



**NOT PROTECTIVELY MARKED**

<b>Public Board Meeting</b>		<b>31 March 2021</b> <b>Item 14</b>
<b>THIS PAPER IS FOR NOTING</b>		
<b>STAFF GOVERNANCE COMMITTEE MINUTES OF 9 DECEMBER 2020 AND VERBAL REPORT OF 18 MARCH 2021</b>		
<b>Lead Director Author</b>	Madeline Smith, Chair of Staff Governance Committee Lindsey Ralph, Board Secretary	
<b>Action required</b>	The Board is asked to note the minutes and verbal report.	
<b>Key points</b>	<p>In compliance with the Service's Standing Orders, the approved Committee minutes are submitted to the Board for information and consideration of any recommendations that have been made by the Committee.</p> <p>The minutes of the Staff Governance Committee held on 9 December 2020 were approved by the Committee on 18 March 2021. A verbal update of the meeting held on 18 March 2021 will be provided by the Chair of the Committee.</p>	
<b>Timing</b>	Minutes are presented following approval by the Committee. The Board will receive a verbal update of the most recent Committee meeting from the Chair of the Committee.	
<b>Link to Corporate Objectives</b>	This paper relates to our goal of ensuring staff have a voice and people are at the heart of everything we do.	
<b>Contribution to the 2020 vision for Health and Social Care</b>	Everyone Matters is the national strategic workforce contribution to the 2020 vision. All work of the Staff Governance Committee and the Staff Governance Action Plan is aligned to this.	
<b>Benefits to Patients</b>	The Staff Governance Committee has responsibility, on behalf of the Board, to ensure that there is effective monitoring of the machinery for effective staff governance within the Service. Effective staff governance assists in creating a workplace where staff feel valued, and are appropriately located, skilled and developed to deliver safe, effective, patient centred and quality care.	
<b>Equality and Diversity</b>	Workforce equality monitoring information, equality outcomes and associated reports, are monitored through the Staff Governance Committee. Equality impact assessments are carried out for individual workstreams, including policy development and review. Relevant equality impact information is reported to the Staff Governance Committee.	

NOT PROTECTIVELY MARKED



## MINUTES OF STAFF GOVERNANCE COMMITTEE

10:00 ON WEDNESDAY 09 DECEMBER 2020  
VIA MICROSOFT TEAMS

**Present:** Madeline Smith, Non-Executive Director (Chair)  
Stuart Currie, Non-Executive Director  
John Riggins, Employee Director  
Tom Steele, Board Chair, Non-Executive Director  
Martin Togneri, Non-Executive Director

**In Attendance:** Paul Bowtle, Head of Workforce Systems and Analytics  
Lewis Campbell, Regional Director, East  
Coralie Colburn, HR Manager  
Frances Dodd, Director of Care Quality and Professional Development  
Alison Ferahi, Head of Organisational Development and Wellbeing  
Graeme Ferguson, Head of Human Resources and Employee Relations  
Pippa Hamilton, PA to Director of HR&OD (Minutes)  
Pauline Howie, Chief Executive  
Liz Humphreys, Non-Executive Director  
Lyndsay Lauder, Director of Workforce  
Maria McFeat, Deputy Director of Finance (*from 12:00*)  
*Jamie McNamee, Staff Side Representative, Unite the Union (ex officio member)*  
Toby Mohammed, Head of Education and Professional Development  
Sarah Stevenson, Risk Manager  
Ann Tobin, HR Manager - Equalities  
Milne Weir, Regional Director, North  
Tony Wigram, Head of Health and Safety

**Apologies:** Steven Gilroy, Staff Side Representative, UNISON (ex officio member)  
Gary Coll, Staff Side Representative, GMB, (ex officio member)

### ITEM 1 WELCOME AND INTRODUCTIONS

Madeline Smith welcomed everyone to the meeting.

Committee were reminded of the virtual meeting etiquette and were asked to ensure that their microphones were placed on mute when they were not speaking and to use the “raise hand” function during the meeting, should they wish to speak.

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## ITEM 2 DECLARATIONS OF INTEREST

- Standing declarations of interest were noted: Martin Togneri, in his capacity as a Board member of NHS24. Madeline Smith, in her capacity as Vice Chair of NHS24 and Board Member of Digital Health and Care Institute Centre (DHI).

