# Shetland NHS Board

**Minutes of the Staff Governance Committee– 21 November 2024, via MS Teams**

### Present

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| Mrs Emma Macdonald | Non-Executive Director (In the Chair) |
| Mr Bruce McCulloch | Employee Director |
| Mr Joe Higgins | Non-Executive Director (Whistleblowing Champion) |
| Mrs Mandy Thomson | Staff Side Representative |
| Mrs Lorraine Hall | Management Representative/Executive Lead for Staff Governance |

### In Attendance

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| Mr Colin Campbell | Non-Executive Director (Incoming Chair of Staff Governance Committee- observing) |
| Mrs Kirsty Clark | Learning and Development Manager |
| Mrs Jenny Coleman | Leaning and Organisational Development Officer |
| Ms Lorraine Allinson | HR Services Manager |
| Mrs Laura Pottinger | HR Manager- Recruitment, Planning and Systems) |
| Ms Edna Mary Watson | Chief Nurse- Corporate |
| Mr Lawrence Green | Health and Safety Lead |
| Mrs Marianne Williamson | Committee Secretary |

## SGC2425-21      Apologies for Absence

Apologies were noted from Mr Gary Robinson and Prof Kathleen Carolan.

## SGC2425-22      Declarations of Interest

There were no declarations of interest.

## SGC2425-23      Draft minutes of the meeting held on 30 May 2024

The minutes were approved as an accurate record.

## SGC2425-24      Matters Arising

There were no matters arising.

## SGC2425-25      Staff Governance Action Plan 2024/25-Update

Mrs Lorraine Hall presented the update on progress to the 2024/25 Staff Governance Action Plan, highlighting the following:

- Spiritual Care Lead has retired.  Funding secured via EMT to move from part-time to full time covering in order to encompass some of the Wellbeing agenda going forward.
- New Occupational Health Lead Nurse due to start in the new year
- Long service awards- HR Directors are looking at this, potential of a Once for Scotland approach
- Continued concern about low level of appraisal completion.  EMT discussion has taken place and a corporate endeavour to raise completion rates. Focus on teams that may have issues and encourage and support them to have conversations.
- Raising Concerns SLWG- unfortunately work is behind schedule due to a delay in issuing of questionnaires to those in the Whistleblowing sphere.
- Agenda for Change Reform- three areas of work (Reduced Working Week, Protected Learning Time, Band5/6)
  RWW- 90% there.  No steer nationally on whether next reduction will be to 36.5 or 36 hours.  At the next meeting of RWW week group we will begin to think about modelling both options- workforce/financial/service implications

Mrs Macdonald thanked those involved for a detailed report.  Mr McCulloch agreed, noting that there had been a request for additional narrative had been requested at the AfC Implementation Group regarding the Band 5/6 review and the lack of applications from NHS Shetland.

Members discussed the low appraisal at length, it remains a concern for the Committee.  Managers and staff need to see the value in completing the process.

There was also a discussion about ongoing work into the development of the next iteration of the Workforce Plan.  Mr McCulloch confirmed that Ms Oni had been giving an update to each meeting of Area Partnership Forum.  The new Workforce Plan will help inform the next Staff Governance Action Plan for 2025/26.

**OUTCOME:** Staff Governance Committee noted the update on the Staff Governance Action Plan 2024/25.

### SGC2425-26        Staff Induction Policy

Mrs Jenny Coleman presented the Staff Induction Policy.  It is an amalgamation of two previous policies, New Employee and Arrangements for Locum, Agency and Temporary Staff. The aim of the policy is to ensure a robust, straightforward process.  The induction programme will be paper-free and available on Turas.  The policy has been discussed at MEGG, CHSC Ops meeting, Hospital Management Team and Area Partnership Forum.

Mr Higgins commended Mrs Coleman for a well written and well thought through policy.  He asked what controls were in place to ensure that the policy is being adhered to?  Mrs Coleman explained that with the programme based on Turas, auditing should be easier.  The Staff Development Team will be able to have conversations with managers who are not completing and escalate up line management structures as appropriate.

**OUTCOME:** Staff Governance Committee approved the Staff Induction Policy.

### SGC2425-27        Health and Safety Policies

Mr Lawrence Green presented these policies, he explained that these were minor updates to the policies to ensure that they remained in date.

