

WESTERN ISLES NHS BOARD
STAFF GOVERNANCE COMMITTEE



Minutes of Meeting
22nd February 2018 10am-12.30pm
Meeting Room 2, Health Board Offices

Members Present

Ian Burgess
Dana Murray
Neil Galbraith
Jennifer Porteous
Gillian McCannon
Debbie Bozkurt
Stuart King
Elizabeth Shelby
Deanne Gilbert

Non Executive Director (Chair)
Employee Director (Co-Chair)
Chairman
Director of HR and Workforce Development
Non Executive Director
Acting Director of Finance
Employee Relations Officer
RCN
Acting Head of HR

In Attendance:

Dianne Weatherston

Administrative Support

Mr Burgess took the chair and welcomed those present.

1. APOLOGIES

Apologies were noted from Ron Culley, Maggie Fraser, Gordon Jamieson, Chris Anne Campbell and Ross Munro.

2. MINUTES

2.1. Minutes of 30th November 2017

The minutes were approved as an accurate record.

2.2 Action Points 30th November 2017

All action points are complete.

3. MATTERS ARISING

Moving and Handling Training

Mrs McCannon referred to the Minutes of 30th November 2017, Item 3.2, Paragraph 6 regarding the low uptake of moving and handling training, in particular for doctors. Ms Porteous clarified that it is the Medical Director's responsibility to ensure medical staff are trained. Ms Porteous suggested that Mr Munro alert Dr McKellar to these figures and request intervention.

Action: Mr Munro to write to Dr McKellar to make him aware of the low uptake of moving and handling training for doctors. Mr Munro to request Dr McKellar's intervention.

4. WORKFORCE REPORT

Ms Porteous referred to the Workforce Report which was circulated prior to the meeting. There was a slight increase in sickness absence for December due to flu and flu related illness, however we are still in a better position with the downward trend.

Ms Bozkurt noted an error in the figures on page 12. Mrs Gilbert will rectify this following the meeting.

Mrs Murray referred to the age group graph on page 6 and noted concerns in relation to the percentage of staff that fall into the older category. The committee agreed that this is a concerning trend.

Mrs Gilbert advised that the HR department are in the process of developing the regional workforce plan. Ms Porteous stated that she is involved in a national piece of work which is looking at workforce priorities, and one of the focuses is in relation to young people and the realisation that young people have a different expectation of what work will be like, for example they will be looking for a more flexible approach. Ms Porteous noted the importance of accommodating that approach. Ms Porteous stated that the whole national recruitment process will benefit from a new approach.

Mrs Murray noted concerns that some job adverts state that only electronic applications will be accepted. Mrs Murray noted that not everyone has access to a PC and she feels this may disadvantage some applicants. Mrs Murray and Mrs Gilbert will pick this up out with the meeting.

Mrs McCannon referred to recruitment on page 9 of the report and asked what the response was in terms of these applications. Mrs Gilbert advised that she could produce an example response report of a post, however the age wouldn't be specified. Mrs McCannon requested an example response for a nursing post.

Action: Mrs Gilbert to send an example response report of a nursing post to Mrs McCannon.

Decision: The committee noted the update.

5. EVERYONE MATTERS 2020 WORKFORCE VISION IMPLEMENTATION PLAN

Mrs Gilbert referred to the papers circulated prior to the meeting. This is the final plan for Everyone Matters 2020, and it continues to build on the key priorities. Mrs Murray and Mrs Gilbert are going to amalgamate the actions to address the priorities into the Staff Governance Action Plan.

Mr Burgess stated that the expectation from the Government is to build on what we have achieved and not forget about the work that has been done. Mrs Gilbert agreed, and stated that Mrs Campbell is working on learning and development across the whole organisation.

Mrs McCannon noted that this links well to the action plan.

Decision: The committee noted the update.

6. STAFF GOVERNANCE ACTION PLAN

Ms Porteous referred to the Staff Governance Action Plan which was circulated ahead of the meeting. Ms Porteous stated that the action plan won't be discussed in detail at each meeting, its here as a reference document. This is also linked to Agenda Item 7.

Decision: The committee noted the update.

7. STAFF GOVERNANCE MONITORING FRAMEWORK

Ms Porteous presented the Monitoring Framework which was circulated prior to the meeting. This is used to form the action plan going forward. We receive feedback from the Government in August and we can then amend the action plan following the feedback. This document is due to go to the Government on 31st May.

Mrs McCannon noted the sizeable amount of work involved in this. Mrs McCannon asked how this information gets disseminated to the organisation to promote the work that is being carried out. Ms Porteous advised that the monitoring report goes to CMT and APF for information.

Decision: The committee noted the update.

8. EASY REPORT

Ms Porteous presented the EASY report for October-December. This report was produced by Salus, showing various tables, graphs and analysis. The report also shows our comparison to NHS Scotland, which is looking encouraging.

Ms Porteous noted that this report is used for a number of purposes, one of which to come here for information to the committee, but also to assist Mrs Campbell to look at where we can do further work to support staff and managers.

Ms Bozkurt noted that the graphs are useful. She also relayed some positive feedback on the EASY system when she used it recently.