## ITEM 3 MINUTES OF MEETING HELD ON 16 SEPTEMBER 2020

The minutes of the meeting held on 16 September 2020 were discussed and approved as an accurate record of the meeting.

## ITEM 4 MATTERS ARISING NOT ON THE AGENDA

None to note.

## ITEM 5 STAFF GOVERNANCE COMMITTEE AND SUB COMMITTEE TERMS OF REFERENCE REVIEW

Lyndsay Lauder presented Committee with the Terms of Reference (ToR) for the Staff Governance Committee and Sub-Committees.

Committee were asked to:

- Review the ToR for the Staff Governance Committee which outlined minor changes to job titles within the membership and recommend any further changes.
- Note that the Remuneration Committee considered and endorsed their ToR with no changes.
- Note the Health Safety and Wellbeing Group considered and endorsed their ToR with no changes.

Madeline Smith suggested that it be noted within the Staff Governance Committee ToR that it is a statutory Committee. It was agreed that this suggestion would be discussed with the Board Secretary to ensure consistency across all Committee ToR.

Committee advised that they were content to approve the Terms of Reference as presented.

### Action:

1. **Secretariat** to discuss suggested inclusion within Staff Governance Committee ToR stating that it is a statutory Committee with **Board Secretary** to ensure consistency across all Committee ToRs.

## ITEM 6 SPECIAL TOPIC – PULSE SURVEY

Ann Tobin provided an update on the Everyone Matters Pulse Survey Report. It was noted that the pulse survey was live for a three weeks between 02 and 23 September 2020. Ann advised that the survey included personal wellbeing questions taken from the Office for National Statistics (ONS), existing iMatter Survey questions, 2 qualitative questions, 2 working environment questions and demographic questions about the differing impacts of COVID-19 on staff.

Committee noted that the Service achieved a 40% response rate compared with the national health and social care rate of 43%. Unlike the iMatter Survey there was no requirement to achieve a 60% response rate for a Board report to be generated. Ann advised that the Board report would provide a summary of the responses to each of the quantitative

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questions and would be included within the National Health and Social Care Report 2020, which was due to be published in early December 2020.

Committee noted that next steps included:

- Continued promotion of the wide range of health and wellbeing resources available to staff.
- Asking Directorates to discuss their results with staff and agree a brief action plan to respond to themes and continue providing support to all staff.

Ann advised that following release of the Board Report, this would be discussed with the Senior Leadership Team and Executive Team to identify emerging themes and to agree a SAS Pulse Survey response plan for discussion at the March Staff Governance Committee.

Members thanked Ann for the informative paper presented. Madeline Smith noted that there was an SMS response option for the pulse survey and asked if the rate of uptake was available. Ann advised that unfortunately the Service was unable to widely support the SMS option, adding that this option was currently only accessible to those staff who had previously received a paper copy of the iMatter questionnaire. Ann advised members that she had raised this issue with the National Team and it was hoped that there would be more support for this function available in the future.

Committee discussed the importance of staff voices being heard through surveys such as this and the need to support and encourage participation to maximise returns. Liz Humphreys advised that during a recent staff engagement session, it was suggested that teams should have engagement champions to help explain the benefits of completion of such surveys and engagement work. Liz added that the Service needs to continue to build the momentum of this work, suggesting that this be explored further through the Health and Wellbeing Strategy.

Madeline Smith agreed with Liz's suggestion, adding that she was keen for such work to be explored through the Health and Wellbeing Strategy. Madeline commented on the success of the staff engagement sessions.

Tom Steele added that every organisation faces challenge around feedback and staff engagement surveys. He noted the limited value in comparing SAS results with other special health boards and territorials given the unique nature of the Service. Tom noted that the value the Service will gain from this work will be through analysis of the detail and finding new ways of engagement.

Jamie McNamee confirmed that staff side actively encourage employees to participate. Jamie added that the staff engagement sessions have been positive and should continue as long as they are two way conversations with staff having opportunity to contribute.

Madeline Smith added that she would like to see the action plan from the Pulse Survey being integrated with other relevant plans such as the OD plan and the Health and Wellbeing Strategy to ensure alignment of common themes and actions.

