



STAFF GOVERNANCE COMMITTEE

Minutes of the Meeting held on Monday 27th August 2018 at 9.00am in the Board Room,
NHS Lanarkshire, Kirklands Hospital, Bothwell

PRESENT: Lilian Macer, Employee Director (Chair)
Mark Kennedy, General Manager, SALUS
Elaine Anderson, HR Manager
Margaret Morris, Non Executive Director
John White, HR Director
Calvin Brown, Head of Communications
Kirsty Cole, Organisational Development Manager (for Susan Dunne)
Calum Campbell, Chief Executive
Robert Foubister, Unison
Ruth Hibbert, HR Policy and Practice

IN ATTENDANCE: Hina Sheikh, Equality and Diversity Manager
Mary Buchanan, Secretariat

1. **APOLOGIES**

Apologies were received from:

Phil Campbell, Non Executive Director
Liz Aims, GMB Representative
Susan Dunne, Head of Organisational Development
Isabell Doris, Organisational Development Programme Manager
Kay Sandilands, Deputy HR Director

2. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 4th June 2018 were approved as an accurate record.

3. **MATTERS ARISING**

i) **Action Log**

Members discussed up-dates to the Action Log.

4/5. **EQUALITY STRATEGY ACTION PLAN 2018/19**
EQUALITIES ANNUAL REPORT 2017/18

Hina Sheikh, Equality and Diversity Manager highlighted to the Committee the seven strands of the Equality Strategy Action Plan for 2018/19. These were:

- Strategy Leadership and Governance
- Communications
- Community Engagement
- Health Inequalities: Effective Partnership work with communities, other sectors, national and local partners to help reduce health inequalities
- Developing the Workforce
- Accessing Services
- Equality Outcomes

The Annual Report of the Equality and Diversity Steering Group 2017/18 summarised the key areas of work undertaken by the Group and also highlighted some of the achievements and progress during the year.

A large piece of work was being done around the Workforce Quality Index for Stonewall with the submission date being the 9th September 2018.

Four Nationally accredited Mental Health First Aid Training Courses were being delivered annually and next year this would rise to six plus. At the moment these were held in Law House, but future courses would be delivered to various sites. A number of staff side had been on the course and had found it very helpful. Mark Kennedy was also undertaking some work with HR around Mental Health.

A series of Masterclasses for staff was being run with an additional Masterclass to support Managers looking at what do we mean by reasonable adjustment in employment.

An SBAR is being submitted to the CMT regarding the statutory requirements of the BSL (Scotland) Act 2015 and the Committee discussed how this would be taken forward.

A new online Learnpro module for Equality and Diversity is being launched at the end of July along with classroom based sessions.

A question was raised around Brexit with regard to the workforce and the need for clarity. Kirsti Long from NES was working on a paper and a final paper would be produced next year.

6. SALUS ANNUAL REPORT

Mark Kennedy highlighted the key information contained within the SALUS Annual Report from 1st April 2017 to 31st March 2018.

Health and Safety

Mark advised that there had been an increase in the number of RIDDORS from 37 the previous year to 48 this year. The increase was due to an additional 7 RIDDORS relating to contact with hazard/hazardous substance, and an additional four relating to Dangerous Occurrences within clinical activity contact incidents. Corrective activity is in place via SLWG within the Laboratories and also via Public Health with them leading on medical staff in relation to BBV.

Staff incidents had decreased by 8%, which included a fall of 9% in violence and aggression incidents. Patient non clinical incidents had also decreased by 14% with reductions in abscondments and violence against patients. Mark also indicated that training targets were met with ample training sessions offered to staff.

Occupational Health

Mark then spoke of the increasing pressures within Occupational Health as services were now provided for GPs and dentists. In relation to management referrals there had been an increase of 5% from the previous year. This now appears to be a regular trend with 20% in referrals over the last 4 years. There has been an increase in mental health referrals of 4% and a reduction in musculoskeletal also by 4%. Work related mental health referrals stayed the same at 21%. In relation to self-referrals 626 were made in 2017/18 which was a small reduction on the previous year. Mental health issues accounted for 42% with musculoskeletal 21%.

Immunisation

Mark indicated that the Immunisation Programme was on track and that we were close to the 50% government target with 24 priority areas exceeding the 50% government target.

Needlestick Injuries

There was a discrepancy in the number of injuries reported to SALUS in comparison with the number of injuries reported on Datix. The figures in the report have been calculated on those reported to SALUS. 230 injuries were reported this year a fall of 8 on the previous year which was 3%.

SALUS was working closely with Labs to monitor the RIDDORS and also with Public Health in regard to needlestick injuries.

The Staff Governance Committee noted the report.

7. **EVERYONE MATTERS 2020 VISION ANNUAL ACTION PLAN 2018/19**

John White, HR Director highlighted the five key priority areas in the Everyone Matters 2020 Vision Annual Action Plan 2018/19.

- Healthy Organisational Culture
- Sustainable Workforce
- Capable Workforce
- Integrated Workforce
- Effective Leadership and Management

These are updated throughout the year and reports are given to the Human Resources Forum and the Staff Governance Committee.

A question was raised about the Workforce Plan in relation to the IJBs and it was noted that the Workforce Plan was going to the Board, and John would update and consider for next year.

