Public Board Meeting	November 2018 Item 21

THIS PAPER IS FOR NOTING

STAFF GOVERNANCE COMMITTEE MINUTES 6 JUNE 2018 AND VERBAL REPORT OF 20 SEPTEMBER 2018

Lead Director Author	Neelam Bakshi, Chair of Staff Governance Committee Lindsey Ralph, Board Secretary
Action required	The Board is asked to note the minutes and verbal report.
Key points	In compliance with the Service's Standing Orders, the approved Committee minutes are submitted to the Board for information and consideration of any recommendations that have been made by the Committee. The minutes of the Staff Governance Committee held 6 June 2018 were approved by the Committee on 20 September 2018. A verbal update of the meeting held on 20 September 2018 will be provided by the Chair of the Committee.
Timing	The Board will receive a verbal update of the most recent Committee meeting. Minutes are presented following approval by the Committee.
Link to Corporate Objectives	This paper relates to our goal of ensuring staff have a voice and people are at the heart of everything we do.
Contribution to the 2020 vision for Health and Social Care	Everyone Matters is the national strategic workforce contribution to the 2020 vision. All work of the Staff Governance Committee and the Staff Governance Action Plan is aligned to this.
Benefits to Patients	The Staff Governance Committee has responsibility, on behalf of the Board, to ensure that there is effective monitoring of the machinery for effective staff governance within the Service. Effective staff governance assists in creating a workplace where staff feel valued, and are appropriately located, skilled and developed to deliver safe, effective, patient centred and quality care.
Equality and Diversity	Workforce equality monitoring information, equality outcomes and associated reports, are monitored through the Staff Governance Committee. Equality impact assessments are carried out for individual workstreams, including policy development and review. Relevant equality impact information is reported to the Staff Governance Committee.

Scottish Ambulance Service
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MINUTES OF STAFF GOVERNANCE COMMITTEE

**10.00 A.M. ON WEDNESDAY 06 JUNE 2018
MEETING ROOM 18, NHQ, GYLE SQUARE, EDINBURGH**

Present:	Neelam Bakshi, Non Executive Director (Chair)
	John Riggins, Employee Director
	Tom Steele, Board Chair (ex officio member)
	Esther Roberton, Non Executive Director
	Martin Togneri, Non Executive Director
	Steven Gilroy, Staff Side Representative, UNISON
	(ex officio member)

In Attendance:

Pauline Howie, Chief Executive
Linda Douglas, Director of Human Resources and Organisational Development
Pat O'Connor, Director of Care Quality and Strategic Development
Kevin Reith, Deputy Director of Human Resources and Organisational Development
Nicola Anderson, Head of Human Resources
Tony Wigram, Head of Health and Safety
Alison Ferahi, Head of Organisational Development
John Burnham, Head of Education and Professional Development
Paul Bowtle, Head of Leadership and Learning
Ann Tobin, Equalities Manager
Pippa Hamilton, PA to Director of HR&OD (Minutes)

Apologies:

Milne Weir, Regional Director, North
Jamie McNamee, Staff Side Representative, Unite the Union
(ex officio member)
Gary Coll, Staff Side Representative, GMB, (ex officio member)
Sarah Stevenson, Risk Manager *(For Item 9e)*

ITEM 1   WELCOME AND INTRODUCTIONS

Neelam Bakshi welcomed everyone to the meeting, and extended a special welcome to Tom Steele, Board Chair to his first Committee meeting since joining the Service. Committee noted that this was Esther Roberton's last Committee meeting and passed on her thanks to Esther on behalf of Committee for her considerable contribution to the Staff Governance Committee.

ITEM 2   DECLARATIONS OF INTEREST

Standing declarations of interest were noted: Martin Togneri, in his capacity as Trustee of Scotland's Charity Air Ambulance and Board member of NHS24.

ITEM 3   VALUES TOOLKIT – PRESENTATION

Alison Ferahi provided Committee with a detailed presentation on the Values Toolkit. Committee noted that within the toolkit there are good practice guides and practical resources which can be used within the workplace which will be further developed based on feedback from staff. Alison advised that the toolkit can be used on both an individual basis or within teams.

It was noted that 3 workshops have been arranged regionally which will also include, ACC, SORT and support staff. The workshops will have a train the trainer approach to allow these to be cascaded wider, promoting values and positive behaviours.

Committee noted that there will be a direct link to the Values Toolkit on the front page of @SAS.

