



NOT PROTECTIVELY MARKED

PUBLIC BOARD MEETING		29 January 2025 Item 15
THIS PAPER IS FOR NOTING		
STAFF GOVERNANCE COMMITTEE MINUTES OF 05 SEPTEMBER 2024 AND AGENDA OF MEETING HELD ON 12 DECEMBER 2024		
Lead Director Author	Madeline Smith, Chair of Staff Governance Committee Julie Kerr, Governance Officer	
Action required	The Board is asked to note the minutes and agenda.	
Key points	<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 05 September 2024 were approved by the Committee on 12 December 2024. The agenda from the meeting held on 12 December 2024 is also attached for the Boards information.</p>	
Timing	Minutes are presented following approval by the Committee. The Board are also provided with the agenda of the most recent Committee meeting for information.	
Link to Corporate Ambitions	This paper related to our goal of ensuring staff have a voice and people are at the heart of everything we do.	
Link to NHS Scotland's Quality Ambitions	All work of the Staff Governance Committee and the Staff Governance Action Plan is aligned to safe, effective and person centred care.	
Benefits to Patients	The Staff Governance Committee has responsibility, on behalf of the Board, to ensure that the NHS Staff Governance Standards are implemented in the Service and that an effective structure is in place to support and monitor implementation within the Service, including health, safety & wellbeing, as well as remuneration. 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.	
Climate Change Impact Identification	This paper has identified no impacts on climate change.	

Equality and Diversity	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.
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**Scottish
Ambulance
Service**

Working in Partnership with Universities



**MINUTES OF STAFF GOVERNANCE COMMITTEE
10:30 ON THURSDAY 5 SEPTEMBER 2024
VIA MICROSOFT TEAMS**

Present: Madeline Smith, Non-Executive Director (Chair)
Liz Humphreys, Non-Executive Director/Whistleblowing Champion
Mike McCormick, Non-Executive Director
Maggie Watts, Non-Executive Director
Willie Anderson, Staff Side Convenor, Unite (ex-Officio)

In Attendance: Andrew Carruthers, Associate Director of Care Quality & Professional Development (Agenda item 9.2)
Dave Bywater, Interim Director of Care Quality & Professional Development
Chris Carron, Head of Workforce Planning and Analytics
Coralie Colburn, Employee Relations and Equalities Manager
Michael Dickson, Chief Executive
Alison Ferahi, Head of Organisational Development and Wellbeing Development
Graeme Ferguson, Deputy Director of Workforce
Freya Gillies, Corporate Governance Assistant (Observer)
Cheryl Harvey, Associate Director of Education and Professional
Lesley Kay, Corporate Governance Assistant (Observer)
Niki Kendall-Wilson, Minute Secretary
Maria McFeat, Deputy Director of Finance
Fay McNicol, Head of Health and Safety
Daren Nelson, Organisational Development Lead
David Robertson, Regional Director, West
Sandra Reid, Organisational Development Lead
Sarah Stevenson, Risk Manager
Milne Weir, Regional Director, North

Apologies: Dougie Brownlie, Royal College of Nursing Representative
Stevie Gilroy, Employee Director
Avril Keen, Director of Workforce
Cecil Meiklejohn, Non-Executive Director
Robert Pollock Staff Side Convenor, GMB (ex-Officio)
Richard Proctor, Staff Side Convenor, Unison (joint role) (ex-Officio)
Tom Steele, Board Chair, Non-Executive Director
Kevin Stewart, Staff Side Convenor, Unison (joint role) (ex-Officio)

ITEM 1 WELCOME AND INTRODUCTIONS

Madeline Smith welcomed everyone to the meeting and extended a welcome to Freya Gillies and Lesley Kay, Corporate Governance Assistants, joining today's meeting as observers. Apologies for absence were recorded as above.

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ITEM 2 **DECLARATIONS OF INTEREST**

Standing declarations of interest were noted:

- Madeline Smith in her position as Board member of Scottish Fire and Rescue Service.
- Liz Humphreys - Non-Executive Director, Public Health Scotland and member of the Audit and Accountability Committee of the Police Investigations and Review Commission.

No new declarations of interest were noted.

ITEM 3 **MINUTES OF MEETING HELD ON 6 JUNE 2024**

The minutes of 6th June 2024 were reviewed for accuracy and agreed as a true and accurate reflection of the meeting and were subsequently approved by Committee.

