

## Shetland NHS Board

### Minutes of the Staff Governance Committee – 27 February 2025, MS Teams

#### Present

Mr Colin Campbell	Non-Executive Director (In the Chair)
Mr Bruce McCulloch	Employee Director
Mr Joe Higgins	Non-Executive Director (Whistleblowing Champion)
Mr Gary Robinson	Board Chair
Mrs Mandy Thomson	Staff Side Representative
Mrs Lorraine Hall	Management Representative/Executive Lead for Staff Governance
Prof Kathleen Carolan	Management Representative

#### In Attendance

Mr Brian Chittick	Chief Executive
Mrs Kirsty Clark	Learning and Development 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

#### **SGC2425-40 Welcome and Apologies**

Mr Colin Campbell welcomed everyone to the meeting. No apologies were noted.

#### **SGC2425-41 Declarations of interest**

There were no declarations of interest.

#### **SGC2425-42 Draft minutes of Staff Governance Committee held on 21 November 2024**

The minutes were approved as an accurate record.

**Matters Arising:** Mr Joe Higgins noted that although covered in the Staff Governance Action Plan Update, it would be useful to have an update on the Reduced Working Week as the work to implement progresses through the year.

**ACTION:** Committee Secretary to add as a standing agenda item.

#### **SGC2425-43 Staff Governance Action Plan 2024/25-Update**

Mrs Lorraine Hall presented the update to the Staff Governance Action Plan. Following the discussion with the Mr Campbell, a range of KPIs has been added to the beginning of

the document. She felt that there had been a reasonable amount of progress against the actions. She highlighted the following:

- P2 Workforce Plan- work continues with colleagues in Finance/Planning. There is still a lot of work to do around this, particularly in articulating transformation.
- P5- EDI- Planning and HR colleagues met with Scottish Government to discuss Anti-Racism plans and how that will work for the Shetland community.
- A1- development of consistent campaign materials, improving our social media presence and marketing us as an employer of choice.
- A2- Careers Fair was a great success, showcasing the varied opportunities NHS Shetland offers as an employer.
- A3- Rediscover the Joy- provided 118 weeks of GP cover for Shetland.
- N11- Wellbeing. New staff in post so opportunity to consider 'in the round' alongside the work that is progressing on Values and Culture.

**ACTION:** Concern about the loss of space in Staff Development department that was used for mediation and other difficult conversations. Staff Governance Committee to write to Head of Estates to note concern around loss of space.

E1- Mrs Hall provided an update on the three AfC workstreams:

- Reduced Working Week- circular received from Scottish Government which confirmed full hour reduction from 01 April 2026. Draft plans to be submitted by 01 May with final plans by 01 October.
- Band 5 to 6- although no applications received, Implementation Group assured that communication has been thorough.
- PLT- Mrs Clark on groups for two national workstreams.

Members thanked Mrs Hall for the update, noting the large amount of work that is taking place, the improvements around attraction and the success of the Careers Fair.

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

#### **SGC2425-44            Staff Governance Committee- Terms of Reference Annual Review**

The Committee undertook the annual review of its Terms of Reference. Mrs Williamson explained that additional wording had been added to section 6.1 covering the completion of a decision note and the escalation routes. It was recognised that agreed wording regarding escalation routes for all standing committee ToRs may be developed as part of the planned Board Development Session in March.

**ACTION:** Committee Secretary to change reference to 'Mid-Year' review of Terms of Reference to annual.

**OUTCOME:** Staff Governance Committee approved the Terms of Reference with the suggested changes. Committee Secretary to forward to Board.

#### **SGC2425-45            Staff Governance Committee- Business Cycle 2025/26**

**OUTCOME:** Staff Governance Committee approved the business cycle for 2025/26.

#### **SGC2425-46            Staff Governance Committee- Annual Report for Audit Committee 2024/25**

Mrs Williamson presented the draft annual report. It will be revised and updated following the February meeting before submission to Audit Committee.

**OUTCOME:** Staff Governance Committee approved the process for the completion of the Annual Report.

**SGC2425-47            Certificate of Assurance**

The template Certificate of Assurance was contained in the pack.

**OUTCOME:** Staff Governance Committee agreed to record in the Certificate of Assurance concern regarding both low appraisal rates and core and mandatory completion.

**ACTION:** Committee Secretary to ensure certificate is completed and submitted in accordance with timetable.

**SGC2425-48            Uniform Policy**

The report author, Amanda McDermott, was unable to attend the meeting but Prof Carolan confirmed that the changes to the extant policy were minimal. The policy had been through appropriate governance routes.

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

**ACTION:** Committee Secretary to feedback to Policy Author who will ensure Information Governance Team and IT department update the Board website.

