

STAFF GOVERNANCE COMMITTEE
Report by Sarah Compton-Bishop, Committee Chair

The Board is asked to:

- **Note** that the Staff Governance Committee met on Wednesday 10th March 2021 with attendance as noted below.
- **Note** the report and agreed actions resulting from the review of the specific topics detailed below.

Present:

Sarah Compton-Bishop, Board Non-Executive Director (Chair)
Jean Boardman, Board Non-Executive Director
James Brander, Board Non-Executive Director
Albert Donald, Board Non-Executive Director
Etta Mackay, Staff Side Representative
Adam Palmer, Employee Director

In Attendance:

Fiona Hogg, Director of Human Resources and Organisational Development
Bob Summers, Head of Occupational Health and Safety
Heidi May, Nurse Director
Emma Pickard, External Culture Advisor
Tim Allison, Director of Public Health & Policy
Katherine Sutton, Chief Officer, Acute (until 12.00)
Kevin Colclough, HR Systems and Project Manager

Apologies:

Boyd Robertson, NHS Highland Board Chair
Philip Macrae, Non-Executive Director

AGENDA ITEMS

- **Assurance Report from Meeting held on 10 February 2021.**
- **Annual report of the Staff Governance Committee**
- **Staff Governance Committee Workplan 2021 – 2022 Draft plan**
- **Action plan for Statutory and Mandatory training**
- **Workforce Board update**
- **Integrated Performance Report**
- **NHS Highland Strategy, Vision & Values**
- **Update on Whistle Blowing Standards**
- **AOCB**

DATE OF NEXT MEETING

The next meeting will be held on 5 May 2021

1 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

There were no Declarations of Interest to The Chair at the meeting.

2 ASSURANCE REPORT FROM MEETING HELD ON 10TH FEBRUARY 2021

There had been circulated a draft Assurance Report from the meeting on 10 February 2021.

<p>The Committee is asked to Approve the minutes of the meeting held on 10 February 2021 and Note the rolling action plan.</p>

3 MATTERS ARISING NOT ON THE AGENDA

A Palmer highlighted that Margaret Macrae appears on the Staff Governance agenda as a Staff Side Representative however no longer represents the group. He confirmed Etta Mackay is the Staff Side Representative for the group.

ACTION: Ensure the attendance list is updated.

4 ANNUAL REPORTS AND WORKPLAN

4.1 Annual report of the Staff Governance Committee

The Chair advised that the Annual report of the Staff Governance Committee will be provided to the NHS Highland Board and is presented to the Committee for Approval.

The Chair presented the report and outlined the work of the Staff Governance Committee over the last year. She advised members a lot of time has been spent on the structure of the meetings and although our standing agenda focuses on priorities, the work plan will be reviewed throughout the year to plan meetings appropriately.

F Hogg echoed the discussion and acknowledged the progress made by the Staff Governance committee over the last year.

4.2 Staff Governance Committee Workplan 2021 – 2022 Draft plan for review

The draft work plan for the Committee provides a summary of reports that are due on the forward plan over the next 12 months for the Staff Governance Committee. The Committee approved the work plan, noting it will be a working document, and items are added throughout the year.

The Committee also agreed to add Whistleblowing as a standing agenda item to the work plan and added the wellbeing strategy to the planner.

ACTION: Whistleblowing Standards to be added to the standing Agenda from May 2021.

<p>The Committee is asked to Review and Approve the Staff Governance Committee Work plan 2021 –2022</p>
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5 LEARNING AND DEVELOPMENT

5.1 Action plan for Statutory and Mandatory training

F Hogg provided the committee with a verbal update on progress with detailed plans for Statutory and Mandatory training. She advised that Chief Officers are currently working on the detailed plans and progress is being made. She advised the committee there is still work to be done on the data, as a result of the move from Learnpro to Turas Learn and so detailed action plans will come back to the May meeting with the current position and work that is in progress.

The Chair sought an update on what communication was happening between teams and managers. F Hogg confirmed plans are being developed between senior leadership teams and managers and information is being cascaded. K Sutton confirmed this work is underway and is confident in the delivery. She drew attention to the face-to-face training and said there is still uncertainty and problems with that, however, pointed out online training should be encouraged by managers and can be accessed at any time.

ACTION: Detailed action plans to come back in May.