**OUTCOME:** Staff Governance Committee gave final approval to the Lone Working and Working in Isolation Policy and Management of Violence and Aggression Policy.

## SGC2425-28    Health, Safety and Wellbeing Committee- Terms of Reference

The Terms of Reference were reviewed by the Health, Safety and Wellbeing Committee at their last meeting with minor changes being made. Mr Higgins queried the large membership list, Mrs Hall said this allowed for coverage from across the organisation and it was not expected that all members would attend each meeting.

**OUTCOME:** Staff Governance Committee approved the Terms of Reference for the Health, Safety and Wellbeing Committee.

## SGC2425-29    Area Partnership Forum- Terms of Reference

This was the bi-annual review of the Terms of Reference, undertaken by the Forum. Minimal changes had been made. A query was raised regarding the Joint Staff Forum, Mrs Hall explained that this was not currently operational but would be stood up in the event that it was required.

**OUTCOME:** Staff Governance Committee approved the Area Partnership Forum Terms of Reference.

## SGC2425-30    Workforce Report Q1/Q2- 2024/25

Mrs Laura Pottinger presented the Workforce Report which covers the first six months of 2024/25. She highlighted the following key points:
- Headcount has increased due to recent GP Hub Recruitment campaign
- Bank hours and spend have reduced from same period in 2023/24
- Excess and borrowed hours have increased- reasons are recorded as workload demand, vacancy and other (PAIAW/Training)
- Increase in Work Experience which can be linked to new partnership offering Access to Allied Health and Social Care programme.
- Vacancies- remain similar. Continued issues with high numbers of applicants applying for posts that they are not eligible for or using AI. This is currently equating to 70% of applications and is a common issues across all boards.
- Part-time working has increased slightly- a number of staff reducing hours following maternity leave and prior to retirement.
- Agency/locum spend has reduced from same period last year with highest levels of spend amoung GPs, Dental and CPNs
- Sickness absence has fluctuated during the reporting period however we remain the best preforming board in the North of Scotland.

Mrs Macdonald thanked contributors to the paper for an extremely interesting and well developed report. Mr Higgins said the paper gave Non-Executives a useful and helpful resource from which to gain assurance about a number of areas.

**ACTION:** Mr Chittick asked if it was possible for the next iteration to replace 'time lost' with 'time gained' as this is often for Worklife balance reasons.

## SGC2425-31    Health and Safety Lead- Q2 Update

Mr Lawrence Green presented the Health and Safety Q2 update to members. The report contained a detailed update but he highlighted the following:

- The third organisational Stress Survey is currently out for completion by staff- currently at 190 responses.
- Compliance of Violence and Aggression training remains an issue. Currently undertaking a deeper dive through Training Needs Analysis around those requiring Advanced.
- Manual Handling- role specific training compliance has increased from 54% to 61%. Passport scheme will have positive impact and it is hoped that at the end of January delivery will start under this framework.
- Face Fit Testing- not getting the same amount of numbers coming for testing.

There were no questions.

**OUTCOME:** Staff Governance Committee noted the update.

### SGC2425-32          Whistleblowing Standards Q2 2024-25

Ms Edna-Mary Watson presented the standing quarterly Whistleblowing update. She gave a summary of activities during the quarter. Highlighting the following:

- One concern raised during the quarter, which is in the process of being investigated in line with the principles of the Whistleblowing Standards but is not a whistleblowing case. It is anticipated that this will conclude shortly.
- Outstanding Stage 2 case which has been the subject of an external review.
- There have been a couple of resignations from the confidential contacts. There will a recruitment campaign in the New Year.
- Speak Up Week took place and a review was presented to Area Partnership Forum.

Mrs Hall thanked Ms Watson for the detailed update. She noted the important work of the Confidential Contacts, who undertake this role on a volunteer basis. Staff Governance Committee would support and help promote the next recruitment drive.