Committee noted the information provided and looked forward to the update in March.

**Action:**

- 2. HR Manager - Equalities** to provide a paper on the agreed actions from the Pulse Survey to the March Committee meeting.

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## ITEM 7           WORKFORCE DIRECTORATE - VERBAL UPDATE

Lyndsay Lauder advised Committee that the Workforce Directorate's senior team were currently undergoing some internal changes, involving a realignment and reallocation of responsibilities in the Senior team. Lyndsay advised that in this context Paul Bowtle will become Head of Workforce Systems and Analytics and Alison Ferahi, Head of Organisational Development and Wellbeing. Graeme Ferguson, formerly HR Manager North has been appointed Head of HR and Employee Relations in succession to Kevin Reith.

Lyndsay added that the Executive Team had approved the recruitment of four OD and Learning Practitioners who will be recruited on a 2 year fixed term basis in March 2021. These posts will support Regional Directors and Alison with the delivery of the OD Plan and important priorities such as the leadership and management development programme.

Committee noted that work will continue in 2021 to review and modernise the HR service with the work being led by Graeme Ferguson.

Madeline Smith noted the positive work undertaken to renew and reinvest in the Directorate.

## ITEM 8           STAFF GOVERNANCE ACTION PLAN (SGAP)

### Item 8.1           Staff Governance Action Plan 2020/21 – Progress Update

Lyndsay Lauder presented the Staff Governance Action Plan which included progress updates following approval of the Plan at the June 2020 Committee meeting. Lyndsay advised that the plan had been refreshed following feedback from the last Committee meeting.

Committee noted that;

- 7 of the 24 initiative contained within the Plan had been completed
- 14 of the initiatives are at green status and expected to be delivered within target timescales
- 2 initiatives are at amber status highlighting the risk of delivery against the original timescales, due to slippage caused by COVID-19

Madeline Smith noted that the detail and presentation of the Plan had improved, allowing Committee oversight of the progress against each of the action outcomes.

Madeline noted concern in relation to the proposed closure of SGAP/20-21/10 - Statutory and Mandatory Training. Madeline advised that although one part of the action had been completed the action in relation to the tracking of completion by activity and role shows a target date "to be confirmed". Madeline suggested that a completion date be allocated to this action and it remains open noting that this action would continue into the 2021/22 Plan. Lyndsay Lauder acknowledged Madeline's concerns and agreed that she would reflect on the detail of the action and clearly outline what remains outstanding.

#### Action:

3. **Director of Workforce** to reword action - SGAP/20-21/10 - Statutory and Mandatory Training, to ensure that this remains open with a clearly aligned timescale and details of the work which remains outstanding and will be carried forward into the 2021/22 Action Plan.

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## Item 8.2 Workforce Vector of Measures

Paul Bowtle presented Committee with the workforce information paper and vector of measures. Committee noted that non-COVID absence levels had risen slightly, although October was lower than the previous month. Paul added that overall absence was 2% lower than in October 2019. Committee noted that the implementation of the new Once for Scotland Attendance Policy, along with employee wellbeing support should help to sustain lower absence rates.

Paul advised Committee that Team Leader Protected Management Time had remained stable since 2018 adding that the development of the Operational Management Model would support progress towards the overall 40% aim. Paul added that due to COVID-19 trajectory plans for this work were being reviewed and updated.

Committee noted that work was underway by the Workforce Systems and Analytics Group to scope development of a National Board single integrated people analytics dashboard which would enable the Service to combine data from different sources in a more integrated and coherent way.

Madeline Smith advised that it was good to see absence and turnover levels decreasing however, added that she would like to see more data on COVID absence being included in future reporting to Committee.

Committee asked about the progress of Learning in Practice (LiP) and Paramedic Education and the plans for getting these back on track post COVID-19.

Toby Mohammed advised that in relation to LiP, options are being explored for online learning as given the current social distancing guidance, face to face learning cannot be delivered. Paramedic Education is on track to be delivered with online learning. Committee also noted that the first practice placements for the Service are due to start in January 2021 with work being undertaken to review station capacity for accommodating these placements. Committee asked for a summary vector of measure for Education to also be included within the vector of measures paper presented to Committee. It was agreed that Toby would link in with Paul Bowtle to ensure this was included within future reporting to Committee.

