MINUTES OF THE STAFF GOVERNANCE COMMITTEE HELD ON FRIDAY 23RD FEBRUARY 2018 AT 10:00 HRS IN SEMINAR ROOM, WHYTEMAN’S BRAE HOSPITAL, KIRKCALDY

Present:
Mr Martin Black, Non Executive Director (Chairperson)
Mr Simon Little, Non Executive Director
Mr Eugene Clarke, Non Executive Director
Mr Andy Verrecchia, Co-chair, Acute Services LPF

In Attendance:
Mr Bruce Anderson, Head of Staff Governance
Mrs Rhona Waugh, Head of Human Resources
Mrs Tricia Marwick, Chair, NHS Fife (observer)
Ms Barbara Anne Nelson, Director of Workforce
Mrs Helen Bailey (minute taker)

NO.  HEADING                                      ACTION
01/18  WELCOME AND OPENING REMARKS               
Mr Black welcomed everyone to the meeting and introduced himself as the new chair for Staff Governance Committee and welcomed Eugene Clark to his first meeting.

Everyone introduced themselves. Mr Black stated that Mrs Marwick was present today as an observer.

Mr Black informed the Committee that Helen Bailey was using the Echo pen which records the content of the meeting.

Mr Black stated his intention to conduct this meeting in a positive manner by finding solutions to take forward the workforce and Staff Governance issues.

02/18  DECLARATION OF MEMBERS’ INTERESTS          
None declared.

03/18  APOLOGIES FOR ABSENCE                      
Apologies were noted for Wilma Brown, Scott McLean, Simon Fevre, Paul Hawkins, Michael Kellet and Helen Wright.
The minutes of the previous meeting held on 22nd December 2017 were reviewed for accuracy and agreed.

Action List

The Action List was reviewed which recorded progress on ongoing matters and indicated items reflected on the agenda.

MATTERS ARISING

KSF – TURAS Implementation/Board Wide KSF compliance

Ms Nelson reported that this item had gone back to EDG to ensure there was a realistic plan as with the transition to the new system there would be a loss of monitoring activity.

Mr Anderson and the Learning and Development team have a plan for February and March and there will be a report to EDG on the impact of this. There will then be a plan in the year of how an acceptable compliance is achieved. There had been a discussion about making that realistic and reasonable which will inform EDG and report back to this Committee.

BOARD ASSURANCE FRAMEWORK (BAF)

Ms Nelson informed the Committee that all committees have to consider the risks within the BAF that relate to their area. In Staff Governance the risks relate to workforce. with the overarching risks relating to workforce sustainability and the sub sets within the risk registers across the organisation relating to workforce. Ms Nelson has reassessed the workforce sustainability which is a score of 16. This was discussed previously and agreed it was a reasonable rating, Ms Nelson stated given discussions this remained reasonable.

Mr Black enquired about Community Services Division still ongoing with a 2016 date, Ms Nelson will ensure this is updated with the narrative and check other dates are appropriate.

Ms Nelson asked if members were content, with the updated review dates and actions, to agree the score. This was agreed.
WELL AT WORK

a) Attendance Management Update

Mrs Waugh spoke to the paper detailing an increase in figures in all operational units of the Board, particularly noting the increased rate in Corporate Services due to support services absence rate. The report gives a detailed analysis to short and long term absence rates along with ongoing improvement works.

Mrs Waugh discussed the ageing workforce and ongoing work looking at intergenerational issues and linking with colleagues promoting the health service agenda. Ms Nelson stated that the last discussion at Staff Governance was useful and there have been discussions with Communications Team as to how to potentially use the Flu Fighters approach within other areas.

Mrs Waugh referred to Dr Hannah’s endowment fund bid which has had initial approval and discussed using the same approach in the attendance arena to help change culture. The Committee discussed prioritising and focusing certain approaches. Mr Clarke asked about the efficacy of return to work interviews and the use of Apps and the analysis of data collected, Mrs Waugh clarified these points and how this information is shared within various fora.

Mr Little welcomed the idea of focusing and prioritising on issues and evaluating it and also suggested using external expertise. Ms Nelson stated that HRDs nationally discuss and share initiatives to support staff and reduce absence rates.

Mr Black referred to the percentage of stress in the organisation which can be impacted by home life which could benefit by sharing information on debt collection, food banks, counselling, etc. Mr Black took this opportunity to offer this thanks to staff who worked across the festive season.

Mr Clarke asked if policies were being interpreted differently in Boards and Ms Nelson clarified the national policy and how managers have the ability to be flexible when required within the policy provisions.

Mr Little asked if there was insight into the change in levels of absence in Corporate Services. Mrs Waugh gave an update which lead to a discussion on future planning to
support our ageing workforce

b) Risk 527 (Sickness Absence) Update

Mrs Waugh stated this report was to make the Committee aware of the risk and give assurance that the risk is being addressed. The Committee noted the report.

08/18 WORKFORCE STRATEGY UPDATE

Ms Nelson stated this was an update on progression of workforce strategy work.

Ms Nelson has met with Michael Kellet and Sharon McKenzie, Fife Council, regarding IJB and NHS Fife discussing the workforce planning arrangements within both parts of the organisation to ensure they are fit for purpose and robust. Good work is progressing to form the overarching workforce strategy. A Strategic Workforce Planning Group has been established to bring together the service leaders form the areas so that the strategy is service lead as well as lead by national and regional guidance.

The workforce strategy is to be published in August and Ms Nelson referred to the projected timetable. Ms Nelson stressed that the process started in 2018/19 strengthening the workforce planning arrangements and when embedded will be a “business as usual” process. This will also link into the revised Service Planning and Financial Planning Framework which Jann Gardner and Carol Potter referred to at the Board Development Session.

