

Approved at SGC on 03 May 2022

Chief Executive and Chairman's Office
Eglinton House
Ailsa Hospital
Ayr KA6 6AB

Staff Governance Committee
2 pm 14 February 2022
MS Teams

Present: Mrs Margaret Anderson, Non-Executive Board Member (Chair)
Councillor Laura Brennan-Whitefield, Non-Executive Board Member
Mr Adrian Carragher, Non-Executive Board Member
Dr Sukhomoy Das, Non-Executive Board Member

Ex-officio Ms Claire Burden, Chief Executive Officer
Ms Sarah Bush, Staff Participation Lead
Ms Allina Das, Staff Participation Lead
Mr David Donaghey, Staff Participation Lead/RCPod
Mrs Frances Ewan, Staff Participation Lead
Mrs Sarah Leslie, Human Resources (HR) Director

In attendance: Mrs Lesley Bowie, Chair NHS Ayrshire & Arran
Mr Hugh Currie, Assistant Director for Occupational Health, Safety
& Risk Management
Mrs Lorna Kenmuir, Assistant HR Director - People Services
Ms Elaine Savory, Equality and Diversity Project Manager
Ms Pauline Sharp, Committee Secretary (minutes)

- | 1. | Apologies and Welcome | Action |
|-----------|--|---------------|
| 1.1 | Apologies for absence were noted from Mrs Crumley, Mr Hope, and Councillor Reid. | |
| 2. | Declaration of Interest | |
| 2.1 | The Committee was not advised of any declaration of interest. | |
| 3. | Draft Minutes of the Meeting held on 15 November 2021 | |
| 3.1 | The Committee approved the minutes of the meeting held on 15 November 2021. | |
| 4. | Matters Arising | |
| 4.1 | The Committee noted the Action Log for previous meetings with all matters complete, on the current agenda or future agendas for updates. | |

- 4.2 Mrs Bowie raised her concern regarding the lack of target dates for a number of actions on the log. Mrs Leslie advised, due to many pieces of work being paused, it now was appropriate to start establishing timelines once again. She would meet with Mrs Anderson to agree these and incorporate into the SGC Workplan.

SL/MA

Governance

5. Committee Workplan

- 5.1. Mrs Anderson and Mrs Leslie reassured the Committee that although the Planner was lighter than previous years, due to some assurance reports and streams of work having been paused over the pandemic, they were focussed on recovery and remobilisation. A catch-up plan and development agenda would help the Committee have a renewed focus and return to its full capacity.

Outcome: The Committee noted and welcomed the detail and direction of the Forward Planner for 2022/23.

6. Terms of Reference (TOR) Annual Review

- 6.1 The SGC reviewed and endorsed the SGC TOR to be presented to the NHS Board for their approval without any additions or changes.

Outcome: The Committee approved the SGC Terms of Reference without any changes.

7. People Plan 2021/22

- 7.1 Mrs Leslie provided a brief overview of the areas detailed in the Plan against the Support objective in order to provide the Committee with assurance. She emphasised it was important to think of the essential support required in order to carry these out well. The main points she highlighted included:

- Remobilisation within OHRD with all non-essential work having been paused over the last 2 years.
- Corporate risk around health and safety. Working with CMT colleagues to produce trajectories in terms of Workplan.
- Importance of Section 1 Core H&S Statutory Safety objections. Ensure adequacy of resourcing.

Ms Bowie raised her concern about whether these should be a strategic risk since there were significant gaps with there being the danger of not meeting the statutory objectives. She considered this could be for a short time period eg 6 months until

complete. The Committee agreed the need for a discussion due to the backlog and whether these risks required to be elevated.

Mr Currie advised this was important for the SGC to discuss. He provided a bit of background on the impact of staff being redeployed over the past 2 years on backlogs but the commitment now to doing everything possible to get back to normal. He had taken a paper to the CMT regarding finances/resources to pick up on both Safety and Risk management with action plans in place. He noted if these risks were on the Strategic Risk Register then this would go to the NHS Board for assurance.

