NHS Greater Glasgow and Clyde

NHS Greater Glasgow & Clyde	Paper No. 21/52
Paper Title	**Standing Committee Chairs Board Report**
Meeting:	**Board Meeting**
Date of Meeting:	**17 August 2021**
Purpose of Paper:	**For Assurance**
Classification:	**Board Official**
Name of Reporting Committee	**Staff Governance Committee**
Date of Reporting Committee	**3 August 2021**
Committee Chairperson	**Mr A Cowan, Co-Chair (Chaired)** **Mrs D McErlean, Co-Chair**

1. Purpose of Paper:

The purpose of this paper is to inform the NHS Greater Glasgow and Clyde (NHSGGC) Board on key items of discussion at the most recent meeting of the NHSGGC Staff Governance Committee (the Committee).

2. Recommendation:

The Board is asked to note the key items of discussion at the meeting of the Committee on 3 August 2021 as set out below and seek further assurance as required.

3. Key Items of Discussion:

3.1 Medical Education Governance
- For awareness.
- The Committee was provided with an update on trainee wellbeing, Civility Saves Lives, induction, the impact of COVID on training and Quality Management of medical education. It was agreed that the Committee will receive detailed updates on areas with enhanced General Medical Council monitoring at its next meeting.
- The Committee noted the paper – purpose achieved.

3.2 NMC Referrals and Assurance (Annual Report)
- For assurance.
- The Committee was provided with an update on Nursing and Midwifery Council open cases during the period 1st April 2020 – 31st March 2021, noting 63 open cases, accounting for less than 0.5% of the 13,091 registered nursing and midwifery workforce, this figure being below the national average of 1%.
- The Committee noted the paper and the intent to further develop the format & to provide improved visibility around the support that is offered to staff experiencing referral and who require it – purpose achieved.

3.3 Annual Governance Report to NHS Board
- For approval.
- The Committee discussed their Annual Governance Report to the Board, noting that it was now consistent with reports for other Board Committees and agreeing to make some minor amendments.
- The Committee approved the report – purpose achieved.

3.4 Staff Governance Monitoring Return
- For approval.
- The Committee reviewed the Staff Governance Monitoring Return, noting it would be returned to the Scottish Government by 24 September 2021. The Committee agreed that it was important to share success stories and noted that this would be referenced as part of the Internal Communication and Employee Engagement Programme.
- The Committee approved the return – purpose achieved.

3.5 Workforce Strategy (Action Plan)
- For awareness.
- The Committee was made aware of the introduction of the Workforce Strategy 2021-2025 phase one Implementation Plan (April 2021 – December 2022) and that it will be refined to further develop outcome measures and include a RAG status for progress monitoring, with regular updates to future Committees.
- The Committee noted the update – purpose achieved.

3.6 Workforce Equality
- For assurance.
- The Committee was assured that the Workforce Equality priorities are being progressed, through the delivery of the revised and recently approved Workforce Equality Action Plan. The Committee also noted that the equality, diversity and inclusion pages on HR Connect had been revised and would be publicised in the coming weeks.
- The Committee noted the paper – purpose achieved.

3.7 Summary Workforce Information Report and Storyboard
- For assurance.
- The Committee reviewed the workforce information presented, noting that as well as headcount information provided, data on gaps in key areas and the approach to addressing this, together with a better understanding of the total workforce requirement would be helpful. The 44% compliance rate for Knowledge Skills Framework was of concern as was performance in some areas in statutory and mandatory training with management action required to deliver improvement in Fire Safety Training.
- The Committee noted the information – purpose achieved.

3.8 Whistleblowing
- For assurance.
- The Committee reviewed the Annual Whistleblowing Report for 2020/21, the new Quarterly Whistleblowing Report for 1 April to 30 June 2021 and the closed cases from 1 April 2017 to 21 May 2021. The committee wished to acknowledge the individual contribution that Jennifer Hayes has made to improving both transparency and the framework of information around which reports are provided. The committee had some concerns around the time taken to review and complete some investigations, but received assurance that this is recognised and should be improved over time.
- The Committee noted the papers – purpose achieved.

3.9 Area Partnership Forum Report
- For awareness.
- The Committee reviewed the update on the work of the Area Partnership Forum.
- The Committee noted the update – purpose achieved.

3.10 Human Resources Risk Register
- For approval.
- The Committee reviewed the updated Risk Register and agreed to retire the two risks proposed for closure and noted the addition of three new risks, which require a review of mitigations and the residual risk scores.
- The Committee approved the Risk Register changes – purpose achieved.

3.11 Annual Review of Terms of Reference
- For approval.
- The Committee reviewed its Terms of Reference and subject to some minor editorial amendments and additional reference to the relationship between the committee & the Remuneration Committee, it was content to approve them in line with the approach to Active Governance.
- The Committee approved the Terms of Reference – purpose achieved.

3.12 Remuneration Committee
- For assurance.
- The Committee received a verbal update on the meeting of the Remuneration Committee on 30 July 2021 where an update on Executive and Senior Manager posts and changes to Terms of Reference were both approved and Consultants' Discretionary Points outcomes for 2019/20 noted.
- The Committee noted the update – purpose achieved.

3.13 Cycle of Business
- For assurance.
- The Committee reviewed the Cycle of Business presented and agreed to make some minor amendments. To ensure consistency across all Standing Committees, it would be helpful if direction on the frequency for risk register review could be standardised.
- The Committee noted the update – purpose achieved.

4. Issues for referral to other Standing Committees or escalation to the NHS   Board:

None.

5. Date of Next Meeting:

2 November 2021.