### Action:

- 4. Head of Workforce Systems and Analytics** to include COVID absence data within Vector of Measures reporting to future Committee meetings.
- 5. Head of Education and Professional Development** to ensure that a summary vector of measure for education is included within the vector of measures paper presented to future Committee meetings.

## Item 8.3 Workforce Risk Register

Sarah Stevenson presented Committee with the current version of the Workforce Risk Register for approval. Committee were advised that a full review had been completed to assess all workforce risks and ensure the register only reflects organisation wide High and Very High workforce risks.

Sarah asked Committee to note that following review of the register, one risk (3639) had been closed and the risk description had been updated on one risk (3737).

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Liz Humphreys noted that the Corporate Risk Register included intended timescales and queried whether this could also be included within the Workforce Risk Register. Sarah confirmed that she would take this forward and ensure that the intended timescales were included within the Workforce Risk Register for presentation to the next Committee meeting.

Committee noted and approved the presented Risk Register.

**Action:**

- 6. Risk Manager** to include the intended timescale for each Risk within the Workforce Risk Register ahead of presentation to the next Committee meeting.

**Item 8.4 Internal Audit Actions**

Committee noted the paper presented, which advised that since the September 2020 report to Committee there had been no new audit actions which fell within the Staff Governance Committee remit.

**ITEM 9 PROVIDED WITH A CONTINUOUSLY IMPROVING AND SAFE WORKING ENVIRONMENT, PROMOTING THE HEALTH AND WELLBEING OF STAFF, PATIENT AND THE WIDER COMMUNITY**

**Item 9.1 OD Plan 2020/22**

Alison Ferahi reminded Committee that the OD Plan was discussed at the September Committee and approved subject to further discussion by the Executive Team in relation to the resourcing required for implementation of the Plan. Committee noted that following Executive Team discussion, funding had been agreed for four OD Practitioner posts on a 2 year fixed term basis.

Committee noted that within the presented paper reference was also made to a coordinator/project manager post and enquired whether this post would support both Organisational Development and Wellbeing.

Lyndsay Lauder confirmed that the coordinator/project manager post would not be an additional resource and that work was underway to consider options for the delivery of the role, including an integrated support posts from within the Workforce Directorate.

Tom Steele queried whether the OD Practitioners would form part of the Regional Management Teams. Alison advised that the posts would form part of the OD Team, managed by herself, however would be well embedded within the Regions as well as all having a national portfolio.

Committee approved the OD Plan and noted that it was keen to see the impact on delivery of the OD Plan following the introduction of the OD Practitioner posts at future Committee meetings.

**Item 9.2 SAS Workforce Plan 2021 - 2024 Development and Consultation Process**

Coralie Colburn presented Committee with a detailed paper outlining the workforce planning process for 2021/24 for noting. Coralie highlighted that as a result of COVID-19 the Scottish Government had introduced new submission timescales and were delaying publication of the first version of 3-year workforce plans. It was noted that as a result of the revised

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timescales, Boards are required to submit a 3-year Workforce Plan covering the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025, by 31<sup>st</sup> March 2022.

Members noted the paper and requested that an update be brought back to the March Committee.

**Action:**

- 7. Head of HR and Employee Relations/HR Manager (CC)** to provide March Committee with an update on progress with Workforce Planning in SAS.

**Item 9.3 Final Draft Health and Wellbeing Strategy**

Alison Ferahi presented the final draft of the Health and Wellbeing Strategy for approval, along with a Wellbeing Roadmap 2021-2022 for discussion.

Committee noted that following discussion at the September Staff Governance Committee and further consultation work carried out since the September meeting, the strategy has been refined to provide a shorter, more readable format with plainer language. Alison advised that the Strategy presented to Committee was the outcome of the refinement work and although the format is somewhat different to the previous draft, the key messages and overall content remained the same.

Alison explained that a Wellbeing Road Map 2021-2022 had been included within the presented paper and links to the Health and Wellbeing Strategy 2021-2024. Committee noted that the Roadmap contains milestones of what will be achieved in each of the Strategies five sections in six monthly phases for the first year of the Strategy. It was noted that the Roadmap would continue to be reviewed throughout the life of the Strategy ensuring that any changing landscape and direction of travel are incorporated.

