MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON WEDNESDAY 16TH SEPTEMBER 2015 AT 14:00 HRS IN THE BOARD ROOM, HAYFIELD CLINIC

Present:
Mr Allan Burns, Chair (chairperson)
Mrs Wilma Brown, Employee Director
Mr Stephen Watt, Co-Chair, ASD&CD LPF
Mr John Paterson, Non Executive Director
Cllr Andrew Rodger, Non Executive Director
Mr Simon Little, Non Executive Director
Ms Alison Nicoll, Co-Chair, G&NEF LPF
Mr Simon Fevre, Co-chair, K&L LPF

In Attendance:
Mr Paul Hawkins, Chief Executive
Ms Rona King, Director of Human Resources, OD & Deputy Chief Executive
Prof Scott McLean, Chief Operating Officer, Acute Services Division
Mr Sandy Riddell, Director of H&SC Integration
Ms Sharon Hutchins, Deputy Director of HR
Mr Bruce Anderson, Head of Partnership
Mrs Rhona Waugh, Head of HR
Mrs Helen Bailey, PA to Rona King (minute taker)

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<th>HEADING</th>
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<td>16/15</td>
<td>DECLARATION OF MEMBERS’ INTERESTS</td>
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<td>Mr Burns declared an interest regarding a school in St Andrews. His grandchildren may attend the school and his wife signed a petition. This declaration was made during the initial work of planning for the new school and is on record.</td>
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<td>Cllr Rodger declared that he is on the council of St Andrews’ school.</td>
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<td>17/15</td>
<td>APOLOGIES FOR ABSENCE</td>
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<td>Apologies were noted for Lorna Sherriffs. Quorum of the meeting was discussed, the meeting was quorate.</td>
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<td>18/15</td>
<td>MINUTES AND ACTION LIST OF PREVIOUS MEETING</td>
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<td>The minutes of the previous meeting held on 1st July 2015 were reviewed.</td>
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Mr Little referred to the discussion at the meeting on 1st July 2015 regarding core training (Item 07/15) and the discussion about identifying the risk, where training should be mandatory for control and restraint. He requested that this be formally noted as it was not in the minute. It was noted that training should be prioritised.

The minutes were approved.

Action List

03/15 Item 2 – New Arrangements for Partnership Working within H&SC Partnership – update
Mrs Brown stated that the provisional dates had been sent round but the meeting had still not take place and asked if there was any update to add. Mrs Brown expressed her concern at the time taken to arrange the meeting and that she was aware some of the General Managers were not attending the next meeting which was due to take place tomorrow.

Mr Riddell assured Mrs Brown that there would be representation from both organisations at the meeting to allow the meeting to proceed. Mrs Brown stated that there had been a meeting on 7th July which had not been relayed to this Group.

Mr Burns noted that this was challenging but recognised that it is moving to the next step and stated that following the meeting the commitment of both organisations to this should be seen.

17/15 MATTERS ARISING
Nothing to report.

18/15 MINUTES FOR NOTING
Mr Hawkins requested that each set of minutes have a front sheet attached detailing anything which needs escalated.

Mr Riddell referred to Item 6.1, Glenrothes & NE Fife LPF minutes and the confusion over General Manager names. Mr Riddell to feed this back to them.

The minutes were noted.
19/15 iMATTERS UPDATE

Mr Anderson updated the Committee and referred to the first Board report. This details the global scores for Cohort 1 having been through the process. Teams are working through the Team Report, discussing how they can improve and producing action points.

Cohort 2 (Directorate of Finance, Public Health and Corporate) have started their Awareness Sessions and have gone live with their questionnaire. Reports will grow and build as more cohorts complete their questionnaires. Cohort 3 goes live in October.

Mr Little stated that on reviewing the results some were of concern and some were very positive, he stated that it was good to see general improvement. Members discussed the survey and the importance of identifying who takes responsibility to ensure appropriate action plans are put in place. Mr Hawkins stated it is the Executive Team's responsibility to ensure this is done. Mr Anderson stated the manager must meet with the team, identify 3 key objectives to address and improve on within 12 months.