- 7.2 Mrs Leslie offered to meet with Ms Burden and Mr Currie to discuss reviewing the position of risks on the Risk Register (whether strategic or operational) and bring assurances back to the SGC. **SL/CB/HC**

Outcome: The Committee noted and were assured by the work being done in relation to the Support theme within the People Plan.

8. Staff Governance Monitoring

The paper had not been available for the current meeting, therefore, would come to the SGC May meeting. **PS/SS**

9. Area Partnership Forum (APF) update

- 9.1 Ms Burden noted the following highlights from the 17 January 2022 APF which had met once since the last SGC. These included:
- Positive updated guidance on daily LFTS, PCR testing and COVID tracking.
 - Pension update events sponsored by Mr Lindsay, Finance Director had been well supported and were helping staff with information on a complicated subject.
 - Full capacity protocol – NHS Ayrshire & Arran had been at full capacity for a considerable period of time which was not a good place to be for the system. Work to address this was being undertaken with a response plan due within the next month.
- 9.2 Mrs Das had been involved in the Pension Update events being held along with Mr Hope and Mr Lindsay, Finance Director. She advised these had been very well supported and engaged with. She also highlighted the additional annual leave day to be taken within 2022/23 to commemorate the Queens Platinum Jubilee.

Outcome: The Committee noted the update from the APF and the reassurance that NHS Ayrshire & Arran were progressively supporting staff during remobilisation.

10. Strategic Risk Register

- 10.1 Mr Currie provided an overview of the current situation with risk management activity and the latest version of the Staff Governance Strategic Risk Register, with accompanying objectives, for the SGC awareness, scrutiny and assurance. The content of the paper had already been considered by the Risk and Resilience Scrutiny and Assurance Group on 21 January 2022. Mr Currie advised unfortunately there was a risk missing from the paper, Compliance-Statutory Regulations, Management of Occupational Road Risk but that this risk was not due for review until 28 February 2022. He advised that he would circulate an updated copy of the paper to the Committee.

Appendix 2 provided a breakdown for each risk including status, risk Current and risk Target with next review date. Work was ongoing on Lead Directors Assurance Statements to ensure detail provided guarantees for governance. The team were working on a number of improvements including better description of the risk appetite section and development of a Risk Assurance Map providing Committee members with an easy recognisable way in which to demonstrate effectiveness of controls.

Within his own Team he advised they had lost 2 experienced colleagues to private industry with a recruitment process ongoing currently.

- 10.2 Mrs Bowie discussed the Health and Safety risks which were identified in the People Strategy update earlier on in the agenda. She asked that consideration was given to escalating the existing Operational Health and Safety Resource risk to strategic level.

Mrs Leslie noted the concern regarding the workforce risk score and the possible requirement to elevate this. She provided context with NHS Ayrshire & Arran experiencing over 10% absence levels December/January 2022 due to Omicron and staff isolation requirements. Since then the absence position had improved significantly but remained an important risk. Workforce supply was a significant risk now and for the future with this being a focus currently of work through the CMT.

Outcome: The Committee were assured with the work being done to manage the strategic risks under the governance of the SGC and would await the outcome on whether Health

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and Safety resource operational risk should be escalated to a strategic risk.

Key Updates

11. Whistleblowing

- 11.1 Mrs Leslie and Dr Das provided an overview of the Quarter 3 (October to 31 December 2021) report and thanked Mrs McCulloch, Head of Corporate Governance and Mrs Callaghan, Corporate Governance Coordinator for collating the data, allowing themes to be analysed and intelligence to be gathered for future learning. Dr Das highlighted for the Committee his concern that although a couple of cases took 128 days to close that patient safety was not compromised with NHS Ayrshire & Arran identifying this and minimising any risk as soon as possible. Mrs Bowie enquired about the duration of the Oversight Group with Dr Das replying this would be discussed and debated at the next meeting. Mrs Leslie considered this was the correct time to review work. In terms of the concern regarding time taken to conclude cases this was being impacted on by the capacity of investigators but there was a commitment to investigate and implement actions to address.

Outcome: The Committee noted the current performance for whistleblowing concerns received and supported NHS Ayrshire & Arran's process going forward.

12. Internal Audit Reports

12.1 IT Controls – User Access.

This paper had not been available to be presented to the SGC and would, therefore, come to the SGC May 2022 meeting.