Committee commented that the Strategy was very attractively designed and the interactive nature of the lay out was very engaging.

Madeline Smith advised that she would like Committee to be updated on continuing staff engagement on the Strategy implementation. Alison advised that work is underway on the effective measurement and evaluation of impact of the Strategy.

Tom Steele commented that he liked the new presentation of the Strategy and looked forward to regular updates on the implementation of the Strategy with the emphasis on the delivery of measurable outcomes.

Committee approved the presented Health and Wellbeing Strategy.

**Item 9.4 Culture Change Map**

Lyndsay Lauder presented Committee with a Culture Change Map which aimed to present the various elements of culture change and development in a way that highlights links and connections. Committee noted that the Map had been aligned to three themes, Improving Wellbeing, Building Resilience and Creating a Great Place to Work and would connect back to the Health and Wellbeing Strategy to ensure that it was aligned and supports the strategic intentions. Frances Dodd advised that the Map was a work in progress and Lyndsay and herself would be grateful for any further contributions for inclusion.

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Liz Humphreys advised that she had some suggestions and would be happy to have a discussion in more detail offline with Lyndsay and Frances. Frances thanked Liz and advised that she would arrange for a meeting to be set up to discuss further.

Tom Steele referred to the Blueprint for Good Governance and a Boards role in influencing culture, noting that this work plays into a larger piece of work at Board level given that culture had been identified as one of the five pillars of Board assurance activity.

Committee noted the Culture Change Map and looked forward to future progress updates.

**Action:**

8. **Director of Workforce and Director of Care Quality and Professional Development** to discuss Culture Change Map offline with **Liz Humphreys** with a view Liz's suggestions for inclusion in the Map to be taken forward.

**Item 9.5 Health and Safety Update**

Tony Wigram provided the Committee with a Health, Safety and Wellbeing update. Tony highlighted:

- **Health and Safety Executive (HSE)/Procurator Fiscal**  
A scheduled update was provided to the HSE in relation to the Fatigue work plans, to which the HSE remain content with progress.
- **Fatigue Management System and Action Plan**  
Following meetings of the Fatigue Working Group, it is expected that the Fatigue Framework will begin the policy approval process in December.
- **Flu Vaccination Campaign**  
The Flu vaccination campaign continues at pace. It was noted that a delivery of an additional 800 vaccines had been received and immediately distributed.
- **COVID-19 Vaccine**  
It was noted that the Service hoped to begin receiving deliveries of the vaccine the around 21<sup>st</sup> December.

Martin Togneri noted that at the time of writing the presented paper it was explained that 2755 flu vaccines had been administered to staff. Martin asked how that figure aligned with the target of vaccinating 60% of all staff. Frances Dodd advised that currently the Service is sitting at 55% of staff vaccinated compared to 30% last year.

Joh Riggins queried whether the Service was confident that the figure of 55% included all staff that have been vaccinated out with the Service. Frances advised that work had been undertaken to ensure that as many of these staff are captured, however at the moment there was reliance on staff advising the Service if they had received the vaccination via another route.

Tony Wigram added that there was a vaccine management tool currently in place for COVID-19 vaccines which will also be utilised next year for flu vaccinations and this will enable more accurate recording of the number of staff vaccinated.

Committee discussed the COVID vaccination campaign. It was noted that the Service had hoped to start the campaign on 2<sup>nd</sup> December 2020, however this had been delayed by work with the Scottish Blood Transfusion Service (SBTS) to get the vaccines packed down into smaller quantities. It is anticipated that the vaccine programme for the Service will be

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underway for patient facing staff from 21st December and that the roll out will take around 12 weeks.

Frances asked Committee to appreciate the ever changing situation and the significant logistical planning and workforce mobilisation required to deliver the programme in the timescales required but she assured the Committee of the Service's preparedness for the task.

Tony Wigram advised that lateral flow testing would be rolled out to patient facing staff, adding that the Service hopes to receive delivery of the kits around 11 December and these will then be distributed by Regional managers to their staff. Initial planning was to introduce a local recording system, however, a national solution is available via National Services Scotland (NSS) which will remove the need for local recording. Tony added that staff would require to have a confirmatory PCR test if a positive result was given via a lateral flow test.