ITEM 4   MINUTES OF MEETING HELD ON 18 APRIL 2018

The Committee made the undernoted amendments to the previous minutes;

Page 4 Item 6b – Staff Governance Action Plan 2018/19
SGC should only be endorsing the direction of travel of the Plan rather than approving the Plan at this stage, until National Partnership Forum (NPF) have ~~approved~~ **endorsed** the plan.

The Committee approved the minutes of the previous meeting subject to the above change being made and noted that the NPF had now seen and endorsed the SGAP 2018/19.

Workforce Projections
Neelam advised Committee that Item 8a, Workforce Projections would be removed from the meeting agenda. The decision to remove the agenda item follows the agreement at the May Board meeting that, the Committee did not require to be presented with this paper as all Committee members have had/will have sight of it through the Board meetings or the NPF.

Action:

1. **Pippa Hamilton** to amend minutes of 18 April 2017.

ITEM 5 MATTERS ARISING NOT ON THE AGENDA/ACTION TRACKER

None to Note.

ITEM 6 STAFF GOVERNANCE ACTION PLAN (SGAP)

a) Staff Governance Action Plan 2018/19 - Progress Update

Kevin Reith presented the 2018/19 Staff Governance Action Plan with progress for the period from the April meeting of SGC.

Committee were advised that of the 20 initiatives within the plan, 19 are currently "Green" and still anticipated to be delivered in line with plan timescales.

One initiative has been highlighted as "amber", due to extended timescales (IS17/18-01 – Workforce Planning to expand all functional areas, with greater integration across the Service). It was noted that the slippage in timescale is due to the review of modelling work of our unscheduled care service arising from the Demand and Capacity Review.

Committee agreed that initiative (HOC18/19-03 – Implement a single cohort approach for iMatter) should be closed as this is now complete.

Neelam suggested that the completed 2017/18 SGAP be circulated around the Board members to allow them to have sight of the range of work and underlying plans which were incorporated and carried out throughout the life of the plan.

Committee noted the update provided.

Action:
2. **Kevin Reith** to update SGAP 2018/19: HOC/18/19-03 to be closed
3. **Pippa Hamilton** to circulate 2017/18 SGAP to be circulated to Board members for information.

ITEM 7 PLANS AND UPDATES

a) OD Plan 2018/19 Draft

Alison Ferahi presented the draft OD Plan 2018/19 for approval. Committee noted that the presented plan was a revised version following discussion at the April 2018 Committee, where it was agreed that the Plan required further refinement and would then be resubmitted to the June Committee for approval.

Committee discussed the Plan and noted that it would have expected to see a progress update within the plan given that we are now within the first quarter. It was agreed that Alison would produce a first quarter update and circulate this to Committee by the end of June. Committee noted that it is pleased to now have a OD Plan in place, which allows the progress of OD work to be clearly seen.

The Staff Governance Committee approved the Plan and requested that a quarter 1 update be circulated to Committee with the quarter 2 update to be provided at the September Committee.

Action:
4. **Alison Ferahi** to produce and circulate a quarter 1 update for the OD Plan to Committee by the end of June.

b) Wellbeing Implementation Plan 2018/2019 – Progress Update

The Wellbeing Implementation Plan progress update was presented. Committee discussed the Plan and update provided. It was noted that 5 initiatives within the Plan required target date extensions and rationale was provided to Committee for each of these. It was agreed to extend the target dates of the undernoted initiatives.

- WIP 17/18-21 (Develop "Incident of Note" process for use in ACC) – Extended date to August 2018.

- WIP 17/18-22 (Develop screening tool for staff exposed to "Incident of Note" incidents) – Extended date to August 2018.

- WIP17/18-43 (Develop Statutory and Mandatory Training matrices for all operational roles) – Extended date to December 2018.

- WIP17/18–44 (Develop Statutory and Mandatory Training matrices for all non-operational roles) – Extended date to December 2018.

- WIP17/18–45 (Identify sources of training/education for Statutory and Mandatory training) – Extended date to March 2019.

Action:
5. **Tony Wigram** to update Wellbeing Implementation Plan with agreed extended target dates on initiatives WIP17/18-21, WIP17/18-22, WIP17/18-43, WIP17/18-44 and WIP17/18-45.

c) Workforce Education and Development – Annual Update

John Burnham and Paul Bowtle provided Committee with an annual update on workforce education and development which combined two elements of the SGC Workplan, the Education and Training Plan and the Workforce Education and Development Report, giving the Committee a comprehensive overview.