The Committee noted the update

6 PARTNERSHIP, WORKFORCE AND ORGANISATIONAL CHANGE

6.1 Workforce Board update

K Colclough provided members with an update on the progress of the Workforce Board. He discussed that in recent months we have focussed on the challenges throughout the Covid period which were short term but necessarily take priority, and there is a need going forward to make sure we focus on long term strategy, data, and significant risks to the workforce.

The following key points were discussed –

- Four initial meetings have taken place and discussions have begun about the working groups that will be established to support delivery, once we have confirmed what the priorities were and what work is needed to be undertaken.
- The meeting will provide oversight of all workforce strategy and plans for the board, similar to the established Finance and Performance Boards.
- The first meeting of the new format has been set up for 5th April
- Formal notice has been received from the Scottish Government to compile our Strategic Workforce plan, for 2021/2 to support the Remobilisation plan, by 30 April 2021. The team are working on this and it will be presented to this committee for review and comment at the May meeting. The 3-year workforce plan will be implemented from April 2022.
- The Board will report to the Staff Governance Committee

H May emphasised how important the data is and sought more information on what the workforce data information needs are for the different people in the organisation. K Colclough explained the workforce report will go to the Staff Governance Committee and will also develop measures that will be included as part of the IPR, which are appropriate and able to be tracked over time.

The Committee noted the content of the report
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6.2 Integrated Performance Report

F Hogg spoke to the circulated Integrated Performance and Report (IPR) and discussed the content of the report with Staff Governance. She advised members of what the key focus for Staff Governance is and added absence has not changed much over the last few months and has stayed fairly consistent throughout with a slight reduction in rates.

K Colclough took the opportunity to highlight key aspects relating to absence reporting over the COVID period and discussed some of the key metrics.

- Where anyone was off due to COVID, the absence has been recorded as special leave.
- People have been working more regularly from home which has meant the levels of sickness have reduced. This could be for a variety of reasons.
- There was a sickness rise when the last lockdown was lifted and is expected to be the same when the restrictions are lifted over the next couple of months.

A Palmer raised concerns about the wellbeing of staff when the lockdown is lifted. He highlighted there could be a lot of disadvantages when this happens and could lead to worsening of staff health due to several reasons.

The Committee noted the update and content of the report.

7 POLICIES, TERMS AND CONDITIONS, DIVERSITY AND INCLUSION, VALUES AND CULTURE

7.1 NHS Highland Strategy, Vision & Values

F Hogg introduced the circulated draft of the NHS Highland Organisational Strategy, Vision and Objectives, and associated Remobilisation plan and gave a brief update to the committee. She advised the first draft of the plan was issued to the Scottish Government at the end of February. The plan will then be submitted to NHS Board In Committee on 29 March, the vision, objectives, and strategy, which will also be shared with the full board on 30 March. The vision objectives and strategy will be published thereafter, guidance from the Scottish Government will dictate what and when the Remobilisation plans can be shared.

It was noted that the papers were only recently circulated and were fairly long and so Committee members were encouraged to review and feedback to Fiona Hogg following the meeting. It was also noted that the strategy, vision, and values had been part of the Board Strategy Session which many of the Committee had attended on 23 February.

The Committee noted the update and content of the report.

HEALTH, SAFETY AND WELLBEING, ABSENCE AND WHISTLEBLOWING

8.1 Update on Whistle Blowing Standards

F Hogg provided the Committee with an update in relation to the Whistleblowing Standards. She explained from 1 April 2021, NHS Highland will undertake thorough and objective reviews of issues raised by staff that meet the requirements of the Whistleblowing Standards and will work closely with the Guardian Service to ensure a single point of contact, accurate reporting, escalation and management of concerns by the organisation. There will be a detailed update to the March Board on progress with implementation, what elements haven't yet been implemented, and the Communications and training approach to be taken.

The organisation is developing clear processes as part of the implementation plan and we will monitor these accordingly. B Donald echoed the discussion and advised there is still a lot of work that needs to be done.

The Committee noted the report.

9 AOCB

No other business was discussed

9.1 Meeting dates for 2021

Members noted the meeting schedule for 2021 as follows:

5 May 2021
7 July 2021
8 September 2021
10 November 2021

Meetings would be held on Wednesdays at 10.00am

10 DATE OF NEXT MEETING

The next meeting of the Committee will take place on **Wednesday 5th May at 10.00am** virtually on Teams.

The meeting closed at 12.30 pm