PS/SS

13. Equality & Diversity

- 13.1 Ms Savory, Equality and Diversity Project Manager provided background and detail on the re-established Corporate Equality structure. Detail was provided in the report on work schemes and their related actions to achieve. The responsible Director leading on the specific actions and their teams were still in the process of being finalised. The Committee welcomed the detail provided and the direction of travel.

Mrs Bowie noted under the Communications tab the work being done specifically for the deaf community and queried if similar was being invested in the blind and partially sighted community. Ms Savory detailed the rationale of focusing on the British sign Language (BSL) community and particularly older BSL signers.

With regards to the blind and partially sighted community their focus was on a person centred/needs approach and having personal conversations. Mrs Bowie also asked whether the target dates of March 2022 under the buildings tab was realistic. Ms Savory advised she would adjust this to make it clear the targets would go beyond March 2022.

Outcome: The Committee noted and endorsed the work being done in relation to Equality & Diversity.

14. Medical Appraisal and Revalidation

14.1 Dr McGuffie was on annual leave and had asked the SGC if they had anything they wished clarification on or questions to feed these back through Mrs Leslie and he would provide the answer. The discussion was opened out to the Committee and issues raised included:

- Possibility of a contingency plan for NHS Ayrshire & Arran going forward regarding the appraisal process, revalidation etc.

Mrs Leslie welcomed the discussion and highlighted the importance of investing in clinicians, all staff requiring registration and the broader workforce via PDR process, CPD, revalidation and reappraisal and how this was essential to the delivery of quality services. If this investment was not made NHS Ayrshire & Arran would not be doing their best for patients and services. Mrs Leslie to take this forward with Dr McGuffie, Professor Borland and Mrs Crumley.

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Mr Carragher supported the comments made and raised the issue of sections of the workforce who were not under some sort of mandatory regulation and that this should be factored into ongoing discussion. Mrs Anderson also raised the issue of how this information was communicated to staff and how awareness was raised.

Outcome: The Committee noted the report and the importance of the Appraisal and Revalidation process especially as services were remobilised.

Items for Information

15. Employee Relations Report

15.1 The report provided Employee Relations current activity. Mrs Leslie advised although the data was anonymised there was detail to assure the SGC these were being managed within time scales including reasons. Work was ongoing looking at

alternatives to suspension to ensure absences were as low as possible.

Outcome: The Committee considered and noted the Employee Relations position in the Quarter 3 Report.

16. Remuneration Committee Update

- 16.1 The SGC noted the key issues of the 3 February 2022 Remuneration Committee meeting.

Outcome: The Committee noted the discussions of the Remuneration Committee of 3 February 2022.

Governance Arrangements/Reporting to NHS Board

17. Risk issues to be reported to the Risk and Resilience Scrutiny and Assurance Group (RRSAG)

- 17.1 The Committee agreed the following risk required to be reported to the RRSAG.

1. Health and Safety. Mrs Leslie and Mr Currie to take this forward as an action.

SL/HC

Outcome: The Committee noted one risk they wished to be reported to the RRSAG.

18. Key issues to report to the NHS Board

- 18.1 The Committee agreed to highlight the following key issues from the current discussions, using the template provided, at the next NHS Board on 28 March 2022:

1. Equalities Implementation Group work.
2. People Plan – Health & Safety and Mental Health
3. Whistleblowing - standard item.
4. SGC appreciation for colleagues and staff who worked incredibly hard to get NHS Ayrshire & Arran through the winter period and currently to remobilise services.

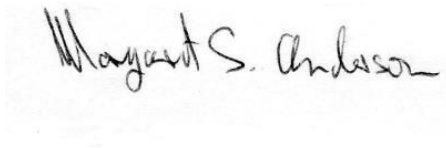
Outcome: The Committee agreed the key issues to be reported to the next NHS Board summarising the SGC discussions.

19. Any Other Competent Business

- 19.1 There was no further business.

20. Date of Next Meeting

Monday 3 May 2022 at 2.00 pm, MS Teams

A handwritten signature in black ink that reads "Margaret S. Anderson". The signature is written in a cursive style and is positioned above a horizontal line.

Chair Date03 May 2022.....