Committee noted highlights from the report which included;

Learning in Practice (LiP)
The 2018/19 LiP Programme has been agreed for Ambulance Care Assistants, Technician and Paramedic staff. Current figures for staff who have undertaken LIP is 52% with a target date of 31 August for completion. Steps have been taken to renew focus on LIP reporting mechanisms and cascading through to workforce teams.

Health Care Professions Council (HCPC)

In March 2018, the HCPC approved a change to the regulations for paramedic entry onto their register, which has been long expected, and in anticipation of this, work had begun in collaboration with NHS Education Scotland to consider future potential commissioning models for the education of paramedics.

DiPHE

The DiPHE continues to provide the internal progression route by which Technicians can obtain eligibility to register as Paramedics with the HCPC. There continues to be challenges with the shortage of applications for forthcoming courses and work is underway to mitigate this.

Capable Workforce Group

The Capable Workforce Group has commissioned work to identify the learning requirements for non-clinical education and therefore develop a statutory and mandatory learning matrix. Access to "the learning zone" on @SAS is available for non-clinical and clinical staff which provides both a tool kit to identify learning needs and access to learning opportunities provided by NHS Education Scotland and others.

Committee discussed and noted the report presented.

ITEM 8   STRATEGIC WORKFORCE PLAN

a)   RESTRICTED – Workforce Projections

Item removed from agenda at beginning of meeting, as agreed at May Board (see Item 4 above for full detail).

ITEM 9   GOVERNANCE

a)   Workforce Equality Monitoring and Update Report 2017/18

Ann Tobin provided a report for approval, the content of which included items prescribed by the Equality Act (Specific Duties) (Scotland) Regulations 2012 and the requirement to gather and use employee information.

Committee noted that the Workforce Equality Monitoring Report is published annually and assists the Service to analyse equality information and identify trends where further action may be required to address any areas of inequality within the workplace.

Committee further noted that the update report 2017/18 was being published in response to committee request for governance reporting on an annual basis, and not just to meet legislative schedules, and were content for this to be published in conjunction with the Workforce Equality Monitoring Report.

The report was discussed by Committee and minor presentational changes were noted, which required to be amended prior to publication;

- Table 9 – Lines, numbers and colours within the table do not correspond with the narrative beneath the table suggesting that the lines within the table should be the opposite way round.
- Section 6.8 – Sexual Orientation, the narrative refers to the "table below" when is should state "table above".

Neelam Bakshi noted that the report was detailed to meet legal requirements. She suggested that it would be helpful for consideration to be given to a user-friendly version to be prepared in addition - for example, using infographics or setting out highlights of progress and areas for improvement. Committee approved the report subject to the minor presentational changes above and it was agreed that Ann Tobin would arrange for the final version of the report and any additional report to be circulated to Committee prior to being published.

Action:
6. **Ann Tobin** to make minor presentational changes discussed to report and arrange for final version and any additional version to be circulated to Committee for information prior to final publication.

b)   Partnership Update

John Riggins provided Committee with an update on recent partnership activity. It was noted that the National Partnership Forum last met on 24 May and the Agenda from that meeting was provided for information. The Committee noted the approved minutes from the meeting held on 05 April. John highlighted to Committee that NPF discussed the Dignity at Work Survey results together with endorsing the 2018/19 Staff Governance Action Plan.

Committee noted the update.

c)   Workforce Information

(i)   Vector of Measures and HR Scorecard

The Workforce Information paper was presented for Committees discussion. Kevin Reith advised that included within the paper was the full year 2017/18 HR Scorecard.

Committee noted that whilst absence levels remain high, they are on a downward trajectory according to the last three months' figures, and focus continues on this trend. LiP figures which were removed from the scorecard presented to the April Committee due to a data error have now been rectified and included within the revised chart contained within the report.

Kevin advised Committee that the Workforce Data Measurement Group has continued its work to complete a workforce measurement plan which will set the aims to update, streamline and standardise the reporting capability. Work in the last quarter has focussed on defining priority measures with a proposal being developed for a high level set of Staff Governance measures to be outlined through the Workforce Information report. Committee members

advised that they would still feel the need for the HR Scorecard, however perhaps an abbreviated version.

(ii)   Health and Safety Update

Committee noted the Health and Safety update which highlighted that a further paper in relation to Respiratory Protection (Face Fit Testing/FFP3) including financial implications is due to be presented to the Executive Team in June.

