

<b>NHS 24 BOARD MEETING</b>		<b>20 JUNE 2019 FOR ASSURANCE</b>	
<b>STAFF GOVERNANCE COMMITTEE ANNUAL REPORT TO THE BOARD – 2018/19</b>			
<b>Executive Sponsor:</b>		Staff Governance Committee Chair	
<b>Lead Officer/Author:</b>		Director of Workforce	
<b>Action Required</b>		The NHS 24 Board is asked to note the report. The report was not considered as part of the Staff Governance Committee's agenda at its May meeting; however, it has since been circulated to the Chairs of both the Remuneration Committee and Staff Governance Committee for their consideration and approval.	
<b>Key Points</b>		The report is prepared and presented as part of the Statutory Annual Accounts process to provide assurance to the Board that the Committee has fulfilled its duties as set out in the Terms of Reference.	
<b>Financial Implications</b>		There are no financial implications contained within this paper.	
<b>Timing</b>		The paper will be presented to the Board at its 20 June 2019 meeting.	
<b>Contribution to NHS 24 strategy</b>		The Staff Governance Committee reviews the performance of the organisation against the NHS 24 Strategy on an ongoing basis. Good governance is essential to ensure appropriate decision making to support the strategy.	
<b>Contribution to the 2020 Vision and National Health and Social Care Delivery Plan (Dec 2016)</b>		The Staff Governance Committee reviews the organisation's contribution against the 2020 Vision and National Health and Social Care Delivery Plan (Dec 2016) on an ongoing basis.	
<b>Equality and Diversity Impact Assessment (EQIA)</b>		The Staff Governance Committee ensures that business cases have been impact assessed for workforce issues and supports NHS 24 to meet its duties with regard to equality and patient engagement.	

## 1. RECOMMENDATION

- 1.1 The Annual Report to the Board 2018/19 is presented to the NHS 24 Board for assurance as part of its overall governance arrangements.

## 2. INTRODUCTION

This report sets out the activities of the Staff Governance Committee during 2018/19 and details how it has fulfilled its governance remit.

## 3. REMIT

- 3.1 The Staff Governance Committee is a statutory Committee of the Board, which seeks to provide to the Board a view from the Committee on the overall effectiveness of the system of internal control related to its remit during financial year 2018/19.

## 4. MEMBERSHIP / ATTENDANCE

- 4.1 The members and attendees of the Committee are listed below:

### Members

Dr Jay Butler	Non-Executive Member
Mr John Glennie	Non-Executive Member (Chair)
Mrs Christine Malcolm	Partnership Forum Nominated Representative
Mr Mike McCormick	Non-Executive Member
Mr Fred McCosh	Partnership Forum Nominated Representative
Mr Graham Revie	Employee Director (Vice Chair)

### Regular Attendees

Ms Suzy Aspley	Head of Communications
Mrs Pauline Docherty	Head of Employee Relations
Ms Angiolina Foster	Chief Executive
Mrs Linda Lynch	Deputy Director of Human Resources
Mr David Miller	Director of Workforce (from March 2019)
Mrs Gill McInnes	Head of HR Business Support Services
Ms Steph Phillips	Director of Service Delivery
Mr Ian Reid	Executive Lead for HR (until March 2019)

## 5. MEETINGS

- 5.1 The Committee met on four occasions during the year between 1 April 2018 and 31 March 2019. All four meetings were quorate.

## 6. COMMITTEE ACTIVITIES

- 6.1 The Committee routinely considered the following during 2018/19:

- Workforce Report including Workforce Planning
- Communications Delivery Plan 2017/18
- Area Partnership Forum Report

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- Human Resources Policies and Procedures
- Area Health & Safety Minutes
- Staff Governance Committee Work plan
- The single run implementation of iMatter & Staff Engagement
- Staff Governance Risk Register
- The progress of eESS
- The HR Shared Services and National Collaboration Agenda
- NHS 24 Shift Review: Getting the Balance Right

6.2 During the year, the Committee considered the following:

- Staff Governance Monitoring Return 2018
- Area Health & Safety Annual Audit Results
- Everyone Matters: 2020 Workforce Vision Implementation Plan 2018- 19
- Staff Engagement and Values Work
- Values Based Recruitment
- Career Pathways for staff recruitment and retention, including supporting youth employment
- Area Health & Safety Annual Report
- Restructure & Development of Partnership working
- NHS 24 Strategic Leadership Programme
- Specific detailed reports on supporting attendance at work
- EU Citizens Working in Scotland and Brexit implications
- Staff Performance Management
- The implementation of TURAS appraisal & plans for Turas Learn
- Media and Communications Campaigns Plans (including NHS 24 Brand review)
- SAP Sprint 1 Training plan for staff
- Better Working Better Care
- The inclusion of Staff Side co-chairs of Regional Partnership Fora as regular attendees of the Committee
- Committee Terms of Reference
- Remuneration Committee Annual Report to the Board

### 6.3 Remuneration Committee

The basis of reporting to the Committee was within the context of the requirements of the Scottish Government Health and Social Care Directorates' guidance. Reports and discussions included the following:

- Performance Appraisals and Personal Development - Performance Reviews 2017/18
- Executive Team Performance Reviews 2017/18
- Executive Team objectives for the performance year 2018/19
- Executive Team Objective Mid Year Reviews 2018/19

In addition, the Committee considered matters relating to:

- Additional responsibility payments for Executive Directors and those on Senior Manager pay
- Executive Management Team Recruitment
- Director of Workforce Update

6.4 Formal Minutes of each meeting were taken and once approved were placed on the next available Board agenda. In addition, any significant matters arising from discussions at meetings were highlighted to the Board by the Committee Chair at the next available Board Meeting.

6.5 The Committee considered risks pertinent to staff on a quarterly basis and was assured that risks are actively managed by the organisation.

## **7. EXTERNAL GUIDANCE, STANDARDS AND LEGISLATION**

7.1 During the year the Staff Governance Committee received regular reports from the Executive Lead for HR and the Deputy Director of HR on staffing matters, external standards and legislation as they applied to NHS 24.

## **8. CONCLUSION**

8.1 The Staff Governance Committee continues to commit itself to ensuring that the organisation fully discharges its legal duties and its obligations under the Staff Governance Standard. To the best of its knowledge, the Committee is satisfied that the organisation is discharging these duties and obligations, and gives assurance to the Board accordingly.

## **9. PRIORITIES**

9.1 The following activities will be part of the 2019/20 priorities:

- Workforce Strategy
- Attendance Improvement Plan
- Shift Review, Better Working Better Care
- Clyde Relocation Project 2019

**John Glennie**  
**Chair, NHS 24 Staff Governance Committee**