



STAFF GOVERNANCE COMMITTEE

Minutes of the Meeting held on Monday 1st March 2021 at 2.00pm
Teams Meeting

PRESENT: Lilian Macer, Employee Director (Chair)
Robert Foubister, Unison Representative
Margaret Morris, Non Executive Director
Margaret Anne Hunter, Unison Representative
Brian Moore, Non Executive Director
Cathy McGinty, Unison Representative
Andy McCormick, Unite Representative
Tom Wilson, Unison Representative
Lesley McDonald, Non Executive Director
Liz Airns, GMB Representative

IN ATTENDANCE: Kay Sandilands, Director of Human Resources
Neena Mahal, Board Chair
Jonathan Pender, Head of HR Workforce
Kirsty Cole, Organisational Development Manager
Ruth Hibbert, Head of HR Policy and Governance
Marlene Fraser, Head of Human Resources
Mark Kennedy, General Manager, SALUS
Calvin Brown, Director of Communications
Hina Sheikh, Equality and Diversity Manager
Mary Buchanan, Secretariat

1. **APOLOGIES**

Apologies were received from:

Heather Knox, Chief Executive
Ann Marie Campbell, Head of HR Employee Relations
Phil Campbell, Non Executive Director

2. **MINUTES OF PREVIOUS MEETING HELD ON 23 NOVEMBER 2020**

The minutes of the previous meeting held on 23rd November 2020 were approved as an accurate record.

3. **MATTERS ARISING**

i) **Action Log**

Members noted the updates to the Action Log.

4. **CORPORATE RISK REGISTER**

The Staff Governance Committee had been identified as the relevant Assurance Committee for ID 1832 Clinical Workforce and ID 1989 Effective. Kay confirmed that an Oversight Group had been formed and the Draft Terms of Reference for this Group was on the agenda today.

The Committee also noted the four HR/Workforce risks set out within the Major Incident – Covid 19 Risk Register, HR/03, HR/07, HR/08 and HR/09, also the two workforce risks associated with Silver Clinical, CL25 and CL/AC/23.

A question was asked if BAME and Whistleblowing should be on the Risk Register. At the moment BAME was being discussed at the Silver Clinical Group, but it was noted that it should be identified where these items would sit long term.

Lilian gave an update on the Crosscutting Group. She advised that initially the group met twice daily at 8.00pm and 4.00pm to discuss the current pressures, and how the issues that cut across every discipline were managed. Recently the meetings had been able to be reduced to twice weekly. Eddie Docherty was the Executive lead for the group with staff side involvement, Operational Managers and Clinical Leads. In bringing together the Silver Clinical and Silver Workforce it was thought that this was the best way to address the key challenges. Heather acknowledged the work of the group over the last few months and stressed that it was a good example of partnership working.

The Staff Governance Committee endorsed the Risk Register paper.

5. **WORKFORCE REPORT**

Jonathan Pender highlighted the key areas from the Workforce Report which covered the period January – March 2021. The report provided an overview to the Committee in the following areas: vacancies; supplementary staffing; sickness absence and staff experience. Jonathan reported that the vacancy level was 2.36% which is within the NHSL vacancy tolerance level of 6%. He highlighted to the Committee the vacancies per job family with admin staff showing over established due to the increased recruitment for Test and Protect and the Covid Vaccination Programme.

Jonathan drew members' attention to the supplementary staffing graph which showed the breakdown of the figures over the last twelve months. The supplementary staffing level overall was sitting at 7.31% as at January 2021.

Sickness absence levels are currently sitting at 6.23% which is above the 4% level set by NHS Scotland. Sickness absence levels had not altered significantly during Covid 19. Appendix II showed the National Sickness Absence Data as at December 2020 with Lanarkshire being the second highest.

In relation to staff experience three measures are considered, progress with i-Matter, completion of yearly appraisals recorded through TURAS and completion of HCSW induction standards within timescale.

The Committee noted the Workforce Report.

6. **TURAS UPDATE**

Kirsty provided an update to the Committee on the current position with 20/21 appraisals for staff covered by Agenda for Change. The Scottish Government in March 2020 decided to pause appraisals, but in June 2020 the CMT agreed to resume the appraisal process recognising that in some areas this may prove difficult. Regular updates have been provided to Directors with a note asking if they wish their Managers to be followed up with reminders. She advised that there was a Summary page on Turas to focus on. This provides the staff member to have a meaningful discussion with their line manager and identify areas where further help or support could be given. OD would work alongside Managers to help in this area.

