

Orkney NHS Board

Minute of meeting of the **Staff Governance Committee of Orkney NHS Board** held in the **Saltire Room, Balfour Hospital, Kirkwall** on **Wednesday 20 February 2019** at **10.30 am**.

- Present:** Caroline Evans, Chair
Fiona MacKellar, Vice Chair
David Drever, Non Executive Board Member
Issy Grieve, Non Executive Board Member
David McArthur, Director of Nursing, Midwifery and AHPs
Gerry O'Brien, Chief Executive
Kate Smith, Partnership Representative
Chris Werb, Staff Representative
- In Attendance:** Sylvia Campbell, Clinical Education Facilitator for Nursing and Midwifery
Ashley Catto, Human Resources Manager
Julie Nicol, Head of Organisational Development and Learning
Rose Rendall, Committee Support (Minute taker)
Lynne Spence, Practice Education Lead for Allied Health Professions

770 Apologies

No apologies had been received.

771 Declaration of Interests – Agenda Items

There were no declarations of interest in relation to agenda items.

772 Minute of meeting held on 29 August 2018

The minute of the Staff Governance Committee meeting held on 21 November 2018 was accepted as an accurate record and approved.

773 Matters Arising

567 – Matters Arising

The pressure on the same people *who were willing to do additional tasks to their remit*, making staff reluctant to take on more responsibility, was noted.

576 – iMatter report

It was confirmed that there was consistency in which teams were completing the action logs.

581 – Workforce Report

Members were advised that the results of the Health and Wellbeing of Staff survey had been made available and would be formatted and progressed when capacity allowed.

582 - Work Related Driving policy

Members were advised that this was still under review.

567 – Awareness of Bullying and Harassment in the Workplace

C Werb had been asked by R McLaughlin, Unison Representative to raise an issue around what was thought to be a rise in bullying cases and possible cluster of episodes. Due lack of any further information the Human Resources Manager would arrange to have a discussion with R McLaughlin outwith the meeting.

774 **Action Log**

The Action Log was reviewed and corrective action agreed on outstanding issues (see Action Log for details).

775 **Chairman's Report from the Board**

Workforce Challenges

The Chair reported that it was acknowledged that staff were working hard to recruit and carry out training. The Chief Executive added that they were supportive of exploring as many innovative ways as possible to help this.

The Employee Director felt this linked with the Workforce Development presentation; there would be the possibility of more opportunities for staff and potential employees.

Regional Working – workforce update

The Board were reassured that staff would not be moved into a secondment at another Board at short notice or against their will.

Decision / Conclusion

The Committee noted the Chairs reported highlights from the Board meeting.

Governance

776 **Draft Staff Governance Committee Annual Report 2018/19**

The Chair highlighted the successes and concerns within the report. Members felt the wording of the concern observing challenges around confidence and trust in senior manager should reflect the iMatter outcome asking for increased visibility of managers and although this was an ongoing test it wasn't the most pressing according to the iMatter outcomes. The decision was made to reword to encapsulate the ongoing challenges to improve some areas of concern within the iMatter outcomes report.

Further amendments requested were:

- Marthinus Roos, Medical Director had been missed in the list of members and on the list of attendance
- In the risk frame work it mention 'PIN guidelines' this should be PIN policy

- Addition of the Allied Health Professions registration renewal

Decision / Conclusion

Members noted the Annual Report and approved subject to the noted amendments.

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Staff Governance Standard Monitoring arrangements

The purpose of this being to provide the Scottish Government with a picture of each Health Board's progress in delivering the Staff Governance Standard, and to help inform the Annual Review process.

In NHS Orkney completion of the templates would be progressed in Partnership. Attendees at the Area Partnership Forum development session on Tuesday 19 February had discussed and identified a process for completion. The Human Resources Manager would request a short extension to the submission date to allow for a thorough piece of work to be completed. An abbreviated version of the template would be sent out to teams, using the iMatter hierarchy, for their feedback.

Members agreed this was an example of positive partnership working. D Drever suggested the communication should encourage staff to have ownership of the response.

Decision / Conclusion

Members approved the suggested process.

Well informed

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Communications and Engagement Group Chairs report

The Head of Organisational Development and Learning presented the chairs report advising that the largest proportion of the current communications work was in connection with the new Hospital and Healthcare facility

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Brexit Update - SGC1819-26

The Head of Organisational Development and Learning reported that NHS Orkney had established a Brexit Risk Register, which would be used to inform short, medium and long term plans as a result of pending exit from the EU. There had been a local EU exit civil contingencies workshop held recently which NHS Orkney contributed to along with partner agencies from across Orkney. This had helped alleviate some concerns on the risk register. She noted that E Graham, Resilience Officer had been released to concentrate his time to Brexit.

The Chief Executive commented that the response would require to be very reactive due to continuing uncertainty.

The Employee Director questioned if there had been consideration to how big an impact there will be if NHS Grampian workforce were affected. The Head of Organisational Development and Learning confirmed this was captured on the risk register. The Human Resources Manager had been provided with a list of

specialties that provide a service to NHS Orkney and had asked NHS Grampian to raise any areas of concern to her.

Decision / Conclusion

Members noted the Implications of Brexit report and the progress being made to mitigate the potential risks.

780 Health and Social Care Staff Experience Report 2018 – SGC1819-27

The Head of Organisational Development and Learning presented the report which showed NHS Orkney as top of the league table of territorial Boards within Scotland. Time had been put into supporting teams to complete their action logs but it was acknowledged there was still work to be done. Some of the areas had completed action logs in 2017/18 but as there had been no follow up from managers teams had disengaged in the current year.