8. **WHISTLEBLOWING REPORT**

This is the second Annual Report for Whistleblowing and the format is the same as had been done previously. Ruth Hibbert informed the Committee that there were three cases raised during 2017/18 in comparison to not having any last year. Two of these were in the Acute sector, and one was in Primary Care, one of which was made anonymously. All of the three cases were dealt with in accordance with the Policy, with the appropriate reassurances being provided. The report highlighted the top 20 'hits' on policies on Firstport. The number for Whistleblowing was 352 in the period of the report and this is a low number in comparison with other policies.

Ruth then updated the Committee on what was going on nationally. Legislation going to the Scottish Parliament will see the new National Whistleblowing Officer in place. National Whistleblowing Standards are being drafted and there will be a full consultation process during the Autumn. At the moment we have a procedure that complies with PIN. The National one will be published late this year or early next year. We are also waiting on the new Policy to be issued.

A question was raised where the Ombudsman would sit with regard to Whistleblowing and it was confirmed that this would sit with the Whistleblowing Officer.

Lilian thanked Ruth for her update on Whistleblowing.

9. **eESS PROGRESS REPORT**

John White provided an update on the current position of NHSL on eESS Implementation. The paper highlights the challenges faced.

eESS went live on the 25th June 2018 with switch on of the payroll interface on 28th June 2018. There are issues with the system which are being worked through on a daily basis, one of these being problems with data quality. There is conflict between the two systems. In the first phase there will be a mixture of paper and electronic before the system is fully electronic. The core system will be run in HR then looked at for employee and management. Once the users become familiar then we will start to see the benefits.

The Committee noted the content of the report.

10. **i-MATTER**

John White presented to the Committee the update on i-Matter. He referred members to the Board Report for 2018 which advised that the response rate for Lanarkshire was 64% with an Employee Engagement Index of 78%. There had been a technical issue which has been dealt with nationally around percentage figures over numeric figures. This has now been resolved.

A member of the Committee felt that there needed to be a level of assurance around the Action Plans. There is a level of trust that Managers are engaging with their staff. It was felt that Action Plans do not always reflect the concerns raised. John acknowledged that this was recognised and that action will be taken on areas where failings are identified. If there is evidence that there is a mis-match then that needs to be addressed. Lilian advised that Isabell was working on a template for Managers and Supervisors.

11. **NATIONAL STAFF EXPERIENCE REPORT**

The National Health and Social Care Staff Experience Report published in March 2018, is a combination of the national results for both i-Matter and the Dignity at Work Survey.

In relation to dignity at work there was some positives for Lanarkshire, but also areas where improvements could be made. Next year there would be no Dignity at Work Survey and it would be incorporated into i-Matter.

12. **FLASH REPORTS: OD AND LEARNING, MEDICAL EDUCATION AND PRACTICE DEVELOPMENT**

The Committee noted the Flash Reports which gave a brief reflection of the work being carried out in each of the following areas:

- OD & Learning
- Medical Education
- Practice Development

13. **STAFF AWARDS 2019 UPDATE**

Kirsty Cole, Organisational Development Manager attended the meeting to give a verbal update on the Staff Awards. She referred to the 2018 Awards and advised that the venue of Hamilton Town House has proved to be very popular and it was planned to use the same venue for the 2019 Awards. The event had been well supported with a number of sponsors and this was greatly appreciated.

For 2019 some changes were being made around the paperwork and posts to re-energise them. There had been a decrease in nominees for 2018, but this had been balanced by the quality of nominees. Discussions were ongoing around the categories and whether it would be a good idea to introduce new categories. The event would be taking place in May 2019 and the Communications Department would be doing work around raising the profile of the event.

The Committee then discussed the National Awards and it was suggested that shortlisted staff and winners could be forwarded to the National Awards.

Further updates would be given at future meetings.

14. **CORPORATE RISK REGISTER**

The Staff Governance Committee as the advised Assurance Committee were asked to endorse the paper with the following two risks highlighted, IDD: 244 and ID: 980.

The Staff Governance Committee endorsed the paper.

15. **REPORT FROM HRF – 8TH JUNE 2018**

The Committee noted the work of the HRF as recorded in the minutes of the 8th June 2018.

16. **STAFF GOVERNANCE COMMITTEE WORKPLAN 2018/19**

The Staff Governance Committee Workplan would continue to be monitored and updated.

17. **STAFF GOVERNANCE COMMITTEE TERMS OF REFERENCE**

The Committee discussed the Terms of Reference. Reference was made to questions 8 and 9, and it was felt that further clarity was needed in this regard.

18. **SIGNIFICANT EMPLOYMENT ISSUES**

John White advised that a case previously highlighted to the Committee of a dismissed senior clinician who had been convicted in the High Court, had lodged an

appeal against his conviction but this had been rejected. Staff involved with this case had received communication from the Board.

19. **ITEMS FOR NOTING**

The Committee noted the following items:

- i) Remuneration Committee Summary – 31st May 2018
- ii) APF Minutes – 7th May 2018

20. **ANY OTHER COMPETENT BUSINESS**

- i) Margaret Morris who is Chair of the Population Health Governance Committee raised an issue around inequalities and recruiting from deprived areas. John advised that we have been working with both Local Authorities and individuals have benefitted in our process, and there was no preferential treatment given. Local Authorities have drawn people from postcodes, particularly in regard to youth employment.
- ii) It was drawn to the attention of the Committee for information that the Scottish Government were looking to introduce targets around disability for recruitment. At the moment we do not keep records and it was stressed that we need to make sure we have reporting mechanisms in place.

It was also recognised as an Organisation that we need to support disabled staff in our workforce.

18. **DATE OF NEXT MEETING**

The next meeting would be held on Monday 26th November 2018 at 9.00am in the Board Room.