The Committee then discussed the sensitivity for staff and line managers, and the need to support staff and their wellbeing considering staff are still under huge pressure.

Lilian thanked Kirsty for her update on Turas.

7. **STAFF GOVERNANCE ANNUAL REPORT**

The Committee were provided with the Annual Report for the period 2020/2021 for consideration.

Kay advised that Paul Cannon, Board Secretary was updating the format of the current Annual Report, and Lilian agreed to circulate an update report by e-mail if there were any amendments.

8. **SIGNIFICANT EMPLOYMENT ISSUES**

Kay highlighted the demands on the workforce in this regard which are discussed at the Cross Cutting Group.

9. **STAFF GOVERNANCE COMMITTEE WORKPLAN 20/21**

The Committee noted the Workplan for 20/21.

Lilian advised that there was no Workplan currently for 21/22 as work was being undertaken because of the duplication of items on the agenda for other Committees i.e. HRF and APF. She intimated that this work would take some time to align the Terms of Reference to make sure that the Staff Government Committee does not duplicate work. Kay and Lilian would consider what

areas of Governance need to be put on the Staff Governance Committee agenda.

The Committee agreed to a new Workplan being devised going forward.

10.

ITEMS FOR INFORMATION

i) **Draft Terms of Reference for Workforce Planning Group**

The Committee noted the draft Terms of Reference for the Workforce Planning Group.

ii) **Whistleblowing update paper and Action Plan**

Ruth Hibbert drew members' attention to the SBAR relating to the new Whistleblowing arrangements from the 1st April 2021 and the Action Plan outlining progress to date.

The Committee recognised the huge amount of work that had been undertaken in relation to whistleblowing and the amount of work still required to be completed to give assurance to the Board.

After discussion the Staff Governance Committee noted the progress so far and asked for regular updates to be given.

iii) **Staff Wellbeing Paper**

The paper submitted gave an update note outlining progress on staff health and wellbeing activity across health and social care.

It was enquired as to whether there had been any progress in relation to the issue at University Hospital Wishaw where due to its location the staff support zone had been limited due to other winter pressures and the vaccination programme. Kay advised that they still would have a rest recovery area albeit a bit smaller. Kay agreed to confirm.

It was also enquired if there was any potential of making use of stage 3 charities and it was confirmed that a bid could be made but this would need to go to the Endowments Sub Committee and the timeframe for this had been extended for a further year.

iv) **BAME Paper**

The Committee noted for information the paper submitted on Black, Asian and Minority Ethnic (BAME) staff.

The paper provided an update on actions and progress relating to the development of a Black, Asian and Ethnic Minorities (BAME) Forum for staff working in NHS Lanarkshire. The Committee then discussed some of the issues highlighted. It was stressed that it was

important that there was a commitment from the Board to reach out to BAME colleagues on how we take this agenda forward. Once established different areas of work applied to BAME staff can be considered and the work can be supported through the Equality and Diversity Steering Group.

v) **NHS Scotland 2020 Everyone Matters Pulse Survey/i-Matter 2021**

The paper submitted for information was to provide the Staff Governance Committee with a summary of the results of the NHS Lanarkshire Everyone Matters Pulse Survey which were published on 4th December 2020. Results were presented to the CMT and an agreed Action Plan is being finalised to be taken forward. The main action within the Action Plan focuses on the wellbeing support introduced throughout the pandemic continues to be built upon to further support staff through challenging times ahead. Assurance was needed that this would be a system wide Action Plan. Kirsty agreed to share the Action Plan with members.

With i-Matter being introduced in 2021 it was enquired as to whether the questions could be amended as this would be an opportunity to ask more pointed questions. It was confirmed that there was a slight hesitancy because it is a validated tool, but Kirsty agreed to take this forward.

11. **MINUTES TO NOTE**

There were no minutes currently to note.

12. **ANY OTHER COMPETENT BUSINESS**

There was no further business to discuss.

13. **DATE OF NEXT MEETING**

The next meeting would be held on the 7th June 2021 at 2.00pm. This would be a Teams meeting.