



STAFF GOVERNANCE COMMITTEE

Minutes of the Meeting held on Monday 17th December 2018 at 9.00am in the Board Room,
NHS Lanarkshire, Kirklands Hospital, Bothwell

PRESENT: Lilian Macer, Employee Director (Chair)
Margaret Morris, Non Executive Director
John White, HR Director
Calvin Brown, Head of Communications
Calum Campbell, Chief Executive
Robert Foubister, Unison
Ruth Hibbert, HR Policy and Practice
Isabell Doris, Organisational Development Manager
Brian Moore, Non Executive Director
Tom Wilson, RCN Representative
Susan Dunne, Head of Organisational Development

IN ATTENDANCE: Katrina Murray, Voluntary Services Manager
Isabel Doris, Organisational Development Manager
Hina Sheikh, Equality and Diversity Manager
Gordon Gray, Head of Health and Safety
Neena Mahal, Chair of Board
Mary Buchanan, Secretariat

1. **APOLOGIES**

Apologies were received from:

Mark Kennedy, General Manager, SALUS
Kay Sandilands, Deputy Director of Human Resources

2. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 27th August 2018 were approved as an accurate record.

3. **MATTERS ARISING**

i) **Action Log**

Members discussed up-dates to the Action Log.

4. **EQUALITY AND DIVERSITY ACTION PLAN – MID YEAR REVIEW -
PROGRESS REPORT TO SEPTEMBER 2018**

Hina Sheikh, Equality and Diversity Manager reported on the Equality and Diversity Action Plan, Mid Year Review, Progress Report to September 2018. She advised that all targets were being met and there were no areas of concern. One of the key areas where work was being undertaken was around impact assessment to ensure that we can raise awareness. Work was taken forward by all Departments and sits in their Workplan. There were a few items still in red and amber and support was being given to move these into either green or blue. Other challenges highlighted were Interpreting and the Monklands Project.

The Staff Governance Committee then had a lengthy discussion around Equality and Diversity Impact Assessments and staff training. They also discussed the introduction of two new Policies, the Disability Living Policy and the Menopause Policy. The Disability Living Policy to reflect areas around sickness absence. The new model is keen we put measures in place to meet the target of 4%. Unison had met and had a review of the recent pay increase and sickness absence, staff side led by Wilma Brown, NHS Fife.

5. **VOLUNTARY SERVICES ANNUAL REPORT 2017/18**

Katrina Murray, Voluntary Services Manager attended the Staff Governance Committee to present the NHS Lanarkshire Voluntary Services Flash Report of activities 2017/18. She highlighted that there has been a programme of continual expansion since 2008/09.

NHS Scotland set out its report to the Lampard report dealing with the activities of Jimmy Saville. Additionally, the Department has mapped our processes and those of the voluntary organisations that we work with in NHS Lanarkshire against the recommendations of the Lampard Report and are confident that we meet these standards as well. Katrina advised that everything is being done to ensure the safety of our patients.

Volunteer training was being reviewed along with NHS Scotland although this had taken longer than anticipated.

Volunteers were deployed within wards and units under pressure from the winter flu in January 2018. If this were to happen again there was a pool of people that could be called on to help out.

Katrina then highlighted the profile of the volunteers:

- 60% under the age of 25 with most of these being 16-18
- 80% female
- 520 active volunteers with many more inactive
- Average length of volunteer activity – 6 months

- Lower demand for volunteer placements in 2017/18 compared to previous years.

The main reason for people volunteering was to obtain experience, or for a change of career or for pre clinical training. The number of people over 60 was continuing to drop.

The Committee then discussed the streamline volunteering process and how this could take 3/4 weeks or as long as 6 months. The importance of maintaining the PVG standards and occupational health standard was stressed.

Katrina then highlighted the number of people that had submitted registration forms and were actively looking for placements. The high points in the year being August/September and October. This year they came a little later on. November – January on hold the reason for that was both of the local Further Education Colleges expecting volunteers going to NHSL. Discussion was taking place with Practice Development around this. Katrina advised that most of the backlog had been cleared. John White, HR Director gave assurance that this was a short term measure and that development work was planned in the New Year.

Lilian thanked Katrina for her report.

6. **LEGISLATIVE COMPLIANCE REGISTER**

Gordon Gray, Head of Health and Safety drew members' attention to the updated Legislative Compliance Register which lists 62 items of Primary and Secondary legislation, with 28 of these administered through the Health and Safety Executive HSE. The register is reviewed annually and Section 3 highlighted the main changes and Item 8 the recommendations. Appendix 1 was an addendum of the current postholders.

7. **HEALTH AND SAFETY GOVERNANCE FRAMEWORK**

The Health and Safety Governance Framework was presented to the Committee for noting. The next update would be September 2020.

8. **HSE CONTRAVENTION LETTER**

Gordon Gray, Head of Health and Safety referred to the letter from the HM Inspector of Health and Safety following a visit to University Hospital, Monklands from 26th to 28th November.

An SBAR had been brought to the CMT meeting on 3rd December and this would be shared with the Committee. The three main areas for improvement were:

- 1) Review Moving and Handling Policy – this would be updated.
- 2) Review of Control Book Audit Process

- 3) Work with Organisational Development and Human Resources on reviewing access to training through eESS.