ITEM 4 **MATTERS ARISING NOT ON THE AGENDA**

Item 4.1 **STAFF STORY- KATRINA LECKIE**

Sandra Reid introduced Katrina Leckie, a Paramedic Team Leader from East Kilbride who presented a PowerPoint explaining the work she and her colleagues had undertaken in relation to 'Engagement with Care-Experienced Young People: A Multi-Agency Approach'. This discussed the themes of Corporate Parenting and role-modelling.

Feedback from Committee:

- Language and consideration of bias is important when engaging with care-experienced young people.
- Liz Humphries proposed using the learning from this programme to sign-post other areas where the Service are tackling inequalities. That SAS can do more as a Corporate Parent ie exploring more pathways; more community events for youths; access to crisis lines.
- How SAS report as a Corporate Parent and a need for further discussion on this at a governance level.

The Chair thanked Katrina for her presentation and congratulated her on the team shortlisting and the nomination and the shortlisting for the corporate parenting.

ACTION/S

- 1. Chair (Madeline Smith) to discuss how SAS report on their activity and obligations as a corporate parent at the next Integrated Governance Committee**

Katrina Leckie left at 10:45

ITEM 5 **SPECIAL TOPIC – iMATTER**

Sandra Reid, Organisational Development Lead, joined the meeting for this item and provided Committee with a comprehensive update which outlined the programme of work being undertaken in relation to iMatter across the Service. Sandra highlighted some key points:

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- This year they enhanced the way ran iMatter in respect of taking a further deep dive into the data received in 2024 in order to try and gain a better context of staff experiences and feedback.
- Feedback from this follow up highlighted that there was a desire for more internal transparency with regard to Board decisions . As well as a desire for more visibility of board members.
- Positive result for pride in role/working for SAS but there was a lack of confidence in consistency in management and appraisals.
- No confidence in iMatter action plans; this was being reviewed on a more ongoing basis this year via pulse surveys.

Feedback from Committee:

- David Roberston noted the challenges in the West region in meeting the threshold for returns in order to generate a report for some areas in the West, on iMatter.
- There required to be a focus on responsibility of senior leaders and management in making sure that all staff have Personal Development Plans and appraisals completed.
- Importance of Corporate Visibility.
- It was proposed holding a Staff Engagement Session which was solely about introducing the Board members and wider services ie the various corporate departments.
- Board members having 'Open Door' sessions within NHQ and in the regions.

ACTION/S

2. Organisational Development Lead (Sandra Reid) to review the Corporate Induction to ensure all staff are aware 'who is who' in the Service (ie Board & Corporate Departments are up-to-date and included).

Committee welcomed and noted the update on this important area of work.

ITEM 6 STAFF GOVERNANCE

Item 6.1 Staff Governance Action Plan 2024/25

Graeme Ferguson presented Committee with the Staff Governance Action Plan 2024/25 and Committee were asked to:

- Note that the Staff Governance Action Plan (SGAP) was circulated to members on 20th June 2024 for comments/feedback.
- Approve the attached Staff Governance Action Plan.

Committee will recall at the June meeting members were advised that a reprioritisation exercise required to be undertaken which would result in the initiatives within the SGAP 2024/25 being further developed or changed to reflect this work. This work was undertaken and the updated SGAP circulated to Committee members on 20th June 2024 for comments/feedback. No comments/feedback were received, therefore the SGAP is now presented to Committee for approval.

Committee discussed and approved the Staff Governance Action Plan 2024/25.

Item 6.2 Workforce Strategy Plan Update

Graeme Ferguson provided Committee with a verbal update in relation to the Workforce Strategy Plan which Committee were asked to discuss and note. Graeme highlighted the team had been

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behind the timescales initially set however they had coordinated an engagement group through which they had achieved successful stakeholder engagement ensuring that key contributors which were the staff themselves. Graeme agreed to provide a more detailed draft of the plan at the December meeting.

The Committee highlighted the importance of understanding the Workforce elements of the 2030 Strategy to provide assurance that it aligns with SAS resources and capabilities.

Committee noted the overview and update provided and requested that the paper in December focus on workforce assurance, to ensure that the Service have the right workforce with the right skills and capabilities to deliver against all aspects of the 2030 Strategy. It was agreed that Liz Humphreys would provide support on this and review a draft before December's Committee.