She noted teams who had completed and worked through their action logs were seeing the benefits. The report was positive and members should not underestimate the time and resources that was being put into getting this result.

There was a desire within NHS Orkney to include Orkney Health and Care staff. The Chief Executive would raise this with S Shaw, Chief Officer.

Decision / Conclusion

Members noted the report and praised the efforts of those involved.

Appropriately Trained

781 New Balfour Orientation plan – SGC1819-28

The Head of Organisational Development and Learning briefed members on the content of the report, highlighting information on;

- Train the trainer
- Staff to complete statutory and mandatory training
- Tours and familiarisation
- Formal orientation in teams/departments
- Public tours

Decision / Conclusion

Members noted the plan.

782 Workforce Development - presentation

L Spence, Practice Education Lead for Allied Health Professions and S Campbell, Clinical Education Facilitator for Nursing and Midwifery gave a very informative presentation following a significant piece of work on service, workforce and educational plans across all clinical services in NHS Orkney.

A national and evidence based tool was tested and adapted to gather evidence on

current practice, future practice, workforce planning and educational needs; as well as the national direction being considered. These plans were undertaken jointly with Practice Education and Service and Team Leads, resulting in rich discussions regarding the way ahead for future services. The presentation gave an overview on the work to date with the aim of developing a structured, coordinated and future focused model of service delivery, aligning workforce and having a clinical educational plan for Nursing, Midwifery and AHPs.

The Employee Director enquired if there was a plan around NHS Orkney accommodating the Best Start Implementation week long training. S Campbell replied that there were national discussions around this as Boards were questioning the value to their organisations.

D Drever questioned what direction the Dementia Work streams were taking. The Director of Nursing, Midwifery and AHPs explained that diagnostic rates weren't as high as they should be, probably due to lack of availability of specialists and stigma of diagnosis. The aim was to have better support from the start of the illness. I Grieve suggested that it may be beneficial for the IJB to hear the information on dementia. D Drever agreed to raise this.

Members discussed the importance of links between departments to support and treat patients and the requirement for clinical pathways guidance

The Chair and members commended the work and thanked them for a very informative presentation.

Involved in decisions that affect them

783 Area Partnership Forum Chair's report

The Employee Director presented the report for information.

Decision / Conclusion

The Committee reviewed the report from the co-chair of the Area Partnership Forum and took assurance that matters of importance were being progressed.

784 Minute of Area Partnership Forum meeting held on 16 October, 20 November 2018.

The Committee noted the minutes of the Area Partnership Forum meetings.

Treated Fairly and Consistently

785 Report on status of PINs and progress against HR policy review timetable

The Human Resources Manager reported around ongoing work happening on the Once for Scotland policies. There was an engagement event scheduled for March, which would be looking for policies to be midway and moving to completion. She informed members that the original timeline had been extended but there could require further review.

The Human Resources manager stated that a number of policies were overdue for review but as they would be included in the Once for Scotland there was a plan

to do a light refresher to ensure policies were current.

Decision/Conclusion

786 Members noted the progress report and welcomed further updates as appropriate.
Once for Scotland Workforce Policies Regional Event feedback

This had been covered within the previous agenda item.

Decision/Conclusion

The committee noted the update.

787 **Policies and Procedures**

Water Safety policy.

This policy was approved through Occupational Health and Safety Committee, members were happy to ratify on this basis

Health and Safety policy

This policy was approved through Occupational Health and Safety Committee, members were happy to ratify on this basis

Management of Violence and Aggression policy

This policy was approved through Occupational health and Safety Committee, members were happy to ratify on this basis

Resuscitation policy

This policy was approved virtually by the Staff Governance Committee members, therefore members were happy to ratify on this basis

Facilities Arrangements for Trade Union policy.

Members approved the update.

Decision / Conclusion

The Committee received and approved the above policies.

Provided with a Safe and Improved working environment

788 **Occupational Health and Safety Group Chair's report**

The Committee received the Occupational Health and Safety Chair's Report from the Head of Organisational Development and Learning. The key items for noting where:

- Flu immunisations
- OHS DNAs
- Fire

- Facefit testing
- Pre-employment checks
- Policy
- Fire training

Decision / Conclusion

The Committee noted the Occupational Health and Safety Chair's Report.

789 Committee Annual Review

Completed Self Assessment

Members noted the outcomes from the Self assessment

Terms of Reference

The Human Resources Manager reported that this would be sent out virtually for feedback and approval to allow time for further updates to be completed.

Committee Risks, Controls and Assurance Framework

I Grieve asked that there was an addition to reflect the difficulty in recruitment and risk around this.

Members approved based on this point being added.

Work Plan

The Employee Director pointed out there was reference to staff survey in the plan that should be amended to iMatter.

Members approved based on this update

Business Cycle

The Business Cycle would be updated following approval of the work plan

790 Issues Raised from Governance Committees

There had been no reports from the Chairs of the Governance Committees regarding cross committee assurance.

791 Agree any issues to be raised to Board/ Governance Committees

The Committee agreed that the following items should be reported to the:

792 Board

- Staff Governance monitoring form – positive discussion and partnership working
- Excellent presentation from S Campbell and L Spence
- Staff experience report and success of NHS Orkney

793 **Any Other Competent Business**

No other business was raised

794 **Schedule of meetings**

The schedule of meetings for 2019/20 was noted.

795 **Record of Attendance**

The record of attendance was noted.

796 **Committee Evaluation**

The meeting had been challenging in terms of timing but important discussions had been held.

| Meeting closed at 1330