

BOARD OFFICIAL

NHSGGC SGC(M)22/01  
Minutes: 1-11

NHS GREATER GLASGOW AND CLYDE

**Minutes of a Meeting of the  
NHS Greater Glasgow and Clyde  
Staff Governance Committee  
held via Microsoft Teams, on  
Tuesday 1 February 2022 at 9.30am**

**PRESENT**

Mr A Cowan (Co-Chair in the Chair)

Ms A Cameron-Burns (Employee Director and Co-Chair)

Dr P Ryan

Mr C Vincent

Ms A Khan

Mrs J Grant (Chief Executive)

**IN ATTENDANCE**

Mr M Allen	Senior Administrator
Dr J Armstrong	Medical Director (Item 6)
Mr J Best	Chief Operating Officer, Acute
Ms S Blades	Associate Chief Nurse, Corporate Nursing (Item 7c)
Ms T Carrey	Interim Workforce Planning & Analytics Manager (Item 7a)
Ms B Culshaw	Chief Officer, West Dunbartonshire Health and Social Care Partnership (HSCP)
Dr L Donaldson	Director of Medical Education (Item 6)
Mr W Edwards	Chief Operating Officer, Acute
Ms C Heuston	Assistant Chief Officer, Human Resources, Glasgow City HSCP
Mrs D Hudson	Staff Governance Co-ordinator / iMatter Operational Lead
Mrs M Macdonald	Head of Learning & Education
Mrs A MacPherson	Director of Human Resources & Organisational Development
Ms P Martin	Head of Staff Experience
Ms M McCarthy	Co-chair, Glasgow City HSCP Staff Partnership Forum
Mr S Munce	Interim Head of Human Resources, Resources and Development
Ms E Quail	APF Secretariat
Mr G Wilson	APF Secretariat

1.	WELCOME AND APOLOGIES	ACTION BY
	<p>Mr Cowan welcomed all to the meeting with apologies noted from Ms Carmichael, Ms Mechan, Ms Owens, Mr Shennan and Mr McCready.</p> <p>Mr Cowan welcomed Ms Cameron-Burns to her first meeting as Co-Chair and Ms Carrey to her first meeting as Interim Workforce Planning &amp; Analytics Manager.</p> <p>Mr Cowan advised that this will be the last Staff Governance Committee meeting that Mr Best will attend ahead of his retirement and that Mr Edwards, the new Chief Operating Officer, for Acute, was in attendance to observe.</p>	

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	Mr Cowan advised that the key focus of the agenda was an update on Enhanced General Medical Council Monitoring, a Workforce update and consideration of the updated Human Resources and Organisational Development Risk Register.		
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>		
	There were no declarations of interest intimated.		
<b>3.</b>	<b>MINUTES</b>  The Minutes of the Committee meeting held on 2 November 2021 (SGC(M)21/04) were approved as a correct record following a proposal by Dr Ryan, which was seconded by Mr Vincent.  <u>APPROVED</u>		
<b>4.</b>	<b>MATTERS ARISING</b>		
<b>4.1</b>	<u>Rolling Action List</u>		
	Mr Cowan, Co-Chair, had circulated the Rolling Action List (Paper 22/01) and advised that there were four items on the Rolling Action List, with all marked for closure.  The Committee noted the updated Rolling Action List and agreed the items proposed for closure.  Mr Cowan referenced discussion at the last meeting, where Ms Culshaw noted the many similarities between 2019 and 2021 iMatter results, stating that it might be useful to see a breakdown of data by Health and Social Care Partnership and Directorate. Mrs MacPherson advised that a comparison of NHS Greater Glasgow and Clyde's (NHSGGC) data, including Health and Social Care Partnerships (HSCP) with national data will be presented at the next meeting.  <u>NOTED</u>		Ms Martin
<b>5.</b>	<b>URGENT ITEMS OF BUSINESS</b>  There were no items raised.		
<b>6.</b>	<b>MEDICAL EDUCATION – ENHANCED GENERAL MEDICAL COUNCIL MONITORING UPDATE</b>  Dr Armstrong and Dr Donaldson provided Committee members with an update on progress in respect of the General Medical Council (GMC) Enhanced Monitoring status of Medicine at Inverclyde Royal Hospital, Obstetrics and Gynaecology at the Princess Royal Maternity Unit,		

