MINUTES OF THE STAFF GOVERNANCE MEETING HELD ON TUESDAY 17TH MARCH 2015 AT 10.00 AM WITHIN THE STAFF CLUB, VHK

Present: 
Mr Allan Burns, Chair, NHS Fife (Chair)  
Mrs Wilma Brown, Employee Director  
Mr Stephen Watt, Co-Chair, ASD&CD LPF  
Mrs Alison Nicoll, Co-Chair, GNEF CHP LPF  
Mr Simon Fevre, Co-Chair, K&L CHP LPF  
Mr John Paterson, Non Executive Director

In Attendance:  
Dr B Montgomery, Interim Chief Executive  
Ms Rona King, Director of Human Resources  
Mrs Mary Porter, General Manager, K&L and D&WF CHP  
Mr David Christie, Director of OD & Learning  
Professor Scott McLean, Director of Acute Services  
Mrs Vicky Irons, General Manager, G&NEF CHP  
Mr Bruce Anderson, Head of Partnership  
Mrs Helen Bailey, PA to HRD (Minutes)

1. APOLOGIES FOR ABSENCE

Apologies were noted from Simon Little.

There were no declarations of interest to note.

Mrs Brown and Mrs Porter requested permission to leave the meeting at 11:30 hrs.

Mr Burns congratulated Vicky Irons on her new appointment.

Mr Burns reported he had a very constructive meeting with MPs on Friday 13th March 2015.

2. MINUTES OF PREVIOUS MEETING

The minutes of the Staff Governance meeting held on 4th December 2014 were reviewed and agreed as a true and accurate record.

Action Points
Action Point updates were noted. Ms King referred to the outstanding Item 3 – Minutes for Noting and asked for feedback from the Co-Chairs. This will be picked up as the organisation moves forward into the new partnership arrangements.
Mr Burns referred to the changes in the organisation with the dissolution of CHPs and emphasised that until the full H&SC Partnership Board comes into place governance arrangements around this must be managed.

Ms King stated that brief discussions around new arrangements have commenced encompassing all staff to retain the partnership arrangements. Mr Fevre referred to discussions regarding the continuation of the LPFs and concern that if it is not clear then there will be a lack of commitment from staff side representatives if they don’t feel they have a purpose. Mrs Brown stated there was discussion at APF and a broad agreement to have one partnership group for H&SC but this needs further progress.

Mr Burns encouraged this to progress and not lose momentum. Mrs Brown and Ms King are to action.

3. MINUTES FOR NOTING

(a) Acute Services Division LPF
13.11.14, 22.01.15 – Minutes noted.

(b) Kirkcaldy & Levenmouth, Dunfermline & West Fife CHP LPF
12.11.14, 14.01.15 – Minutes noted.

(c) Glenrothes & NEF LPF
29.01.15 - Minutes noted

(d) Area Partnership Forum (APF)
24.10.14, 12.12.14 – Minutes noted.

(f) Health & Social Care Integration Partnership – Workforce Workstream Group – 18.12.14 - Minutes noted.

4. MATTERS ARISING
Strategic Framework

Ms King referred to a report at the NHS Fife Board meeting regarding the Strategic Framework looking at definitive timescales and roll-outs. This has been picked up and Professor McLean has good examples of how the senior nurses have taken it forward, working into their workplan.

Ms King stated work is progressing on the timetable and this will go to the Board Development Session and be shared across APF. Dr Elliot is doing work around the clinical strategy. Dr Montgomery stated that the framework has been signed off at the Board. Some of the strategies are being adapted to fit within it and it is being brought through SMT and the
Redesign Committee with more initiatives being incorporated.

Mr Burns referred to the values which should remain intact throughout this process as they are an important part and agreed with Ms King that she would roll this out.

**Health & Social Care Integration (H&SCI)**

Mr Christie referred to the progress report stating that it highlights the senior team reporting to the Director of H&SC and where we are in relation to that. Mr Christie referred to work pulling together the workforce section of the H&SC integration and development of the work regarding Out of Hours services.

Mr Fevre stated his concerns regarding the Staff Governance issue around structures, about disinvestment, 3rd sector partners and what that could potentially mean for staff who are anxious around the change. Mr Christie stressed the importance of communication around the process and stated there is a great enthusiasm of working together and we should continue to encourage people delivering the services.

Mr Burns stated this will be a learning situation, it will not be a single culture, but we need to have good mechanisms in place and the right people. Ms King stated it was useful having this discussion and regarding Staff Governance assurance will be brought back reporting that structures are in place and conversations have been had in partnership. Mrs Porter stated it would be good to get an organisation standard around implementation time.

The paper was **noted.**

5. **iMATTER UPDATE AND PRESENTATION**

Ms King referred to the presentation previously brought to Staff Governance Committee by Liz Reilly and introduced Mr Bruce Anderson (Head of Partnership, HR) who is now leading on this.