Mr Burns asked several members and attendees what their views were on iMatter and all responded positively. Mr Burns stated it is important that the Board understand what is expected to be seen in the organisation going forward.

20/15 CORE TRAINING

Mr Burns referred to the paper circulated.

Ms King updated the group on significant ongoing work around Core Training identifying 9 areas across the core training, statutory and mandatory. Work is ongoing looking at the area Mr Little identified, control and restraint in Violence & Aggression Training, focussing on making sure the appropriate people are trained. Ms King referred to the timetable showing progress and asked Professor McLean to give an update on the significant piece of work by Acute Services Division around Core Training.

Professor McLean reported on the progress focusing on 4 key domains. He reported better demand profiling and developing a hierarchy around the most important training needed. He reported this has moved on significantly. He reported addressing issues such as encouraging local managers to release staff for training.
Ms King stated that the module attached to eESS will result in better live data for managers which will identify any gaps in training. Ms King also referred to the e-learning set of packages in NHS Fife which we are sharing with NHS Education for Scotland (NES). This work has moved on significantly.

Mr Paterson reiterated the importance of prioritising training and the importance of recording and monitoring training and stated it should be on the risk agenda.

Mr Burns asked about the core training in community hospitals and Mr Riddell stated he will get an update from the Workforce Group. Mr Fevre stated that in community there requires to be an improvement in uptake of core skills, there is a lack of clarity in staff base around the 9 core skills and suggested it would be helpful to have more specific information available on the intranet. Ms King stated Mr Kerr was working on this.

Cllr Rodger asked about Resuscitation Training, Mr Hawkins reported there have been 2 additional resuscitation officers employed.

Ms Nicoll stated there are areas where systems are in place and it works well and is recorded.

21/15 NHS CONFIDENTIAL ALERT LINE REPORT

Mr Anderson referred to the paper from Public Concern at Work that there were zero cases of whistleblowing and bullying reported with regards to NHS Fife in its first six months of operation post pilot phase.

Mr Burns asked Mrs Brown her views. Mrs Brown stated the confidential line was widely publicised and it is spoken about, however, people raise concerns in the normal process through the Board and are satisfied that they do not have to take it further.

22/15 ATTENDANCE MANAGEMENT AND WELL AT WORK UPDATE

Mrs Waugh distributed additional papers and spoke to the papers, detailing the statistics and giving an update on the training of managers to manage the short term absence. Mrs Waugh stated that they are looking at the impact and increase in terms of long term sickness absence and referred to the comparison charts in Nursing and Midwifery.
Mrs Waugh updated the Committee on plans to apply for the Health Working Lives gold award. Mrs Waugh referred to recent publicity around Well at Work, NHS Fife’s involvement through the choir, stress tool kit, challenges and physical activities, building on the health and well being of staff by focussing on staff health and helping to reduce sickness absence.

Mrs Waugh discussed ongoing work with OHSAS staff on the review panels.

The Committee discussed long term sickness absence and handling individuals returning to work. Mr Little referred to previous resource issues with OHSAS and the difficulties with long term sickness absentees returning to work from a psychological point of view. Mrs Waugh assured the Committee that counselling, through OHSAS STAR, is encouraged and incorporates counselling and occupational therapy.

AB Mr Burns stated the importance of encouraging the well being of staff. This item to be kept on the agenda.

23/15 ELECTRONIC EMPLOYEE SUPPORT SYSTEM (EESS) PROJECT PROGRESS UPDATE

Ms Hutchins gave an update on the reports of the findings following the end to end testing with 3 pilot boards. Issues arising from this are being addressed nationally, including issues with the recruitment module, iRec.

NHS Fife continues with work locally, developing the risk register, rolling out the OLM and learning system and the next steps are dealing with external learning, i.e. students and staff who are employed by the council but who work within H&S Care.

Work on critical milestones and key dependents on the go live date continues although because it is several years since the first project started, there is a necessity to train someone on the core part of the system. Colleagues in NSS are providing project management.