An Action Plan would go to the CMT for approval prior to being sent to the HM Inspector before 8th February so that further changes could be made if required.

Discussion then centred around training and Gordon advised that there had been a drop in training since they had moved to eESS. This was being monitored at the Health and Safety Group. The issues around costs were also discussed.

Lilian commented that the Action Plan applies to Monklands and the rest of the Organisation.

The Action Plan would be brought to the Staff Governance Committee for assurance.

9. **i-MATTER UPDATE**

Isabel Doris, Organisational Development Manager updated the Committee on the progress of i-Matter.

National

Isabel spoke about the team journey for NHS Lanarkshire and this would be included in the National Report. The Scottish Government has set up a new dedicated i-Matter website. Access has been given to each Board and has asked them for one team journey to be added from each Directorate. The National Staff Governance team is expected to use the stories we publish on the website as evidence for Boards in their annual Staff Governance Monitoring exercise for 2018/19.

Local

NHS Lanarkshire had an overall response rate of 62% and an Employment Engagement score of 78. A total of 1049 teams took part, 679 received a team report with EEI scores ranging from 46 – 100.

The two highest scoring questions were “*I am clear about my duties and responsibilities*” with a score of 89% remaining the same as last year and “*My direct line manager is sufficiently approachable*” with a score of 89% an improvement of 1% on last year.

The two lowest scoring questions were “*I feel senior managers responsible for the wider organisation are sufficiently visible*” with a score of 66% an improvement of 1% on last year and “*I feel involved in decisions relating to my organisation*” with a score of 59%, again an improvement of 1% on last year.

Teams are required to agree an Action Plan within 12 months of receiving their report. Compared with other Boards we are on a par or slightly above.

A question was raised around focus groups and Isabel Doris advised that each area was developing informal Action Plans. Calvin Brown, Telecommunications Manager

reported that the NHSL Communications Strategy was being updated and this would fit in well. The Strategy would be going to the Board next year.

A member of the staff side raised a concern that some Action Plans never changed and were not being taken forward. The need to stress to teams it was their Action Plan was recognised and Isabel felt that having the website and team stories would help.

10. **TURAS UPDATE**

The TURAS system was introduced to replace eKSF in April 2018. As at 2nd April 2018 staff have reviews recorded and by 31st March everyone should have used the system. The process is the same it is just a different way of recording. A specialist from NES comes once a month to see how we are progressing and 100 Champions have been identified. The new system is much more intuitive and easier to use than the old system.

A concern was raised around the function in relation to pay and increments. Do we have assurance that the system will offer this. The Director of HR gave assurance that the HRDs are sighted on this, and that changes can be made speedily. Caroline Sharp was the lead person for this.

11. **EVERYONE MATTERS 2020 ACTION PLAN (MID YEAR REVIEW) 2018/19**

John White, HR Director highlighted from the Everyone Matters 2020 Action Plan the five main areas reported in the Plan:

1. Healthy Organisational Culture
2. Sustainable Workforce
3. Capable Workforce
4. Integrated Workforce
5. Effective Leadership and Management

In response to a question from a member of the Committee John confirmed that there were two workstreams on shared services, recruitment and employee relations. A pilot for 'Job Train' will be introduced. If this is successful it will be rolled out across the region as a stepped approach. This work was being picked up in the Organisational Development Workplan.

12. **AUDIT SCOTLAND REVIEW OF TEMPORARY STAFFING**

John White, HR Director drew members' attention to the paper entitled Audit Scotland Review of Temporary Staffing. An earlier version had went to the Audit Committee. The actions in grey are the areas that the CMT have considered. The non highlighted actions will come back with more detail around the Action Plan.

The Staff Governance Committee agreed that the updated paper should come back to a future meeting of the Committee.

13. **STAFF GOVERNANCE MONITORING RETURN AND RESPONSE**

The Staff Governance Monitoring Return was submitted in May this year and reply was received in September 2018. The purpose of the feedback is to highlight where we think NHS Lanarkshire has provided examples of good practice which could be shared across NHS Scotland, and to request further information where needed.

14. **HRF REPORT**

The Committee noted the work of the HRF in relation to the minutes of the 10th August and 12th October 2018.

15. **CORPORATE RISK REGISTER**

The Corporate Risk Management paper identified the Corporate risks that identified the Staff Governance Committee as the assurance source.

The Staff Governance Committee endorsed the paper.

16. **STAFF GOVERNANCE COMMITTEE WORKPLAN**

The Committee noted the Workplan.

17. **SIGNIFICANT EMPLOYMENT ISSUES**

John White, HR Director informed the Committee about an Information Governance Breach that had taken place.

18. **ITEMS FOR NOTING**

The Committee noted the following items:

- i) Learning Plan 2019-2021
- ii) Reports from Remuneration Committee 25th June, 30th August and 20th November 2018
- iii) Area Partnership Forum Minutes, 6th August 2018.

19. **ANY OTHER COMPETENT BUSINESS**

There was no other competent business.

20. **DATE OF NEXT MEETING**

The next meeting would be held on Monday 25th February 2019 at 9.00am in the Board Room.