John Riggins noted that within page 8 of the report, table 1, which outlined the Divisional non compliance rates for RIDDOR reporting, that the regional health and safety officers continue to work to progress these reports. John enquired whether there is anything further that can be done to assist. Tony advised that a bulletin has been drafted and will be issued to staff to encourage the reporting of incidents, and it may also be helpful if the three lead staff side reps could also cascade the encouragement to their members.

Neelam Bakshi highlighted to Committee that appended to the report was the approved minutes from the December meeting of the Health Safety and Wellbeing Group. It should be noted however that the meeting was not quorate due to adverse weather and the Service being at REAP status being at level 3. Neelam brought to Committee's attention that any decisions requiring to be made at that meeting were made in principle. Linda Douglas confirmed that any decisions agreed in principle at the meeting have now been discussed within a quorate setting. Neelam added that she has discussed this in detail with the Board Secretary who will ensure that the Corporate Code of Governance is shared widely for completeness.

Committee noted the report and information provided.

(iii)   OD Measures

The OD Measures paper was provided to the Committee for discussion. Committee noted that it would like to see the direction of travel for these measures to be included within the vector of measures document to ensure consistency with presentation.

Linda Douglas added that ultimately there will be a single package of information covering all measures.

Committee noted the report.

d)   Promoting Attendance Update

Committee were provided with an update on promoting attendance and noted that overall absence for the Service continues to decrease from a high of over 8% in January 2018. Nicola Anderson highlighted that West ACC have the highest absence of the control centres, and the West Region the highest of the operational

areas. It was noted that additional management information is being provided to the Executive Team on a regular basis in order to maintain the focus on absence.

Pauline Howie added that it should be noted that we have been through an exceptional winter which lasted well into April and May and it should therefore not be under estimated the impact that this will have had on staff and the Service.

Tom Steele added that it would be useful to see short and long term absence information added into the report to highlight any areas of concern. It was noted this was reported on the HR Scorecard, and agreed that Nicola would ensure that this information is added into future reporting under this item.

Committee noted the report, and confirmed that the breakdown was helpful in understanding local variation and pressures.

Action:
7. Nicola Anderson to ensure that short and long term absence information is fed in to future reporting to highlight areas of concern.

e)   Workforce Risk Register

Tony Wigram presented the Workforce Risk Register for mid-year review and approval in the absence of Sarah Stevenson. Tony advised that all changes which have been made to the Register since previous presentation to Committee are highlighted in red.

Committee noted the revisions and update and passed on its thanks to Sarah for the work on the Register.

f)   Policies
(i)   HR Policies

Committee noted that policies had been through due process and had been considered with relevant professional expertise.

The Committee approved the undernoted policy;
- Job Share Policy

  Committee sought and received assurance that job-shares were managed to ensure that job-holders experienced the full range of the job duties.

(ii)   Health and Safety Policies

Committee noted that policies had been through due process and had been considered with relevant professional expertise.

The Committee approved the undernoted policies;
- Control of Substances Hazardous to Health
- Slips Trips and Falls

f) Internal Audit Actions

Kevin Reith presented the Internal Audit Action update which provided a summary of outstanding audit actions. It was noted that since the April Committee there have been no new actions added to the tracker. Two actions remain open (Y16-17.16 and 16-17.19) with the aim of completion by 30 June 2018.

Linda Douglas advised that the Internal Audit Plan for the coming year is awaited and an update of any HR areas contained within the Plan will be provided to the September Committee and thereafter any actions reported to future Staff Governance Committee meetings for monitoring.

Action:
8. **Kevin Reith** to provide an update to September SGC of any HR areas contained within the Internal Audit Plan.

g) Action Tracker

Committee noted the following items as completed, and approved their removal from the action tracker.

2017/12/07(a)	Turas Appraisal System
2017/12/08(c)	OD Measures/Scorecard
2017/12/10(a)	Workforce Risk Register – Review of Risk Register Target Dates
2017/12/10(ci)	Recruitment Equality Reporting
2018/04/04(i)	SGC Terms of Reference
2018/04/05	Attendance Schedule within Committee Annual Reports
2018/04/06(b)	Staff Governance Action Plan Partnership Engagement
2018/04/9b(ii)	Health and Safety Update Format of Paper
2018/04/09d	Staff Governance Standard – Annual Monitoring Return Amendment

ITEM 11   ITEMS FOR NOTING

a)   Circulars

- SPPA Circular 2018/06 – NEW NHS Pension Calculator
- SPPA Circulator 2018/07 – Implementation of a one stage Internal Dispute Resolution Procedure

ITEM 12   ANY OTHER BUSINESS

None to note.

The meeting closed at 12:55.