ACTION/S

3. Deputy Director of Workforce (Graeme Ferguson) to review the Workforce Strategy Plan for December's Committee and focus on providing a paper that provides workforce assurance to ensure that the Service have the right workforce with the right skills and capabilities to deliver against all aspects of the 2030 strategy. It was agreed that Liz Humphreys would provide support on this and review a draft before December's Committee.

Item 6.3 Workforce Report

Chris Carron presented the Workforce Report which provided an update on our key national workforce data for the 2023/24 financial year as well as more recent performance metrics. The data provides insight into the progress of our organisational workforce plan and highlights areas of progress or concern. This work continues to evolve in collaboration with our Business Intelligence team to develop meaningful Workforce Data reporting. The Workforce information contained in the Vector of Measures outlines varied performance across the different metrics and the paper also provides an update on proposed developments in our workforce reporting approach.

Feedback from Committee:

- Mike McCormick requested more information ie Budget / target plan by Job Family in relation to Figure 2.
- Statutory & Mandatory Compliance figures are to be differentiated.
- Occupational Health Referrals: more nuanced information is required in the report in relation to the 'other' section. The Chair suggested that Fay McNicol and Workforce colleagues collaborate to develop this section of the report otherwise this will become a risk and will need added to the risk register.
- Noted that Team Leaders need more support in protecting time.
- The Chair summarised that the report in relation to risk associated with Personal Development Plans (PDPs) completion was not clear and this is where the Committee needed more clarity. The paper did not identify if it was on a rolling 12-month period or was started from April 2024.
- Committee were concerned at the 10% completion figure for appraisals and requested a review of the data, associated reasons and risk associated with this area of work.
- Flagging periods of suspensions over six months would help the Committee understand the position of the Board in relation to investigation times and associated costs. Graeme Ferguson noted that information is provide to management teams already and can easily be included in the Workforce report.

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Discussion ensued and it was agreed that a deeper dive into appraisals would support more nuanced information. The Chair proposed this would be presented as the Hot Topic at the next meeting.

Alison Ferahi suggested that Sandra Reid discuss appraisals and PDP as she has been involved in coordinating focus groups to review these figures. Sandra noted some of the key themes from initial surveys via the Appraisal Review was that they were not seen as valuable as there is no budget for training resources and issues with protected time to complete them. Sandra highlighted they were looking at ways in which managers and staff could be encouraged and motivated to complete PDPs and appraisals.

It was agreed that the Committee required more clarity on appraisal completions in the Service to determine whether this needed to be escalated to the Board.

Committee noted the Workforce Report presented.

ACTION/S

- 4. Deputy Director of Workforce (Graeme Ferguson) to present Deep Dive of appraisals to include the work around improving staff appraisals compliance at the December Staff Governance Committee as the Hot Topic.**
- 5. Head of Workforce Planning and Analytics (Chris Carron) to further develop the workforce report following feedback from the Committee:**
 - i. to work with Head of Health & Safety (Fay McNicol) to provide more information on Occupational Health and Statutory & Mandatory sections of the Workforce Report.**
 - ii. Include the budget by Job Family in relation to Figure 2**
 - iii. Differentiate between the Statutory & Mandatory Compliance figures**
 - iv. Flag any periods of suspensions over six months to help the Committee understand the position of the Board in relation to investigation times and associated costs.**
- 6. Organisational Development Lead (Sandra Reid) to provide clarity on appraisal thresholds and give an update on the Appraisal Review currently being undertaken.**
- 7. National Risk Manager (Sarah Stevenson) to review the risk in relation to Personal Development Plans (PDPs)/appraisals with potential to re-score the risk level.**

Item 6.4 Workforce Risk Register

Sarah Stevenson presented the Workforce Risk Register and members were asked to approve all risks contained within the report, identifying any that require escalation or further assurance. Sarah highlighted all changes were marked in red.

Feedback from Committee:

- Liz Humphreys asked the Committee if more needed to be done in relation to the mitigations around the 'Speak Up' risk (risk 5653), noting that the update heavily relied on the Board Blue Print Action Plan but asked how this was being filtered through the Senior Management Teams as this was not captured in the update.
- Liz Humphreys raised concern on the narrowness of risk 5652 and there required more conversations and review of if there is wider risk in relation to a lack of workforce diversity.

