

STAFF GOVERNANCE COMMITTEE: MRS LILIAN MACER,
CHAIR



Meeting on 20 May 2020 by teleconference/Microsoft Teams

Key Issues Considered

1. HR Workforce Report

The Head of HR, Workforce, attended to present an abridged version of the workforce report. The committee noted and welcomed the information on three of the four key performance indicators (vacancies, supplementary staffing and sickness absence) and agreed that the information on staff experience should be reinstated when capacity allows.

2. Staff Governance Standard-Well Informed

The committee was provided with a summary of the wide range of information that was being provided to staff on a regular basis throughout the Covid 19 pandemic. This included information disseminated from the Communications Silver Command and the Workforce and Wellbeing Silver Command groups. The committee member noted and were reassured by the significant amount of information provided to staff by the Communications and HR Directorates

3. Staff Governance Standard-Appropriately Trained and Developed

The committee considered a further report from the Head of HR, Workforce. The report was welcomed and the committee members thanked Mr Pender for the work already undertaken towards improving compliance reporting for statutory/mandatory training. The members supported the plans proposed by Mr Pender to achieve this compliance.

4. Staff Governance Standard-Involved in Decisions

The committee members were reassured by the update provided by the Director of Human Resources regarding the comprehensive command structure established during the Covid 19 pandemic. In particular, members acknowledged the inclusive nature of the structure and the efforts made to ensure that staff are involved in decisions which affect them. It was agreed that ongoing debriefing exercises would consider future risks and sustainability.

5. Staff Governance Standard-Treated Fairly and Consistently with Dignity and Respect

The committee received papers covering recruitment, employee relations case management, annual leave and public holiday guidance and a summary of Director Letters (DLs) and Circulars. Members were reassured by the steps taken to quickly recruit additional staff during the pandemic whilst ensuring that applicants and staff were treated fairly and consistently and modified pre-employment processes were equally applied. Committee members were further reassured by a paper from the Head of HR, Employee Relations, which described how ER cases had been triaged. The principles underpinning the triaging of cases had been agreed by the APF and are being applied consistently across the system. The committee also welcomed the information regarding whistleblowing and the reminders issued to staff about how to raise concerns, emphasising that NHS Lanarkshire is a safe place in which to raise concerns. It was also noted that guidance based on the national DL (2020)9 had been developed to assist managers in managing annual leave in a fair and consistent manner across the service and it was noted that further guidance would be issued by STAC regarding the payment of carried over annual leave.

6. Staff Governance Standard-Provided with a continuously improving and safe working environment

The committee received papers on PPE, the staff wellbeing framework, staff testing for Covid 19 and the health and safety updates. The Director of Planning, Property and Performance attended to present the paper on PPE, which summarised the challenges associated with the provision of suitable PPE. The committee members were reassured that the supply and distribution situation has now improved and thanked the Director of Planning, Property and Performance for all the hard work carried out by staff in mitigating the risks associated with PPE shortages at the outset of the pandemic. The Director of Psychological Services attended to present the paper on the Staff Wellbeing Framework. Members were pleased to hear about the support and interventions provided for staff during the Covid 19 pandemic by the Staff Care and Wellbeing Service, SALUS and Psychological Services. The SALUS General Manager attended to provide an update on staff testing for Covid 19 and to present the Health and Safety paper. Committee members were reassured to hear about arrangements for staff testing and noted the Health and Safety Update report which provided data on key health and safety activities over the last three months.

7. Corporate Risk Register and Workforce Risks Covid 19

The Employee Director summarised the NHSL Corporate risk Register dated May 2020.

Any Decisions / Approvals taken to highlight

1. In general, committee members were reassured that the principles of the Staff Governance Standard have underpinned the work associated with the Covid 19 pandemic and were grateful for the considerable amount of work carried out in achieving this.

Any risks identified that need to be highlighted

1. The risks associated with a potential second wave pandemic and the sustainability of the measures described in the papers presented to committee members were highlighted.
2. The committee agreed that the Silver Workforce Command discuss and consider the risks associated with the resilience, sustainability and the viability of the ongoing wellbeing service, together with the volume and demand for the additional staffing recruited.
3. The HR risks contained in the risk register are reviewed by the Silver Command Workforce group