## **Item 9.6 Demand and Capacity Programme Update**

Lewis Campbell provided Committee with an update on the Demand and Capacity programme and highlighted the following:

- The Demand and Capacity Steering Group had reconvened with meetings scheduled for the next 12 months.
- Documents approved included the Core Principles, and the Measurement Benefits Realisation Frameworks.
- Roster Keys had been received for the updated model.
- Working Party Programme redesign for virtual delivery is now ready to go with 4 groups and will commence in February 2021.
- Annual AMBSIM software training was complete.
- Refresher WORKSuite software training scheduled for January 2021.
- Funding announced for Demand and Capacity by Scottish Government.
- Significant orders have been placed for equipment including defibrillators and communication systems to support additional resources.
- An Additional 24 vehicles and 150 staff will be going into the Regions over the next few months.
- Work is ongoing with Emergency Service Partners to enable colocation working.

Lewis advised that due to his retirement from the Service, Garry Fraser would be taking over the Programme from January 2021.

Committee noted that update and thanked Lewis for his contribution to Service over the years and wished him well in his retirement.

## **ITEM 10 APPROPRIATELY TRAINED AND DEVELOPED**

### **Item 10.1 Remuneration Committee Mid-Year Report**

Committee noted the paper presented.

### **Item 10.2 Appraisal Activity - Progress Update**

Paul Bowtle presented an update to Committee on Appraisal activity. Committee noted that work was underway by the Workforce Directorate to work with the Operational Management Team and Senior Leadership Team to progress options for a "light touch" recording of elements of the appraisal cycle within Turas within the remainder of the performance year to 31 March 2021.

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Committee noted the update paper presented and that it was content with the “light touch” described given the exceptional pressures, however noted the importance of discussions with staff being progressed.

Committee raised concern that no plan was yet in place for this work from April 2021 onwards and requested that a further report on progress be presented to the March 2021 Committee together with the plan in place from April onwards.

**Action:**

- 9. Head of Workforce Systems and Analytics** to provide March 2021 Committee with a further appraisal activity update, together with a plan for the work from April 2021 onwards.

**ITEM 11 TREATED FAIRLY AND CONSISTENTLY, WITH DIGNITY AND RESPECT, IN AN ENVIRONMENT WHERE DIVERSITY IS VALUED**

**Item 11.1 (a) Workforce Equality Monitoring Report 2019/20**

Ann Tobin presented the annual Workforce Equality Monitoring Report 2019/20 for approval. Committee noted that the report is published annually which assists the Service to routinely analyse equality information and identify trends where further action may be required to address areas of inequality in the workplace.

Committee noted the excellent work contained within the report, however suggested that in relation to the format of the Report, it would benefit from bar charts where the data is currently represented by a line graph, particularly charts 1, 2, 5, 14 and 25. Committee advised that this format refinement would be in keeping with the work recently undertaken by the Board and Quality Improvement Team.

Madeline Smith highlighted that Chart 5 doesn't pull out the message contained within the data, and suggested that this section would benefit from narrative outlining the importance of the data.

Tom Steele queried whether there was a deadline for the Report to be published. Ann Tobin confirmed that there was no deadline. Tom advised that he was keen for Ann to work with Mike Bell and the Quality Improvement Team in relation to the graphical information and narrative within the Report prior to publication.

Stuart Currie commented that perhaps the Health and Wellbeing Strategy could be used as an example to assist with refining the report to provide a shorter, more reader friendly format with plainer language.

Lyndsay Lauder thanked Committee for the helpful feedback and advised that work would be taken forward to refine the Report as suggested by members.

Committee approved the Report, with the understanding that the presentation of the report would be refined in due course.

**Action:**

- 10. HR Manager - Equalities** to work with Quality Improvement Team to refine the graphical information, narrative and presentation of the Report for future presentations.

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### **Item 11.1 (b) Verbal Update on Equality Fora**

Committee received an update on the current equality fora within the Service. Ann Tobin advised that there were currently two established networks, namely, Proud@SAS and Black, Asian and Minority Ethnic (BAME). Committee noted that the aim of these networks was to enable the Service to engage with staff within these groups and create a more cohesive and visible environment to support the contribution to the equality agenda.

