

**B/17/68**

**NSS Formal Board Meeting – Thursday, 29 June 2017**

## **NSS Staff Governance Committee Annual Report 2016/17**

### **Purpose**

The NSS Staff Governance Committee Annual Report provides a summary of the Committee's activities and assurance to the NSS Board that the Committee has fulfilled its remit.

### **Recommendation**

The Board is asked to approve the report, which was approved at the meeting of the NSS Staff Governance Committee on 12 May 2017.

### **Timing**

There are no timing issues in relation to this report.

### **Background**

This is an annual report to the Board to provide assurance that the NSS Staff Governance Committee is fulfilling its remit under the NSS Standing Orders.

**Name of the Author** John Deffenbaugh

**Designation** Chair of NSS Staff Governance Committee

**Email:** [john.deffenbaugh1@nhs.net](mailto:john.deffenbaugh1@nhs.net)

## **2016/2017 Staff Governance Committee Annual Report to the NSS Board**

### **1. INTRODUCTION**

1.1 The Staff Governance Committee, on behalf of the NSS Board, is charged with satisfying itself that NSS has processes in place to manage staff effectively and to undertake workforce planning. The Committee reviews NSS's performance in meeting the Staff Governance Standards which require that staff are

- Well informed;
- Appropriately trained and developed;
- Involved in decisions;
- Treated fairly and consistently, with dignity and respect, in an environment where diversity is valued
- Provided with a continuously improving and safe working environment, promoting the health and well-being of staff, patients and the wider community.

1.2 The following are/were members of the Staff Governance Committee during the period 1 April 2016 to 31 March 2017.

Mr Douglas Yates, Non-Executive Director (Staff Governance Committee Chair until 31 January 2017)

Mr Adam Bates, Trade Union Representative

Mr Ian Cant, Non-Executive Director

Mr John Deffenbaugh, Non-Executive Director (Staff Governance Committee Chair from 1 February 2017)

Professor Elizabeth Ireland, NSS Chair

Mr Gerry McAteer, Trade Union Representative (from 2 August 2016)

Mr Bert Stillie, Trade Union Representative

In addition Professor Marion Bain - Interim Chief Executive (until 31 July 2016), Mr Colin Sinclair – Chief Executive (from 1 August 2016), and Mrs Jacqui Jones - Director of HR and Workforce Development attended meetings as required.

1.3 The Staff Governance Committee met on three occasions in 2016/17: 19 May 2016, 27 September 2016 and 16 February 2017

1.4 At these meetings the Committee considered minutes from the NSS Partnership Forum, and received regular, relevant updates from the Clinical Governance Committee, the Audit and Risk committee, the Performance and Finance Committee, and the Remuneration Committee.

### **2. AIM**

2.1 This report summarises those matters which were considered by the Staff Governance Committee in order to satisfy itself that the national Staff Governance Standards are being met and thus to provide assurance to the Board that NSS is satisfactorily fulfilling its Staff Governance obligations.

### **3. NSS GREAT PLACE TO WORK PLAN AND STAFF GOVERNANCE ACTION PLAN**

- 3.1 The Staff Governance Committee received regular updates through the HR People Reports in order to monitor performance against the actions agreed and the targets set within the Great Place to Work Plan and Staff Governance Action Plan.

The HR People Report provides an update on HR case management, the management of employee capability, sickness absence figures and workforce issues. The report also includes performance against targets from the Great Place to Work Plan.

Specific highlights were:

- iMatter participation rate of 81% achieved and an Employee Engagement Score of 76%
- 90% of iMatter Team Action Plans submitted
- Implementation of ejob evaluation tool
- Organisational change toolkit will be implemented in Quarter 4

To better understand how this filtered through at a local level, and what further support may be needed, the Committee agreed to begin inviting SBU Directors to attend on a rotational basis to discuss their specific Staff Governance successes and/or challenges. This will be implemented during 2017/18.

### **4. AGENDA ITEMS**

Other areas given detailed attention throughout 2016/17 were:

#### **4.1 Workforce Plan – Capability, Sustainability, Optimisation**

Reports were provided to the Committee which combined to provide an overall view of NSS position regarding Workforce Planning. The first of these was the NSS Resourcing Overview detailed the numbers of NSS staff seeking redeployment, the skills utilisation of staff within the NSS Workforce Resources Team and the status of formal applications for Voluntary Redundancy/Voluntary Early Retirement, as well as the risks, issues and proposed mitigations. The Committee sought and received reassurances around the more challenging areas such as the development and delivery of workforce plans, timescales for case management, matching displaced staff to new roles and the management of sickness absence (particularly stress and anxiety related sickness absence).

#### **4.2 Staff Risks**

As in previous years, the Committee regularly reviewed the range and nature of Staff Risks and explored the actions being taken to mitigate them. All staff risks are reviewed and monitored by the HR Director and there is full engagement with SBU Directors to understand issues and provide the appropriate support and guidance.

#### **4.3 Occupational Health, Safety, Well-Being and Fire Report**

Members received regular reports which updated on the key work completed, and progress made by NSS, within Occupational Health, Safety, Wellbeing and Fire in line with current legislative and Government requirements/recommendations. In particular the Committee sought and received assurance around delivery of mandatory health and safety training, fire safety training and the fire evacuation procedures.

#### **4.4 Complaints**

Those complaints which were of particular relevance to Staff Governance continued to be reviewed regularly. The Committee was pleased to note that the number of complaints overall within NSS remains low. They were also provided with an overview of the new Model Complaints Handling Procedure being implemented for 2017/18.

#### 4.5 **Annual Reports**

Over the course of the year, the Committee received and noted the following annual reports:

- Whistleblowing Annual Report
- Remuneration and Succession Planning Committee's Annual Report to the Board
- Annual Occupational Health, Safety, Wellbeing and Fire.

#### 4.6 **Policies**

NSS policies are developed and reviewed via a rigorous process of working group discussions and consultation with impacted staff and management. All of this then feeds up to the NSS Partnership Forum for approval. The NSS Staff Governance Committee provides assurance and oversight to complement this robust process for those policies specifically impacting on Staff Governance issues. Throughout 2016/17, the Committee received the following signed policies for information:

- Whistleblowing
- Parental Leave
- Adverse Events
- Stress and Mental Health

### 5. **IN YEAR DEVELOPMENTS**

#### 5.1 **iMatter:**

The iMatter survey was conducted from 5 September 2016 to 24 October 2016 and the Committee was kept briefed on all the necessary preparations being made in the lead up to the survey launch. The results from the survey were released in December 2017 and the Committee received a high-level organisational overview in February 2017.

#### 5.2 **Scottish National Blood Transfusion Service's (SNBTS) Move to the Jack Copland Centre**

The Committee sought and received assurance that the workforce challenges posed by SNBTS's move to the Jack Copland Centre had been appropriately managed and all necessary measures were in place to ensure staffing requirements would be met.

### 6. **CONCLUSIONS AND ASSURANCES TO THE BOARD**

6.1 Through scrutiny and discussion of the agenda items highlighted, the Staff Governance Committee confirms that it has fulfilled its aims and objectives during 2016/17. The Committee considers that it can provide appropriate assurance to the NSS Board that NSS has relevant procedures and processes in place with regard to Staff Governance matters. The Committee can also provide assurance that NSS complies with the Staff Governance Standards.

**Mr John Deffenbaugh**  
**NSS Staff Governance Committee Chair**  
**June 2017**