

SHETLAND NHS BOARD

MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON THURSDAY 16 JULY 2020 MEETING HELD VIRTUALLY VIA MS TEAMS

Present:

Mr Malcom Bell	Chair
Mr Gary Robinson	Non-Executive Board Member/Chair NHS Shetland
Mr Ian Sandilands	Employee Director/Co-Chair of Area Partnership Forum
Mrs Lorraine Hall	Director of Human Resources and Support Services and Executive Lead for Staff Governance

In attendance:

Mrs Marianne Williamson	PA to DHRSS (Minutes)
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SG 20/17 Welcome and Apologies

Malcolm Bell welcomed everyone to the meeting. The May meeting had been postponed due to the temporary governance arrangements. As there is a significant crossover between membership of APF and Staff Governance Committee and the content of the papers were very similar, APF members were content for a scaled down meeting of Staff Governance Committee to take place. The meeting is quorate.

SG 20/18 Draft Minutes of the Staff Governance Committee meeting held on 20 February 2020 and matters arising

Members were content with the minutes of the meeting held on 20 February 2020.

The following matters arising:

SG20/07 Supplementary Staffing- This will be carried over to the next meeting.

SG20/12 Staff Governance Annual Report for Audit Committee- Confirmation that the Annual Report will go to the August meeting of the Audit Committee.

SG 20/19 Final Staff Governance Action Plan 2019/20

Mrs Hall explained that this is the final Staff Governance Action Plan for 2019/20. She explained that due to COVID some of the items were not completed. The wealth of activities that were undertaken as a result of the pandemic were included in the final SGAP.

The Action Plan did not achieve its aim of 90% of actions completed. This was largely due to the impact of COVID. The wide range of additional activities undertaken during the pandemic to aid staff resilience and wellbeing were also included in the plan.

Pieces of work that were not completed were carried forward to next year's SGAP. Mr Bell expressed that this was an appropriate course of action.

Members discussed iMatter and the proposed pulse survey. Concerns about survey fatigue and the importance of asking the right questions.

OUTCOME: Staff Governance Committee was happy to note the progress made and the final SGAP. They recognised the hard work carried out by staff to support the Board in maintaining the Staff Governance standard.

SG 20/20 Draft Staff Governance Action Plan 2020/21

Mrs Hall presented the draft SGAP for 2020/21. As mentioned in the previous item a number of items were carried over from the previous year's plan. The draft plan was presented to the June meeting of the Area Partnership Forum where they asked for elements covering corporate parenting and modern apprenticeships.

As work moves forward on remobilisation and recovery plans post COVID elements will be incorporated into the SGAP.

OUTCOME: Staff Governance Committee were happy to note the draft SGAP for 2020/21 as a working document that will be subject to change and review.

SG 20/21 Promoting Attendance/Staff Wellbeing/Deployment

Mrs Hall presented this update. The purpose was to give Committee members an update on sickness absence figures and the well-being and deployment activities that were taking place during the early stages of the pandemic to help aid service provision.

Sickness absence for the month of May (latest available figure) was 3.72%. This reflects well against the national target figure. The most common reason for absence is stress, anxiety and depression. This will be continued to be monitored closely especially in light of the current pandemic.

Laura Pottinger in the HR Team undertook daily absence reporting across all departments which helped monitor organisational resilience.

Members of the Staff Development Team will shortly beginning a roll out of Manager Reach Out calls and the Board will tie in with the launch of the national wellbeing phone line on 20 July. The launch will be publicized through the weekly staff newsletter and on the intranet.

Mrs Hall also highlighted the work of the Occupational Health Team. Between March and June they undertook 841 interventions.

Members commended the Capacity Pathway but asked that staff names were removed from the report. **ACTION: MW**

Mr Robinson asked was there any reason for the small spike in absence rates during April. Mrs Hall explained that it was not COVID related but short term absence and it may be how staff were feeling and perhaps it demonstrated a dip in resilience. This would be monitored.

OUTCOME: Staff Governance Committee were happy to note the update paper.

SG 20/22 Accelerated Recruitment Process

This was presented to update members of the amended recruitment process that was approved by APF on 18 June 2020. The purpose of the update was to accelerate the recruitment process during the pandemic.

OUTCOME: Staff Governance Committee were content with the process and were happy to note.

SG 20/23 Health and Safety Summary

Mrs Hall explained that this update had been prepared by Mr Westmoreland, Health and Safety Lead. It covered the activities undertaken by Mr Westmoreland during the early stages of the pandemic. They included:

- Face Fit testing was the priority activity
- Risk Assessments particularly with increase in home working
- Managers Toolkits- development of red/green areas in NHS Shetland estate.