It was noted that since the establishment of both groups, membership numbers are increasing. Ann added that both groups meet on a quarterly basis.

Madeline Smith suggested that Committee receive regular updates on the discussion and outputs from the meetings of these groups and how these link into other areas of staff engagement.

#### **Action:**

- 11. HR Manager - Equalities** to discuss regularity of Equality Fora updates to Committee with **Director of Workforce** and advise **Secretariat** of decision to allow Committee Workplan for 2021 to be amended to include these updates.

### **Item 11.2 Health and Safety Policies**

Tony Wigram presented two policies for approval -

- Risk Assessment and Auditing Policy
- No Smoking Policy

Committee approved the above policies.

### **Item 11.3 Workforce Policies**

Graeme Ferguson presented the undernoted policy for approval -

- Injury Allowance Policy

Committee approved the policy.

## **ITEM 12 INVOLVED IN DECISIONS**

### **Item 12.1 Partnership Update**

John Riggins provided Committee with an update on recent partnership activity. It was noted that the National Partnership Forum last met on 03 December and the agenda from that meeting and the meeting held on 08 October were appended to the paper presented for Committee's information. The Committee noted the approved minutes from the meeting held on 06 August 2020.

Committee noted the good progression in staff side working and Lyndsay Lauder thanked the Convenors and Employee Director for their support and commitment to partnership working through the recent challenging times.

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## ITEM 13 WELL INFORMED

### Item 13.1 East Region Recruitment Transformation Programme Update

Committee noted the update paper on the above programme. Lyndsay Lauder advised that the announcement of the single employer was currently awaited and following the announcement a Service Level Agreement would be developed between SAS and the new service, with SAS staff effected moving via TUPE to the new employer in spring/summer 2021. Lyndsay Lauder provided Committee with assurance that regular discussions and communications with staff effected are ongoing.

## ITEM 14 ACTION TRACKER

Committee noted the following items as completed, and approved their removal from the SGC action tracker.

2020/09/03	Minute of June 2020 meeting - Attendance Amendment
2020/09/05	Attendance Management - Culture Change Map
2020/09/06.1	SGAP - Read across OD Plan and SGAP
2020/09/06.1	SGAP - State of Readiness checklist in relation to Whistleblowing activity
2020/09/06.2	Workforce Vector of Measures - Review of Lip Risk
2020/09/06.3	Workforce Risk Register - Review of Demand and Capacity Risk
2020/09/07.1	OD Plan - Inclusion of six-monthly milestones
2020/09/07.1	OD Plan - Resources to deliver OD Plan
2020/09/07.2	Draft Workforce Health and Wellbeing Strategy - Inclusion of measurement of success of Strategy
2020/09/07.2	Draft Workforce Health and Wellbeing Strategy - Final Draft presented to December Committee
2020/09/07.3	Alternative/Adjusted Duties - Update on work
2020/09/07.4	Health and Safety Update - Update on Fatigue Management and Action Plan
2020/09/08.1	Remuneration Mid-Year Report - Update on revised governance process
2020/09/08.3	Appraisal Activity Update - Update on progress to December Committee
2020/09/11.1	Integrated Support Services - Review of Risk

### Action:

12. Secretariat to update the action tracker.

## ITEM 15 STAFF GOVERNANCE COMMITTEE WORKPLAN 2021/2022

Member were presented with the draft Committee workplan for 2021/2022 for approval.

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Madeline Smith asked that the Vector of Measures presented to the March Committee include Workforce Education and Training Plan. Committee agreed that this item should also remain a standing item for every Committee meeting.

Liz Humphreys suggested that an update on the Whistleblowing arrangements which come into effect in April 2021 be added to the Workplan for March 2021.

Committee approved the Workplan, subject the above amendments.

**Action:**

**13. Secretariat** to include:

- Workforce Education and Training Plan Vectors as a standing agenda item from March 2021 Committee.
- Whistleblowing Arrangements Update to March 2021 Committee.

**ITEM 16 ANY OTHER BUSINESS**

None to note.

**DATE OF NEXT MEETING**  
**18 March 2021, 10:00**

Meeting closed at 12:50.

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