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	<p>Medicine at the Queen Elizabeth University Hospital and Psychiatry at Inverclyde Royal Hospital.</p> <p>The Committee noted that there had been positive discussions with the GMC and Deanery, culminating in the launch of a six month pilot project, with smart objectives that allow a clear focus on timescales and what is achievable within the recommendations for each site.</p> <p>Dr Donaldson advised that positive progress was being made across all sites and a key to this was effective collaboration, leadership and that as a result, there are recommendations at sites that are no longer part of the Enhanced Monitoring.</p> <p>Dr Ryan asked whether Dr Donaldson could expand on the recommendations for Psychiatry at Inverclyde Royal Hospital. Dr Donaldson advised that there 13 recommendations in total, with many linked to recruitment challenges around consultant posts and the current education supervisor vacancy, with this vacancy expected to be filled in the coming months and with the post holder based on site. Dr Armstrong advised that some of the recommendations were considered easier to implement at pace, for example, Junior Doctors having access to regional junior teaching on a regular basis and that plans are in place to address these through joint work with the Integrated Joint Board.</p> <p>Ms Khan asked whether there are any common themes across the sites under Enhanced Monitoring, with Dr Donaldson advising that many had elements that were common, but requiring different solutions and that the work on smart objectives was having a positive impact.</p> <p>Mr Cowan thanked Dr Armstrong and Dr Donaldson for the update, noting the positive progress made and advised that the Committee look forward to receiving progress updates at future meetings.</p> <p><u>NOTED</u></p>	
7.	<p><b>WORKFORCE UPDATE</b></p> <p>Mr Cowan advised that he had written to and received a response from the First Minister and Cabinet Secretary in relation to the Staff Governance Committee's support for staff following recent criticism in the Scottish Parliament and the media of the Queen Elizabeth University Hospital and Royal Hospital for Children. It was noted that correspondence had been circulated to Committee members.</p> <p>Mr Cowan advised that Mrs Grant will introduce this agenda item, ahead of the presentations.</p> <p>Mrs Grant highlighted that usual winter pressures and the Omicron variant of Covid placed a heavy burden on staff, with 1800 staff off work for exclusively Covid reasons in early January, although this figure is currently at 650. Mrs Grant advised that recruitment of trained staff is</p>	

