

NHS Greater Glasgow & Clyde	Paper No. 19/72
Meeting:	Board Meeting
Date of Meeting:	17 December 2019
Purpose of Paper:	For Noting
Classification:	Board Official
Name of Reporting Committee:	Staff Governance Committee
Date of Reporting Committee:	5th November 2019
Committee Chairperson:	Mrs D McErlean, Co-Chair – Chaired Mr A Cowan, Co-Chair

Update on Key Items of Discussion at Staff Governance Committee

1. Recommendation:

- 1.1 That the Board note the key items of discussion at the recent meeting of the Staff Governance Committee as set out below, and that the Committee was not quorate and therefore any items for approval were noted and deferred to the next meeting for approval.

2. Key Items of Discussion:

- 2.1 Providing assurance to the Board that it is meeting its obligations in relation to Staff Governance under the NHS Reform (Scotland) Act 2004 & the Staff Governance Standard.
- 2.2 The Committee received presentations and had the opportunity to scrutinise the following areas:
- East Renfrewshire Health and Social Care Partnership
 - Acute Services

Key Message: The Staff Governance Committee received evidence and was assured that wide compliance was being achieved and that areas that required improvement were well understood and plans existed to progress this.

3. Other matters reviewed by the Committee:

- 3.1 Draft Annual Staff Governance Committee report to NHS Board submitted by Co-Chairs for approval outlining the key business of the Committee during

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2018/19, for onward transmission to the Area Partnership Forum and NHS Board.

Key Message: The Staff Governance Committee noted the Annual Report, which outlined the purpose and composition of the Committee, business items considered, and key outcomes identified through presentations during 2018-19.

As the meeting was not quorate, the Committee agreed that the report be circulated to members for final comment and thereafter submitted to the Area Partnership Forum and the NHS Board meeting on 17 December 2019.

- 3.2 Update on the development of the NHSGGC Workforce Strategy and engagement undertaken to date and going forward.

Key Message: The Staff Governance Committee noted the progress on developing a Workforce Strategy for NHSGGC and were pleased with the consultation that had taken place with stakeholders including a pulse survey which included engagement with over 2,000 staff. Updates on progress will be provided at future Staff Governance Committee meetings.

- 3.3. Update on progress against the actions in the Appropriately Trained and Developed section of the Staff Governance 2019/20 Workplan focusing in particular on the work undertaken in relation to the Patient Administration Transformation Programme

Key Message: The Staff Governance Committee noted progress on the actions within the Appropriately Trained and Developed section of the Workplan. In addition, the Committee received an update on the work of the Patient Administration Transformation Programme which illustrated elements of this strand of the Staff Governance Standard.

The Committee commended the excellent work which had been undertaken in such an inclusive and professional way for this group of staff. It was agreed that lessons learned could be shared in other areas.

- 3.4 Update on Medical Appraisal and Revalidation including receiving a copy of the NHSGGC Medical Appraisal and Revalidation Quality Assurance Self Assessment submission.

Key Message: The Staff Governance Committee noted the Board's Medical Appraisal and Revalidation submission and received assurance in regard to the Board's appraisal and revalidation achievements therein for the appraisal year 1 April 2018 to 31 March 2019. The Committee noted 95% compliance was achieved and that an update would be provided when formal feedback was received from NHS Education Scotland.

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- 3.5 Update on Workforce Equality Activity including an update on Disability Confident award, promotion of unconscious bias, and the progress and work of the staff engagement forums.

Key Message: The Staff Governance Committee noted that the Board had achieved Disability Confident accreditation until October 2022, and noted the plan to roll out training on unconscious bias. A repeat of the Fairer NHS Staff Survey is planned for mid to end November 2019 and the Workforce Equality Group, along with representatives of Staff Disability Fora, are arranging an equalities event in the Spring 2020. The Committee were pleased to note the range of positive initiatives being taken forward.

- 3.6 Update on the Health and Safety Executive (HSE) Implementation Plan highlighting achievement of training compliance requirements for Sharps, Falls and Moving and Handling

Key Message: The Staff Governance Committee were reassured to learn that 100% compliance had been achieved in sharps, falls and moving and handling training within Phase 1. The HSE had been provided with an update on progress on Phase 2 compliance at the 30 October 2019 deadline. It was noted that up to 80% compliance for falls and sharps and 90% for moving and handling was expected by the end of November 2019. The Committee noted that compliance was being closely monitored on a weekly basis, and would receive further updates on progress to achieve completion of Phase 2 and Phase 3, and maintaining the required levels of compliance.

- 3.7 Update on Staff Flu Vaccination to outline details of the uptake by staff and delivery models adopted

Key Message: The Staff Governance Committee noted the uptake of 12,966 staff (33.4%) at 4 November 2019. The increased use of peer vaccination was noted to try and improve uptake within NHSGGC and particularly amongst nursing staff. The Committee would be provided with a further update.

- 3.8 The mid year Whistleblowing Report for the period 1 April 2019 – 30 September 2019 provided details of cases being investigated or closed in the reporting period.

Key Message: The Staff Governance Committee noted the progress with cases during the reporting period and were assured that the issues raised were being investigated in accordance with the Whistleblowing Policy. The Committee noted that information on the Independent National Whistleblowing Officer and the proposed Whistleblowing Standards guidance were awaited.