**SGC2425-49            Workforce Highlight Report**

Mrs Laura Pottinger introduced the Workforce Highlight Report noting the following:

- Turnover is slightly higher
- Slight increase in sickness absence could be attributed to usual winter pressures but we remain the best performing territorial board.
- Vacancy overview- low number at the moment.

**ACTION:** Mr Higgins asked whether it was possible to add a national or regional average for turnover as a comparison and also remove fixed term employees from the figure. Mrs Pottinger explained that there were some limitations in using the nationally provided data as Board's may calculate differently but she would endeavour to provide.

There was a discussion around vacancies and how long-term vacancies are recorded as non-recurrent savings. Prof Carolan explained that Directors and Heads of Service are regularly in discussion with the Finance Team and vacancies are assessed on a case by case basis.

**OUTCOME:** Staff Governance Committee noted the Workforce Highlight Report.

**SGC2425-50            Health and Safety Lead- Q3 Update**

Mr Lawrence Green presented the Q3 Health and Safety Update. He highlighted the following:

- There had been a 3% increase in response to the Stress Survey in December 2024 compared to the previous year.
- Lone Worker Fobs- have been approved by EMT and work now begins on implementation plan.
- Control Books- 93% in date and complete.
- Compliance rates for V&A training continue to be a challenge but the team is flexible and tries to adapt. Current challenges around training space.

Mr Higgins queried the compliance figures for Ward 1. Mr Green confirmed that currently there was no one in compliance in that area based on the Training Needs Analysis conducted.

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

### **SGC2425-51 Whistleblowing Standards Update- Q3 2024/25**

The quarterly Whistleblowing Report was presented by Ms Edna Mary Watson. She reported no new concerns. The Raising Concerns SLWG has been looking at the development of checklists for those involved in processes including commissioner and investigator. There continues to be a session on Whistleblowing at each corporate induction and a wider organisational invitation that Confidential Contacts are able to visit team meetings.

Following a query from Mr Campbell, Mr Higgins updated members that there had been no progress made on the development of an independent panel of investigators that Boards could utilise. He also explained that Rosemary Agnew, the current INWO will end her term in April 2025 and recruitment for her replacement is currently underway.

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

### **SGC2425-52 Strategic Risk Register Report**

The standing risk update was presented by Ms Edna Mary Watson- there are three risks assigned to Staff Governance Committee and she highlighted the following:

- SR11- IG Training for non-NHS staff- has seen an upward trend. Noting that with increased pressures in the system there may be occasions where locum staff are working here for relatively short periods of time, it may be difficult to ensure that this control measure is in place.
- SR06- IG training for NHS staff- There has been improvement in training rates but noting that there has been data cleansing work taking place for Bank members.
- There has been a comprehensive review of the workforce risk, separating out the finance element of it.

Members had some concerns about the two training risks and whether they would be better suited to be consolidated into one risk with two components. Mr Chittick reported that there had been some initial conversations about this and that a fuller discussion would take place at upcoming Board Development Session.

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

### **SGC2425-53 Health Care Staffing Act- Update**

Ms Edna Mary Watson provided members the standing quarterly update on the implementation of the Health and Care Staffing Act and the work that has been progressing during the previous quarter. She reported a number of positives including 85% of the organisation utilising Health Roster. Mr Higgins asked whether the tools will be useful for Workforce Planning, Ms Watson was positive that the tools would help gather information to support this. Prof Carolan noted that she felt that the Safecare tool would be particularly useful going forward.

**OUTCOME:** Staff Governance Committee noted the Health Care Staffing Act- Update.

**SGC2425-54            Circulars and letters for noting**

The following were noted:

PCS (MD) 2024/01 PAY AND CONDITIONS OF SERVICE 2024-25 HEALTH BOARD MEDICAL DIRECTORS / FORMER MEDICAL DIRECTORS ON PROTECTION	DL (2025) 01 ARRANGEMENTS FOR THE DISTINCTION AWARDS AND DISCRETIONARY POINTS SCHEMES FOR CONSULTANTS
PCS(DD)2024/01 PAY AND CONDITIONS OF SERVICE REMUNERATION OF HOSPITAL MEDICAL AND DENTAL STAFF, DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE	PCS (ESM) 1- ESM Pay 2024-25 Performance Related Progression
DL (2024) 33 NATIONAL HEALTH AND SOCIAL CARE WORKFORCE STRATEGY: WORKFORCE PLANNING	PCS (AFC) 2025-1 Reduction of Working Week for AfC Staff to 36 hours
SPPA 2024/11 Changes to the NHS Pension Scheme (Scotland) (NHSPS[S]) rules	Letter from Cabinet Secretary- Reduced Working Week
MSG (2025) 01 Medical Bank Rates	
MSG (2025) 05 Junior Doctors Title Change	

[MFW, March 25]