Other points to note:

- No RIDDOR reportable incidents
- SHARPS concerns- communication from Medical Director and Chief Nurse to staff to remember good practice and notice on intranet page.

Mr Robinson noted his concern regarding the repeated SHARPS incidents and hoped that staff would remain vigilant.

OUTCOME: Staff Governance Committee were content to note this update.

SG 20/24 Employee Relations- Prioritisation of Cases

This paper was also presented to APF on 18 June 2020. It had been prepared in partnership between the HR Director and the Employee Director and is a process and principles and processes to be followed in relation to HR cases during the pandemic. Mindful for those that are in processes this can impact on their health and wellbeing so important to try and progress as best we can.

Mr Sandilands noted that feedback from Staff Side had been good.

OUTCOME: Staff Governance Committee were happy to note this update.

SG 20/25 Whistleblowing

Mrs Hall provided an update to make members aware of the work that is being progressed. The launch of the Whistleblowing standards has been delayed. She explained that nationally HR Directors are suggesting a phased approach as they are keen that this is not about a policy/process but about a change in culture. We need to ensure organisational readiness in that reporting and governance structures are clearly in place. Training packages need to be developed and rolled out to various cohorts across Boards.

Members had a lengthy discussion about where whistleblowing should sit within the organisation. There was some feeling that it should sit within HR for process balance but other members felt that it would be better outside that directorate. It is about culture not grievances. Should be aligned with HR but separate to.

It is hoped that the publication of the standards will provide clarity on the governance routes.

OUTCOME: Staff Governance Committee noted this update.

SG 20/26 Items for Noting

The following agenda items were noted:

- Draft Health and Safety Committee Minutes (27 May)
- Draft Area Partnership Forum Minutes (18 June)

List of circulars etc:

DL (2020) Publication of Guidance for NHS Staff and Managers on Coronavirus	DL (2020) 7 School Closures and Carers Leave	DL (2020) 8 Staff Wellbeing and Support	DL (2020) 9 Annual Leave and Public Holidays
DL (2020) 13 Delivery of whole system response to COVID19: Guidance for the deployment of Health	Interim Guidance for health and social care employers on staff from Black, Asian and Minority Ethnic Backgrounds	CNO Letter on the Reuse of PPE	DL (2020) 16- Further Guidance on Annual Leave and Public Holidays

Board Staff to community settings			
CNO CMO Letter on the use of wider use of face coverings in a Health and Care setting	STAC (TCS 07) 2020 Staff in the Shielded Category	Variation Order for Executive and Senior Manager Staff during COVID 19 Outbreak	Sick Leave as a result of Coronavirus- New Starts
DL (2020) 6 Pay and Conditions for staff returning to work to assist in NHS Scotland's COVID-19 response	Variation Order- Fixed Term Contracts as part of COVID 19 Response	Letter- Leave as a result of Coronavirus	STAC (TC05)2020 Bank Workers in very high risk categories during Coronavirus
STAC (TC504) 2020 Organisational Change Pay and Protection	PCA (M) (2020) 08 Model terms and conditions of service for a salaried general practitioner employed by a NHS Scotland Health Board or Special Health Board during the COVID-19 pandemic	DL (2020)05 CORONAVIRUS (COVID-19) National Arrangements for NHS Scotland Staff	NATIONAL ARRANGEMENTS FOR MEDICAL APPRAISAL AND REVALIDATION FOR ALL RESPONSIBLE OFFICERS IN SCOTLAND
Pausing of Work Programmes due to Coronavirus	Letter- Pausing of the Discretionary Points programmes during the Coronavirus Pandemic	Letter- NHSScotland Workforce Projections 2020/21	STAC (TCS06) 2020 JOB EVALUATION DURING CORONAVIRUS OUTBREAK - RESTART
FFP3 Respirators- Letter from CMO/CNO	Supporting the Healthcare Sciences	Launch of the NES Recruitment Portal	Suspension of NHS Pension Scheme rules for returning staff
STAC update from Secretariat.	DL 2020 (12) Reporting Arrangements	DL 2020 (14)- NHS SCOTLAND - CORONAVIRUS LIFE ASSURANCE SCHEME 2020	Applicability of the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) in various circumstances.

Date of Next Meeting

The next meeting of Staff Governance Committee will take place on Monday 16 November 2020 at 14.00.