

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 29 May 2019** at **10.30 am**.

Present: Caroline Evans, Chair
Fiona MacKellar, Vice Chair
David McArthur, Director of Nursing, Midwifery and Allied Health Professionals
Gerry O'Brien, Chief Executive
Kate Smith, Partnership Representative
Chris Werb, Staff Representative

In Attendance: Susan Coull, Interim Operations Director of Workforce
Nigel Firth, Equality and Diversity Manager
Lauren Johnstone, Committee Support (Minute taker)

168 Apologies

Apologies were received from Morag Hood, Issy Grieve, Ashley Catto, Julie Nicol and David Drever.

S Coull advised that Annie Ingram's attendance would be increasing as her secondment position at NHS Tayside had recently finished.

169 Declaration of Interests – Agenda Items

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

170 Minute of meeting held on 20 February 2019

The minute of the Staff Governance Committee meeting held on 20 February 2019 was accepted as an accurate record and approved.

171 Matters Arising

773 Matters Arising

The Chair requested that appreciation was passed on to those regular staff taking up additional tasks. Members agreed it was important those individuals were supported and acknowledged.

581 Work Force Report

The Chair enquired whether capacity had allowed for the formatting of the report to be completed. It was confirmed that this would be prioritised after the move to the new facility.

780 Health and Social Care Staff Experience Report 2018

Members had previously noted their desire for Orkney Health and Care staff to input into the yearly iMatter questionnaire. The Chair advised that S Shaw, Chief Officer had agreed to progress this, but no further update had been received. Members were keen to chase this as arrangements were underway for this year's questionnaire. The Chief

Executive asked that the Committee Support made contact with OIC.

172 **Action Log**

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

03-18/19 Confirmation that assurance arrangements are in place to raise awareness around Bullying and Harassment in the workplace.

The Chair sought reassurance this item was being progressed. The Chief Executive confirmed that he would progress this item after the move to the new facility had taken place. Capacity was limited in delivering training and awareness sessions. The Chief Executive informed members that a letter had been received from the Cabinet Secretary which would assist in articulating plans moving forward. A paper would be submitted to the next Staff Governance Committee meeting updating members on progress.

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

The Chair highlighted the points from the board on the 25 April 2019

- Successes from the Remuneration Committee were noted
- Vacant posts figures had been noted within the operational plan. The Chair took assurance that the Board was aware of the potential contribution to staff illness and stress this may bring.

Decision / Conclusion

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

Governance

174 **Remuneration Committee Annual Report 2018/19**

Members noted the Annual Report.

175 **Area Partnership Forum Annual Report 2018/19**

The Vice Chair presented the report for information.

The report highlighted the busy year they Committee had under taken and detailed the breath of topics that had been discussed. The Vice Chair noted how positive it was to have a RCN representative join the forum. K Smith agreed, however stressed the importance of staff side supporting that individual.

The Chief Executive echoed the positive report and added that a number of formatting changes to the agenda had been agreed for the year 2019/2020 which was hoped to enhance meeting structure further.

The Vice Chair concluded by highlighting the great achievement of representing the island workforce through Once for Scotland, and Job Evaluation discussions.

The Vice Chair requested that the XXX was changed to XXXX within the annual

report. (podiatry)

Decision / Conclusion

Members noted the report.

176 Staff Governance Standard Monitoring Framework 2018/19

The Interim Operational Director of Workforce delivered the Staff Governance Standard Monitoring Framework 2018/19.

Members were advised of the submission deadline of the return. Since the document was reviewed by the Area Partnership Forum, there had been no major changes.

For the benefit of members, the Chief Executive revisited the discussion held by the Area partnership Forum.

Members were in agreement that staff were engaging well with iMatter and suggested a process to celebrate success. The Employee Director was conscious that multiple feedback requests for success stories can become tick box exercises and could demotivate staff.

Decision / Conclusion

The Employee Director requested that within the "Information about our Equality and Diversity Training Seminars" wording was amended to state that not all training was face to face, and some training was carried out online. Members of the Staff government Committee approved the draft report for submission.

177 Committee Annual Review Documentation

Members noted the Terms of Reference, Risk Controls and Assurance Framework, along with Work plan which had been circulated for virtual approval.

The Vice Chair requested that on the fourth page of the Risk, Controls and Assurance Framework document, PIN guidelines was amended to PIN policies.