Mr Little stated it was good IJB, H&SCP and NHS Fife strategies were starting to align and referred to the future challenges of resources and how to manage the gaps. Mr Little enquired if these challenges were addressed in this strategy and Ms Nelson confirmed that they were at national, regional and local level. Ms Nelson has asked that when transformation documents are submitted that the financial and workforce plan are completed at that time, a cultural change to think about the workforce, at the beginning of the planning process as opposed to at a later stage.

Ms Nelson has spoken to Susan Fraser about the PIDs and strengthening the transformational documents to include the workforce element.

Ms Nelson referred to the GPs accepting the new GMS
contract which has workforce implications as a Board and nationally there is a piece of work to look at the implications of this. GP workforce will also need to be part of the workforce strategy.

09/18 CONSULTANT RECRUITMENT UPDATE

Mrs Waugh referred to the report showing latest consultant recruitment activity and vacancy information. It is a fairly stable position and Mrs Waugh highlighted recent appointments.

Main areas of concern are radiology, nationally this position is similar in other Boards. Also psychiatry, due to retirement, there is an enhanced advert in the BMJ and a video podcast of an NHS Fife psychiatrist which is on social media to attract staff to Fife.

Mr Little asked if it would be useful to have a net outflow/net inflow figure over a year and Mrs Waugh stated she could provide this. Mr Little also asked what the national pipeline was looking like, Mrs Waugh gave an update on the national supply chain.

Mrs Waugh informed the Committee of the recent success for GP sustainability in the ScotGem Programme and having the opportunity to train the future GPs in Fife aligned with St Andrew’s and Dundee Universities and suggested bringing a paper on the to the Committee.

10/18 HR POLICY UPDATE

Mr Anderson gave an update of position on policies, showing review and monitoring and referred to the workplan and action plan.

Mr Clarke enquired if NHS Fife and Fife Council considered joining policies up. Ms Nelson clarified that as two separate employers there is no formal ability to do that although there was national discussions about a Memo of Understanding to support an approach to integrated working.

11/18 DIGNITY AT WORK SURVEY UPDATE

Ms Nelson circulated the letter from Scottish Government which was received today, stating that the Health and Social Care Staff Experience report, which is going to be a combined report capturing the iMatter position for NHS Scotland with individual Board position and also the Dignity
at Work survey which was conducted, is going to be issued next Friday.

Mr Anderson stated that our national iMatter report will be very similar to reports in the past with collation of information from staff who had their cohort runs at the end of 2016 to bring the report to make it as fulsome as possible for NHS Fife staff rather than it being 2017 cohorts. This will alter slightly from last report in terms of response, about 2% and employee index score. But this will all be seen in the report when it comes in.

Ms Nelson and Mr Anderson have discussed how this will be presented to the Board.

12/18 STAFF GOVERNANCE ANNUAL STATEMENT OF ASSURANCE 2017/18 DRAFT

– Best Value Framework

Mr Black referred to the Annual Statement of Assurance detailing attendance, Appendix 1 and requested amendment to John Paterson’s title.

Christina Cooper and Eugene Clark need added in line with the new Committee membership issued last week.

The Best Value Framework was also reviewed and members were content this document is approved and can be signed with the amendments above.

13/18 ANNUAL ASSURANCE STATEMENTS: COMMITTEE SELF ASSESSMENT CHECKLIST

Mr Black referred to the Self Assessment Checklist. Ms Nelson stated all Committees are required to complete this and asked members to complete this and return to Martin Black and herself. A composite response will then be submitted. Ms Nelson will email members this with details. Deadline is end of March 2018.

14/18 INTEGRATED PERFORMANCE REPORT

Mr Little referred to the Performance Summary which states a 4.5% target, the HEAT target is 4 and Mr Little did not recall a decision to vary from this. Ms Nelson stated this was considered a reasonable trajectory improvement in the year. Mrs Waugh stated 4.5% was agreed a trajectory for the Board to work towards when the IPR content was being devised and was discussed at Board level.
The IPR was reviewed and noted that all other issues were covered on the agenda.

15/18 ISSUES TO BE HIGHTED TO THE BOARD

Mr Black and Ms Nelson will meet after this meeting to agree items including workforce strategy, KSF performance, Sickness, iMatter, Staff Survey update.

16/18 ITEMS FOR INFORMATION/NOTING

- Minutes & Action list of the APF (03.01.18)
- Minutes of Acute Service Division & Corporate Directorates LPF (18.01.18)
- Minutes of H&SC LPF (22.11.17)
- Audit B21-C Staff Lottery
- Consultants, Career Grade Doctors and General Practitioners Medical Revalidation & Appraisal Report 2016-17

All noted.

Mr Little referred to the Staff Lottery Audit paper and asked if it is ceasing what happens to the assets. Ms Nelson stated a paper was going to APF and that Carol Potter and Wilma Brown were discussing this. Mrs Marwick stated that the Audit Committee would be the relevant committee at which this would be considered.

17/18 ANY OTHER COMPETENT BUSINESS

Staff Governance Terms of Reference

Ms Nelson referred to the constitution of Staff Governance Committee which was amended in April 2017. This incorporated a transition from 4 non executive members plus Wilma Brown as Employee Director to 4 non executive members subsuming Wilma Brown (Employee Director).

With the revised allocation of members Ms Nelson asked for agreement to revert to 4 non executive members plus Wilma Brown as Employee Director. This has been discussed with Wilma Brown and Mr Black. Members were content with this change which can go to the Board in the Code of Corporate Governance.

18/18 DATE OF NEXT MEETING

Friday 4th May 2018 (time and venue to be confirmed)