Mr Anderson spoke to the paper and gave an overview of this new tool. He informed the Committee that it will ultimately be a replacement for the Staff Survey and it will provide staff with a better opportunity to engage with their line managers. Mr Anderson informed the Committee that awareness sessions were commencing in mid April with HR and SMT participating in the pilot. Mr Anderson referred to the paper outlining the staffing commitment Forth Valley are proposing. Ms King gave an update on discussions with HRDs, in particular around the scores and access of the information. It has been determined that Chairs and Chief Executives will be told the organisation score and there will only be one nominated person in the organisation who will have full access to all of the data, i.e.
HRDs will not have access. The Committee discussed implementing this alongside integration and the need to adapt it as a partnership joint tool. Concern was raised regarding a manager being a Fife Council employee and implications around that. Such issues will be addressed by HRDs and discussed with Scottish Government.

The Committee discussed the resources around iMatter and supporting managers, particularly with other initiatives, eESS and eKSF and noted the limited capacity within the HR Directorate. Ms King stated they would prioritise work and regular updates would be reported back to this Committee on progress.

6. ATTENDANCE MANAGEMENT UPDATE

Mr Burns referred to the cost of absence to the organisation and had challenged people to come back with proposals moving forward. Ms King tabled a paper on absence figures broken down by managerial areas of responsibility. The paper demonstrates levels of absence in specific areas.

Professor McLean made the observations that it was largely nursing, largely ward based and largely in the older end of the age demographics. Professor McLean stated he would share this with General Managers and staff side to drive this forward with monthly meetings in the Acute Division that he was personally going to oversee.

Ms King stated the need for managers to look further into the interpretation behind the graphs.

Mr Fevre referred to the absence has being multifaceted but stated there was not a multifaceted action plan. Ms King referred to Section 5 to pick up actions and some ongoing work around stress toolkit, manual handling and Healthy Working Lives.

Ms King stated a report will be brought back on next steps.

7. ELECTRONIC EMPLOYEE SUPPORT SYSTEM (eESS) AND PROJECT MANAGEMENT UPDATE

Ms King updated the members on eESS progress locally and nationally.

Ms King referred to the work with NHS NSS around project management for eESS and the progress with the 3 pilots. The system is being tested robustly from end to end. Ms King referred to an issue with iRec which is the recruitment part of eESS for which they may have to source a different bolt-on system as a solution. Ms King referred to the proposal from NHS
NSS to come and provide the support in terms of project management which would see NHS Fife embed the core system of eESS for managers to use and ultimately staff to use. Professor McLean stated for core training this needs to be driven to improve training performance. Mr Burns asked if resources were in place for this. Mr Burns suggested this be taken out with the meeting to come to an agreement.

8. KSF UPDATE

Mr Christie referred to the update paper on KSF which outlines the performance at 69% engaged in the process with 52% compliant and a further 17% active, this was also reported to SMT who continue to support staff.

Ms King stated that moving forward, work carried out of KSF lead and various focus groups was circulated and the message heard is that moving into the model of eESS, the system will be simplified and less “clunky” allowing people to do it more timely and people to see a reason and rationale for doing it.

The Staff Governance Committee noted the contents of the report.

9. SHARED SERVICES

Ms King referred to the report to the Committee and the paper which went to the Chief Executive’s (CE) Group.

Mr Fevre stated on reviewing the paper there were no numbers around loss of jobs. Dr Montgomery stated Ian Creighton, Chief Executive of NSS, was leading on this piece of work and the view was that this needed to be progressed. The paper does question numbers but these are reliant on ability to get headcount and rationalise statistics.

Ms King referred to HR Shared Services and that shared services may cost NHS Fife more, Dr Montgomery stated that this point was raised at the CE meeting where several made the point that we would not want to be forced away from the possibility of local sharing.

Mr Fevre asked how this work was being communicated to staff, Ms King stated individual departments are communicating with staff. Ms King suggested it be addressed more widely through APF.

10. FOR INFORMATION: HR Policy Update

The HR Policy and Procedure Action Plan was noted and Ms King thanked staff side colleagues for their work and support around this.
11. AOCB

Staff Governance Action Plan
Mr Paterson asked if the Staff Governance Action Plans were coming back. Ms King stated each of the LPFs were taking the key areas. Mr Watt stated that ASD&CD LPF they take the 5 responses from the survey and get responses back. They are looking at doing a blog.

Ms King stated that action plans for 2015/16 will come back to the next Staff Governance meeting which takes elements forward both across Fife and each of the LPFs.

Agenda Items
Mr Burns asked the members if there was anything else they would want to appear the agenda.

Professor McLean requested the core training paper which David Christie did.

David Christie
Mr Burns stated that this was David Christie’s last meeting before he retired and thanked him for a long and significant contribution to the Health Board and wished him well for the future.

12. DATE AND TIME OF NEXT MEETING

Thursday 30\textsuperscript{th} April 2015 at 10:00 hrs in the Board Room, Hayfield Clinic