillor Parker acknowledged Mr Carter had acted very quickly and asked for this thanks to be noted.

**The Committee was happy to accept this update.**

## **8. BREXIT**

Mr Salmond presented his paper advising BREXIT has not been at the forefront of people's minds due to COVID but this is now changing. The Settlement Scheme is open until 2021 and there has been a 60% uptake from EU Nationals (non-UK born) who work for us. He advised there is work to be done to ensure eESS data is correct, that the Microsite is up to date and added the BREXIT Response Team meet tomorrow for the first time since 2019.

**The Committee accepted this update.**

## **9. Whistleblowing**

Mr McLaren asked for support to take an SBAR to BET to look at how we bring our Whistleblowing up to INWO standards so we have as robust a process as possible. Mr Carter added HR Directors had looked at pushing back the INWO Standards implementation date beyond April 2021 but we would like to be early implementers. Ms Lam said it would be good to review the Standards and NHS Borders needs to be assured that we are adhering to existing Policies, with a quarterly Report to the Board. Mrs Hamilton asked for clarity that approval was being sought for an SBAR to go to BET and if this was normal process. Mr McLaren responded that we are asking to go above and beyond what is happening nationally and confirmed the PIN Policy is still going through consultation. It was agreed that the SBAR is circulated to this group prior to it going to BET.

**The Committee were happy to agree this paper and the direction of travel.**

## **10. Pay Award Update**

Mr Salmond spoke of his paper which explains we are in the 3<sup>rd</sup> year of a 3 year pay deal ending 31.03.21. He advised it was not a pay award purely with a percentage increase there were 4 areas of employment practice to focus on: sickness absence; organisational change and protection of earnings; Appraisal and incremental progression and utilisation and application of Time off in Lieu (TOIL),

A response from Scottish Government is awaited regarding Medical and Dental and Executive and Senior Managers pay awards. Their last pay award was 01.01.19.

Mr Salmond advised that due to Covid, variations of terms and conditions of service did affect the pay of Agenda for Change and higher grades of staff as overtime was paid for the first time to this group. The British Medical Association and LMC locally were seeking a national deal for additional shift working and the Cabinet Secretary has said they should talk to Boards locally.

**The Committee were happy to note this paper.**

## **11. Staff Governance Committee – Terms of Reference**

Mr Carter suggested this should be refreshed by interested parties and brought back to the next meeting, any issues should be emailed to him and he confirmed Whistleblowing should be explicitly mentioned in the Terms of Reference.

**The Committee was happy to agree to a refresh being presented at the next Staff Governance Committee Meeting.**

## **12. Remuneration Committee Annual Report 2019/2020 and Terms of Reference**

**The Committee noted this paper.**

### **6. iMatter (reprise)**

Mr Carter, in Mrs Boyle's absence, advised that Scottish Government is running a national Everyone Matters Pulse Survey from 2<sup>nd</sup> September 2020 and it was confirmed HR will issue paper copies to those staff groups who don't routinely use e-mail. It was acknowledged that access to computers can be difficult but staff can complete this at home. Mr Carter thought, due to the Pulse Survey, we may need to move the next iMatter round and it was hoped we can get a Board Report this year. Mr McLaren highlighted that the Staff Governance Action Plan was always trying to find out how best to engage with staff and Partnership Leads are very clear about going out and supporting staff. He said when they did this for the Staff Survey they got much higher returns. It was acknowledged that iMatter will always be a challenge as Managers who encourage their staff, even with the best of intentions, can be accused of pushing too hard.

**The Committee agreed and accepted this update.**

## **13. Any Other Competent Business**

**None**

**The Chair closed the meeting by thanking those for attending**

**Date of next meeting:**

**Friday 30<sup>th</sup> October, 2020, 9am – 11am, BGH Committee Room.**