There are better automated processes to download information and data has now been up to date as at end of August 2015. IT specifications have been shared with IT and they are aware of all issues to be addressed.
Mr Little stated on reviewing this there did not appear to be a planned finish date, although appreciated that this is a national project. Ms Hutchins stated that once the person has been trained dates can be put against timeframes. Ms King reported that the training issue has been raised by HRDs. Mr Hawkins stated he would raise this issue with Mr Ian Crichton, Chief Executive of National Services Scotland (NSS).

24/15 KSF UPDATE

Ms King referred to the paper and talked the Committee through the figures (Appendix 1) regarding KSF reviews. Ms King reported that KSF is being refreshed nationally to make it a more concise document and with the development of eESS they are exploring a bolt on module for recording. NHS Fife will be focussing going forward to less of a tick box exercise and more to concentrating on managers sitting down with staff and discussing issues. Ms King stated that iMatter will also help support this.

Mr Hawkins stated that it is about re-establishing what KSF is for Fife, conversations need to happen. Mrs Brown agreed, however, was concerned at how it is measured, knowing it is happening and getting value from the conversation. The Committee discussed the importance of managers having the conversation with individuals at least once a year.

Mr Hawkins stated he would ensure the performance against the KSF standard would be reviewed and brought back to a future committee.

25/15 STAFF GOVERNANCE MONITORING RETURN 2015

Mr Anderson referred to the report which had been previously agreed and submitted to Scottish Government. It was scrutinised in conjunction with the Staff Survey and with the exception of eKSF it was a good response for NHS Fife with a few follow up questions. Mr Anderson and Mrs Brown have drafted appropriate responses to their questions. Mr Burns stated Staff Governance was happy to endorse this and stated it was a good response and good progress.

26/15 MEDICAL REVALIDATION AND APPRAISAL REPORT

Mrs Waugh stated this report was to reassure the Committee that progress continues in the trained medical workforce and referred to the annual report to HIS and their response which was good feedback.
27/15 FAIRWARNING REPORT

Ms Hutchins gave an update on the Fairwarning System which monitors access that people have to clinical information systems. HR get a monthly report of people who appear to have had inappropriate access which they investigate. Some are confirmed as legitimate but those who have had inappropriate access proceed to disciplinary hearings. The report documents the number of breaches and shows a significant decrease. It is reasonable to conclude that the implementation of the Fairwarning System and associated publicity has resulted in fewer breaches.

28/15 STRATEGIC FRAMEWORK ROLL OUT

Ms King stated that the documentation showed the value part of the strategic framework and circulated the draft communications plan leaflet in relation to it. This will be taken through EDG and A3 posters will be produced and distributed to support embedding across the organisation. Ms King stated it would go out with a personal letter from the Chief Executive.

Mr Anderson reported that while doing the iMatter roll out they were also incorporating the values of the organisation throughout the iMatter process.

29/15 STAFF SURVEY

Mr Anderson reported that it was the final week of the 6 week period of staff survey and response rate was 35%. Mr Anderson complimented Mr Watt as Acute Services achieved its best response rate.

Mr Anderson reported that the results are scheduled for late November/early December. Mr Burns thanked Mr Anderson for the progress.

30/15 HR POLICY UPDATE

Mr Anderson updated the Committee on progress, two policies have been approved, HR34 Relocation Expenses Policy and HR36 Alcohol and Drugs Issues in the Workplace. There is a significant piece of work to be done following the release of the Work Life Balance PIN in July 2015. There are 9 individual policies within that suite. Also awaited is formal release of the Health at Work PIN which determines new policies for management of attendance.
Mr Little sought clarification on the process for approving policies and Mr Anderson and Ms King explained this was through the Executive Directors Group and finally through the Area Partnership Forum.

31/15 AOCB

Mr Burns reported on the NHS Fife Annual Review. Two issues raised were partnership working in terms of Health & Social Care Integration and questions around mental health. It was acknowledged that these need to be followed up.

32/15 ITEMS CIRCULATED FOR INFORMATION

Noted.

33/15 DATE OF NEXT MEETING

Thursday 26th November 2015 at 10:00 hrs in the Staff Club, VHK.