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	<p>currently particularly challenging, with vacancies either not being filled or filled internally, which transferred pressures to other areas. The additional staffing resource required for Covid-specific areas such as vaccinations and contact tracing was also highlighted, as well as the challenges associated with supporting Care at Home and Care Homes. Mrs Grant stressed the importance of continuing to support colleagues who have worked through the pandemic and the need to give thought to how potential future spikes and variants could be managed.</p> <p><b>7a) Workforce Performance Report</b></p> <p>Ms Carrey provided Committee members with an update on Workforce Performance, which included a Workforce Information Summary, a Staff Availability Summary, COVID Absence Summary, Training Compliance summary and Workforce Equality observations. Committee members were provided with the slides in advance of the meeting and noted the summary data presented.</p> <p><b>7b) Wellbeing – Covid Workforce Update</b></p> <p>Mrs MacPherson provided Committee members with a Workforce Health and Wellbeing update in relation to COVID. This included a focus on a wide range of Mental Health and Wellbeing Initiatives in 2020-21, those underway to support over the winter of 2021/22 and beyond, and a comparison of Occupational Health Activity between 2020 and 2021. Committee members were provided with the slides in advance of the meeting and noted the activity highlighted.</p> <p><b>7c) Safe Staffing and Whistleblowing</b></p> <p>Ms Blades provided Committee members with an update on Safe Staffing and Whistleblowing. This included a focus on operational support and communication for staff in challenging circumstances locally and nationally, professional support for staff in challenging circumstances and the process and support mechanisms for when safe staffing concerns are escalated. Committee members were provided with the slides in advance of the meeting and noted the importance of the information provided to the committee and the assurance provided in these areas.</p> <p><b>Discussion</b></p> <p>Mr Cowan thanked all three presenters for their detailed overview, noting the importance of provided the Committee with assurance in these areas.</p> <p>Mr Vincent welcomed the processes and support mechanisms in place for when staff wish to escalate concerns and asked what measures are in place to ensure staff know how to use them and don't use whistleblowing in the first instance. Ms Blades highlighted the</p>	
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	<p>importance of top down support and effective communication to mitigate concerns before they reached the point of whistleblowing. Mrs MacPherson advised that she is working with the Director of Communications on refreshing the “Speaking Up” campaign which will ensure staff are aware of the appropriate processes and escalation routes. Mrs MacPherson assured the Committee that the Health and Safety Forum review Covid related staffing reports from Datix and numbers are not high.</p> <p>The Committee was assured that robust processes exist and sought further assurance through regular reporting to the Committee on how well the safe staffing regulations and policies are applied consistently across the Board and how they are understood by staff. The Committee requested a further report at a future meeting.</p> <p>Mr Shennan asked about the range of impact on staff of Long-Covid and whether any research was being carried out. Mrs MacPherson advised that the Long-Covid team and support unit within Occupational Health are supporting the return to work of staff with Long-Covid and that the impact varies from person to person with physical and psychological results. Mrs MacPherson added that the psychology team are currently noting their findings and an appropriate report will be presented to the Staff Governance Committee in due course. Mrs MacPherson also advised that the number of staff experiencing Long-Covid continues to remain relatively stable.</p> <p>In relation to the Workforce Equality data, Ms Khan asked whether it was usual for a month to month decrease in available data to occur, with Ms Carrey advising that the percentage changes month to month can be very small, but when looked at over a longer period, data capture has improved since May 21, by at least 1 percentage point in all areas.</p> <p><u>NOTED</u></p>	<p>Ms Blades</p>
<p>8.</p>	<p><b>AREA PARTNERSHIP FORUM</b></p> <p>Ms Cameron-Burns had circulated a report (Paper 22/02) to provide the Committee with an update on the work of the APF during 2021 and a look forward to work in 2022. Ms Cameron-Burns highlighted that in relation to the Peer Support training module available on LearnPro, she had completed it and found it to be informative and supportive. Mrs MacPherson highlighted the success of achieving Investors in People status in Inverclyde against a backdrop of Covid and that this will now be rolled out across the wider organisation.</p> <p>Dr Ryan asked if there is a date set for staff providing evidence to the Public Inquiry and what support is being offered. Mrs MacPherson advised that a date is expected to be announced shortly and a specific staff support group has developed guidance and support for staff.</p>	

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	<p>The Committee noted the update.</p> <p><u>NOTED</u></p>		
9.	<p><b>HUMAN RESOURCES RISK REGISTER</b></p> <p>Mrs MacPherson had circulated a report (Paper 22/03) which presented the Human Resources and Organisational Development section of the Corporate Risk Register.</p> <p>Mrs MacPherson advised that following the last meeting of the Staff Governance Committee, the agreed changes had been made, weightings revised and a new risk in relation to succession planning added.</p> <p>Committee members agreed that sufficient assurance from the information provided had been received and agreed to approve both the existing three corporate risks, scores and mitigating actions and the addition of the risk, score and mitigating actions for a further risk related to succession planning.</p> <p><u>APPROVED</u></p>		
10.	<p><b>CLOSING REMARKS AND KEY MESSAGES TO THE BOARD</b></p> <p>Mr Cowan advised that key messages to the Board will be included in the Co-Chairs' report to the February 2022 Board meeting and will include reference to the update on Enhanced Monitoring sites, the Workforce updates and the approval of the Human Resources and Organisational Development Risk Register.</p> <p>Mr Cowan thanked Mr Best for all of his contributions to the Committee and wished him well for his forthcoming retirement.</p> <p>Mr Cowan thanked all presenters, contributors to discussions during the meeting and those involved preparing papers.</p>		
11.	<p><b>DATE &amp; TIME OF NEXT MEETING</b></p> <p>The next meeting of the Staff Governance Committee will be held on Tuesday 24 May 2022 at 1.30pm. The venue will be confirmed in due course.</p>		
	<p>The meeting ended at 1100hrs.</p>		