

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 2 June 2025
Title:	Staff Governance Committee meeting on 7 May 2025 – Chair's report to NHS Board
Responsible Director:	Sarah Leslie, HR Director
Report Author:	Sarah Leslie, HR Director

1. Purpose

This is presented to the Board for: Discussion.

This paper relates to: Local policy to ensure good governance practice in reporting from Board committees

This aligns to the NHS Scotland quality ambitions of Safe, Effective and Person Centred. Good governance practice supports the effective delivery of services across the organisation.

2. Report summary

2.1 Situation

This report provides information to Board Members on key updates discussed within the Governance Committee's remit, in order to provide assurance to the Board that those matters have been identified and are being addressed, where required.

2.2 Background

The Board Model Standing Orders advises that Board meeting papers will include the minutes of committee meetings which the relevant committee has approved. To ensure that there is no delay in reporting from committees this paper provides a timely update on key updates from committees.

2.3 Assessment

Key updates agreed by Committee are noted below. Identification of organisational risks, stakeholder considerations and other impacts were included in papers to the Committee.

- The Committee were encouraged by work in Scottish Vocational Qualifications (SVQ) and Modern Apprenticeships (MA). NHS Ayrshire & Arran has been accredited by the Scottish Qualifications Authority as a provider of approved

qualifications for the past 30 years and our Training Centre has consistently been commended for the high standards of compliance through External Verification audits, with all formally registered candidates pursuing qualifications achieving them within the specified timescales. SVQs & MAs are currently delivered in Business & Administration, Dental Nursing (resulting in formal registration with GDC), Healthcare Support – Clinical and in Learning & Development.

- The Committee received a positive update from Employee Relations as the team continued to utilise the informal Early Resolution stage of Once for Scotland policies, with 171 early resolution processes during 2024/25. Due to not progressing to formal stages, this has saved a significant amount of time for managers, Staff Side and HR Manager colleagues, as well as considerably reducing the stress factor for all those involved in the processes.
- The Committee were pleased to note the improvement in Personal Development Review (PDR) compliance which was currently 46%. Although the local target of 60% has not yet been reached, this has been a steady improvement since before the pandemic. The Committee were encouraged by the range of activities undertaken by the team to improve compliance, including training for reviewers, revision of the PDR MAST module on LearnPro, the recruitment of PDR Champions across the Organisation and regular updates via Daily Digest.

2.4 Recommendation

The Board is asked to be aware of and discuss the key updates highlighted, and receive assurance that issues are being addressed, where required.