Mr Burgess referred to Table 1 and asked what the percentages are for. Ms Porteous explained the figures to the committee. Mr Burgess noted that it is encouraging to see that long term sickness absence is on the decline. The committee agreed. Mr Burgess then referred to Page 5 and the mention of under reporting. Ms Porteous noted it could be due to late reporting or managers not closing off absences.

Decision: The committee noted the update.

9. OCCUPATIONAL HEALTH ACTIVITY REPORT

Ms Porteous presented the report as there was no Occupational Health presence at the meeting. The report provides an update on the flu vaccinations and the activity around that. Mr Burgess noted it's very encouraging to see the increase in flu vaccination uptake, and the committee agreed that the advertising and availability of clinics has been exceptional.

Mrs Gilbert advised that there is a national shortage of the hepatitis B vaccine, therefore each person is vaccinated on a risk assessment basis. We continue to work very closely between the Occupational Health and Health and Safety departments in relation to this.

Decision: The committee noted the update.

10. NORTH REGION WORKFORCE PROPOSAL

Ms Porteous referred the committee to the papers circulated prior to the meeting. Mrs Murray and Ms Porteous attended a meeting via VC on 15th February between Employee Directors and HR Directors where proposals as part of the north region development programme were discussed. These papers presented today have now been circulated widely. Ms Porteous stated that this will herald a shift and change on how we provide HR services across the Western Isles and the north region. Mrs Murray noted that during the meeting it was encouraging to see that there was more willingness to understand and consider the Island Boards.

Ms Porteous advised that she is involved in the north approach to Job Evaluation, and a working group has almost been established. It is hoped the first virtual meeting will take place in the next few weeks. Ms Porteous has been working with Mrs Murray and Adam Palmer, Employee Director from Highland to explore what a north region APF would look like.

Decision: The committee noted the update.

11. HEALTH PROMOTING HEALTH SERVICE AND HEALTHY WORKING LIVES

Mr King presented the papers which were circulated prior to the meeting. Mr King stated that the role of the Healthy Working Lives Group is to maintain the Gold Award and to promote the work we're doing in various areas. There is a quarterly focus for the Group which will go out via the Team Brief to promote it to staff. The committee were referred to paper 11 (3) which details this quarters focus.

Mr King referred to the Mentally Healthy Workplace Training which aims to assist managers in recognising mental health issues in their employees, and it also equips them with tools to respond to these issues. Mr Burgess asked if there is an opportunity for school teachers to be invited to this training. Mr King will feedback this query to Mrs Norma MacLeod, Healthy Working Lives Adviser.

Ms Porteous noted that the Health Promoting Health Service team won an award for their 'Walk 500 Miles' campaign. Ms Porteous explained the initiative to the committee in detail.

Mrs McCannon stated that there is lots of impressive work going on. Mrs McCannon asked if uptake figures from the 15 minute lunchtime walk, weigh in, jog works etc. are available. Mr King will pull together the figures and present them at the next meeting.

Action: Mr King to pull together uptake figures from the 15 minute lunchtime walk, weigh in, jog works etc. and present them at the next meeting.

12. eKSF/TURAS

Mrs Gilbert advised that she is currently working with the national team on the roll out of Turas, and the accounts are scheduled to go live on 1st April 2018. Historical eKSF information can still be viewed however it can't be amended.

The Turas national team have advised that they will be developing training for administrators, however this isn't available as yet. Mr Burgess asked how information is being recorded in the interim period until the system goes live on 1st April. Mrs Gilbert stated that information has gone out to managers to make them aware that there are paper versions available until the new system is up and running. Mrs Murray noted concerns that staff aren't aware that paper versions are available.

Mrs Gilbert advised that staff were notified via two Team Briefs. Mrs Murray and Mrs Gilbert will continue this discussion out with the meeting.

Mr Galbraith noted concerns that there is no training available. Mrs Gilbert advised that she has had discussions with the Turas Lead in relation to the need for training. Mr Galbraith stated that we must insist that someone provide training on this system.

Mrs Murray stated that it appears eKSF was stopped before TURAS was fully developed and finalised, and she noted concerns that this disadvantages staff. She stated it is important that staff will not be penalised in any way for the lack of recording in the interim period.

Decision: The committee agreed that training on the Turas system is important.

13. FOR INFORMATION

13.1 EU Citizens Working in NHS Scotland

Ms Porteous presented the paper for information. Mr Galbraith noted concerns regarding the third paragraph from the bottom.

Decision: The committee noted the paper for information.

14. MINUTES FOR INFORMATION

Area Partnership Forum

14.1 23rd November 2017 (Approved)

The committee asked for clarification in relation to the Dog Related Incidents Guidance Sheet. Mrs Murray explained that there have been incidents where staff have been in properties where there are uncontrolled dogs, and patients are not always willing to control them. The purpose of the guidance sheet is to support staff, and to flag up that the Board has zero tolerance for uncontrolled dogs that may put staff in an unsafe position. Mrs Murray noted the importance of community staff sharing information to make each other aware if there is an uncontrolled dog in certain properties.

Decision: The committee noted the minutes for information.

15. AOB

No other business was raised.

16. DATE AND TIME OF NEXT MEETING

Date: 17th May 2018

Time: 9am-1am

Venue: Meeting Room 2, HBO

END