

**NHS 24  
BOARD**

**27 AUGUST 2020  
ITEM NO 6.2.4  
FOR APPROVAL**

**STAFF GOVERNANCE COMMITTEE  
ANNUAL REPORT TO THE BOARD – 2019/20**

<b>Executive Sponsor:</b>	Staff Governance Committee Chair
<b>Lead Officer/Author:</b>	Interim Director of Workforce
<b>Action Required</b>	The Board is asked to note the report for approval. This report has been circulated to the Chair of the Committee for his consideration.
<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 Audit & Risk Committee on 13 August 2020 and NHS 24's Board at their 27 August 2020 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 2019/20 is presented to the Board for approval.

**2. INTRODUCTION**

This report sets out the activities of the Staff Governance Committee during 2019/20 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 2019/20.

### 4. MEMBERSHIP / ATTENDANCE

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

#### Members

Mr John Glennie	Non-Executive Member (Chair)
Mr Graham Revie	Employee Director (Vice Chair)
Mr Mike McCormick	Non-Executive Member
Dr Jay Butler	Non-Executive Member
Alan Webb	Non-Executive Member

#### Regular Attendees

Ms Suzy Aspley	Head of Communications
Mr Eddie Docherty	Director of Nursing & Care
Mrs Pauline Docherty	Head of Employee Relations
Ms Angiolina Foster	Chief Executive
Mr David Miller	Director of Workforce
Mrs Gill McInnes	Head of HR Business Support Services
Ms Steph Phillips	Director of Service Delivery
Mrs Christine Malcolm	Partnership Forum Nominated Representative
Mr Fred McCosh	Partnership Forum Nominated Representative
Mr Kenny Woods	Partnership Forum Nominated Representative

Members	Staff Governance Committee			
	10 May 2019	19 August 2019	11 November 2019	11 February 2020
Mike McCormick	Yes	Yes	No	Yes
John Glennie (C)	Yes	Yes	Yes	Yes
Graham Revie	Yes	Yes	Yes	Yes
Jay Butler	Yes	Yes	No	Yes
Alan Webb	No	Yes	Yes	Yes

### 5. MEETINGS

5.1 The Committee met on four occasions during the year between 1 April 2019 and 31 March 2020. All four meetings were quorate.

### 6. COMMITTEE ACTIVITIES

6.1 The Committee routinely considered the following during 2019/20:

- Workforce Report including Workforce Planning
- Communications Delivery Plan 2019/20
- Area Partnership Forum Report
- Area Health & Safety Minutes
- Staff Governance Committee Work plan
- Staff Governance Risk Register
- The HR Shared Services and National Collaboration Agenda
- Workforce Framework 2019-2021
- Staff Governance Committee Workplan
- Estates Programme

6.2 During the year, the Committee considered the following:

- Staff Governance Standard Monitoring Framework Arrangements 2018/19
- Staff Governance Committee Development Workshop
- Area Health & Safety Annual Audit Results
- Mental Health Redesign Development
- Shift Review
- Investing in our Leadership
- Organisational Development Plan
- Attendance Management Review
- Specific detailed reports on supporting attendance at work
- Appointment and Role of Dedicated Non-Executive Whistleblowing Champions
- Sturrock Report and Recommendations
- Once for Scotland Policy Implementation
- Better Working Better Care
- Service Model Implementation
- EU Exit Preparedness
- Integrated Governance Group
- 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 2018/19
- Executive Team Performance Reviews 2018/19
- Executive Team objectives for the performance year 2019/20
- Executive Team Objective Mid Year Reviews 2019/20

In addition, the Committee considered matters relating to:

- Executive Management Team Recruitment

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 Director of Workforce 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 2020/21 priorities:
- Workforce Framework 2019-2021
  - Attendance Management Improvement Plan 2020
  - Digitalised Workforce
  - Covid 19 Exit Strategy and Lessons Learned
  - Workforce Directorate Implementation Plan 2019-2023

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