Decision / Conclusion

Members were in agreement of ratifying the documents with the amended change as noted above.

178 Well informed

No items this meeting.

Appropriately Trained

179 Annual Nursing Revalidation Report – SGC1920-05

The Director of Nursing, Midwifery and Allied Health professionals delivered the Annual Nursing Revalidation Report. The key items delivered to members were;

- In the past six months 16 Nurses and Midwives had revalidated with 108 re-registering.
- 56 Nurses and Midwives were expected to revalidate in the next 6 months with 158 due to re-register
- No HCPC registrants had re-registered in the past 6 months with 17 due to re-register in the next 6 months
- There had been no recorded incidents of lapsed NMC validation in this period and there were no occurrences of lapsed registration for HCPC registrants.

Members were informed of one lapsed registration this year. Clarity between registration and revalidation was given to members. The Director of Nursing, Midwifery and Allied Health Professionals advised members that Human Resources identify any lapsed registrations and then notify Line Managers. He confirmed that the onus of re-registering was on the individual.

The Director of Nursing, Midwifery and Allied Health Professionals drew member's attention to the second paper which covered the entirety of 2018-2019. Figures for the period were:

NMC

- Registration Renewals – 218 staff
- Revalidation – 65 staff

HCPC

- Registration Renewals – 25 Staff

It was confirmed by the Director of Nursing, Midwifery and Allied Health Professionals that a trialled and tested process was now in place to maintain an overview of all registrations.

Decision / Conclusion

Members noted the report.

Involved in decisions that affect them

180 Area Partnership Forum Chair's report

The Vice Chair presented the report for information. The key items illustrated to members were:

- Development Session held in February contained good discussion around the migration plans, Single Authority Model and Staff Governance Return.
- On call / compensatory rest consultation document had been agreed and moved forward at the business meeting held in March
- Members were very encouraged and supportive of the Director of Public Health's presentation on the refreshed Clinical Strategy.

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.

181 Minute of Area Partnership Forum meeting held on 18 December 2018, 19 March 2019 and 16 April 2019.

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

Treated Fairly and Consistently

182 NHS Orkney Equal Pay Monitoring Report – SGC1920-06

N Firth attended via VC to deliver the NHS Orkney Equal Pay Monitoring Report. Members were asked to review the report and feedback any comments.

He advised members that the report was required to be published on NHS Orkney's website no later than 30 April 2019.

Members discussed individuals that requested career breaks. It was hoped that a system would be implemented within the next five years where those on career breaks would continue to attract a pay progression. Members agreed that it was important to highlight this had been recognised by the Board, and should be included within the report.

The Chief Executive commented that there was no mention of the gender pay gap, and that we should state that NHS Orkney were content with the £4.06 differential gap.

Decision/Conclusion

Members approved the report with the included statement on career breaks as discussed. It was agreed that members would receive an updated version of the report.

183 Report on status of Once for Scotland policies and progress against HR review timetable – SGC1920-07

Members were asked to note the progress on the introduction of Once for Scotland Policies which was delivered by the Interim Operational Director of Workforce.

She informed members that two staff side representatives were currently working on the programme, and it was anticipated that this would be available for release in July 2019.

Members were in agreement that the process had been challenging and guidance notes had been misleading.

Decision/Conclusion

The committee noted the update.

184 Policies and Procedures

Health and Safety policy

The Chief Executive advised members that the policy included within the papers was a

refresh of an existing policy which had been reviewed by the Quality and Safety Group and the Area Partnership Forum.

The Vice Chair added that there had been discussion around Health and Safety representatives at the Area Partnership Forum.

Decision / Conclusion

The Committee received and approved the policy.

Provided with a Safe and Improved working environment

No items this meeting

185 Issues Raised from Governance Committees

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

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

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

Board

- Submission of the Staff Governance Committee Monitoring Return
- Equal Pay Report
- Action requested from the Staff Governance Committee in raising awareness on harassment and bullying.

187 Any Other Competent Business

No other business was raised.

188 Schedule of meetings

The schedule of meetings for 2019/20 was noted.

189 Record of Attendance

The record of attendance was noted.

190 Committee Evaluation

Members commented positively on the short and focused meeting. The Committee were in agreement that some issues highlighted would be focused on and included within the agenda over future meetings.

Meeting closed at 1145