**OUTCOME:** Staff Governance Committee noted the update.

### SGC2425-33          Strategic Risk Register Report

Ms Watson presented the standing Strategic Risk Register Report. The purpose of the report is to provide an update on the risks assigned to the Committee's area.

| SR11 | IG Training for non-NHS staff | Risk rating has increased to 9 (higher end of medium risk rating). The increase in the rating is down to increase in cyberattacks and the risk of non-NHS staff with insufficient training accessing our systems and risking a cyberattack. |
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| SR06 | IG training for NHS staff | Risk rating remains the same 16 (high) but happy to report that compliance for IG training has increased from 57% to 70%. |
| SR08 | Workforce Risk | A full review has taken place on this risk. Discussed at Risk Management Group on 13 November and has been circulated for approval. |

A Board Development Session is scheduled to take place in January regarding risk appetite. It is anticipated that further work will be progressed in this area throughout 2025/26 to support the NHS Board in clarifying it's Risk Appetite. All risks will then be reviewed and the current risk appetite for each risk confirmed.

Mr Higgins had a query regarding the controls for the two information governance risks. It was agreed that Ms Watson and Mr Higgins would discuss this outwith the meeting.

**OUTCOME:** Staff Governance Committee noted the Strategic Risk Register Report.

### SGC2425-34        Health Care Staffing Act Update

Ms Watson provided a verbal update on the implementation of the Health Care Staffing Act.  She highlighted the following:
- Quarterly compliance reports are provided to the NHS Shetland Board
- Healthcare Improvement Scotland (HIS) have a number of oversight duties
- Systems for Realtime staffing are in place within both the Acute sector and Community Health and Social Care Partnership (CHSCP). All areas operate dynamic risk assessment either through their safety huddles or in response to unplanned absences/vacancies which impact on staffing levels.
- Staff can voice concerns about staffing levels in real time directly to their line manager, who can then take action to mitigate any risk identified either by redeploying staff across areas, securing supplementary staff or by reprioritising work according to staffing levels available in the area.
- Progress being made in the implementation of Healthroster and in turn Safecare.

Mr Higgins noted the enormous amount of work that has gone into the implementation of the Act, he was keen to understand what the benefits for us will be.  Ms Watson said that she felt that the workload tools will help in the development of the workforce plan and help us identify risks.

**OUTCOME:** Staff Governance Committee noted the verbal update.

### SGC2425-35        Staff Governance Monitoring 2023-24

The item was noted. It will now be submitted to the Scottish Government.

### SGC2425-36        Job Evaluation Annual Report

This item was noted.  It was submitted to STAC on 31 October 2024.

### SGC2425-37        Staff Governance Committee- Proposed Dates 25/26

Proposed committee dates for 2025/26.  These will be presented as part of the Board Business Planner 25/26.

### SGC2425-38        Circulars and Letters for Noting

The following circulars, letters and briefing notes were noted:

| DL (2024) 14 Recommendations to improve the retention of consultants at the latter stage and peri-retirement career phase. | SPPA 2024/09 Employee contribution rates from 1 October 2024 |
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| PCS (AFC) 2024/3 REVIEW OF BAND 5 NURSING ROLES | DL23 (2024) Anti-racism plans- guidance |
| National Uniform Policy- Letter to Health Boards | PCS (SDIA) 2024/1 SCOTTISH DISTANT ISLANDS ALLOWANCE |
| Director Letter- Improving Wellbeing and Working Culture | PCS (AFC) 2024/5 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT |
| UPDATE PCS (AFC) 2024-01 Protecting Learning Time for AfC Staff | UPDATED - PCS (AFC) 2024/02 Reduction in the working week for Agenda for Change staff in NHS Scotland |
| SPPA 2024/07- Pension Estimate Tools | SPPA 2024/10 NHS Employee Contribution Tiers 2024-25 |
| PCS (AFC) 2024-4 Changes to Agenda for Change Handbooks | PCS (AFC) 2024-6 Changes to AfC Handbook- Annex 21 |
| SPPA 2024/08 Annual Benefit Statement Exercise | PCS (ESM) 2024/2 PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2024-25 |

## SGC2425-39        AOCB

Accommodation: Issue raised by Mrs Hall for awareness-following office moves at Montfield the Learning and Development Department have lost their training rooms and space for carrying out private conversations.   There is still access to the Ronas Training room at the Gilbert Bain but consideration this a reduction in available space so may lead to changes in how we deliver some training.

Message from Chair- Mrs Macdonald noted that this was her last Staff Governance Committee meeting.  She thanked Mrs Hall and Mrs Williamson for their support during her time as Chair.  Mrs Hall extended thanks on behalf of the Committee to Mrs Macdonald for her participation and commitment to the Staff Governance agenda.

*[MFW, Dec 24]*