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- Concern on the risk related to recruiting Practice Educators (PEs), the Chair suggested that this now required to be escalated to Board level due to the length of time this had been discussed with little traction and has now reached an impasse. Michael Dickson assured that the Board had focus on this risk however acknowledged the comments and concerns of the Committee in relation to PE assurances and would discuss these concerns further at the Board. Michael added that the Board recognised the cultural issue related to this risk and they had been working very closely with staff side colleagues, as agreed by Willie Anderson, to find the best solution without mandating staff to become PEs, which they also recognised was not part of the HCPC Code of Conduct, which could significantly impact staff welfare and student welfare. It was agreed the mitigation wording for this risk would be updated to reflect this as currently the wording could be misinterpreted.

Madeline thanked Sarah for the overview and members approved the Risk Register presented.

ACTION/S

8. National Risk Manager (Sarah Stevenson) to update Risks 5653; 5652 and 5520 in relation to Committee feedback.

Item 6.5 Internal Audit Actions

Graeme Ferguson presented a paper to Committee which summarised the progress of implementing agreed actions from Internal Audit Reports as reported by management and validated by internal audit. Staff Governance Committee were asked to:

- Note the current status of the Internal Audit Actions following the final revised Internal Audit Report being approved by the Audit and Risk Committee.
- Note that there are currently 6 open actions, of which 1 is rated medium and 5 rated low. Two medium actions have been closed off in the reporting period.

Committee noted the current position and plans for progression.

ITEM 7 PROVIDED WITH A CONTINUOUSLY IMPROVING AND SAFE WORKING ENVIRONMENT, PROMOTING THE HEALTH AND WELLBEING OF STAFF, PATIENT AND THE WIDER COMMUNITY

Item 7.1 Staff Experience and Staff Story

Alison Ferahi presented a paper to Committee which provided oversight and assurance to Committee on the progress of staff experience by outlining the planning and work that has taken place during this reporting period which was taken as read.

Committee were provided with a staff story as part of this item which is detailed under item 4.1.

Alison thanked her team for their progression of the Organisational Development Programmes despite her absence. The Committee acknowledged this and thanked the efforts and achievements of the wider Organisational Development Team.

Sandra Reid was asked to share the 'Raising Concerns Report'.

Sandra shared this in the meeting chat and the Secretariat shared to the whole Committee via email.

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Members noted the Staff Experience update.

Chair moved to Item 11 and 11.1

Item 7.2 Health and Safety Update

Members noted the paper which provided an update on Health and Safety activity since the last meeting. Fay McNicol highlighted that there had been one contact between the Service and the Health and Safety Executive within the reporting period which was in relation to alleged issues at Ayr Station in relation to clinical waste. Fay advised that the Health & Safety team were working with the National Risk Manager on the replacement of DATIX with InPhase. The Committee agreed that more assurance in this area was required and requested a virtual report on this, to be sent to the Committee within the next quarter.

Committee noted the update presented.

ACTION/S

9. National Risk Manager (Sarah Stevenson) and Head of Health & Safety (Fay McNicol) to provide Committee with a report in relation to InPhase which is a replacement for the current DATIX system. It was agreed that this report will be circulated virtually via email within the next quarter.

Item 7.2a Occupational Health Review

Fay McNicol presented a paper which provided Committee with an overview in terms of the Occupational Health Review. Fay highlighted that the Occupational Health Policy and new skin surveillance process was being finalised and noted that these were the first of its kind for the Service. Wellbeing Passports will be introduced within the Service and guidance has been coordinated in collaboration with the HR Team.

Liz Humphreys asked for more clarity on why Health and Safety were to investigate the more serious accidents. Fay clarified that although it is a manager's responsibility to complete the accident investigations, the Health and Safety Team identified that additional support for managers was necessary to produce the required standard of report expected for the Service. The Team are producing guidance as well as advice and support.

Willie Anderson highlighted the important collaboration staff side has been undertaking with the Health and Safety Team noting that health and safety reps were now within different stations across the Service. Fay's team are utilising them to highlight local issues in the station which means more efficiency picking up issues. The Committee commended this approach and work being undertaken.

Committee noted the update and overview presented.

COMFORT BREAK 12:18-12:25

Item 7.3 The Workers (Predictable Terms and Conditions) Act Update

Graeme Ferguson provided Committee with a verbal update in relation to The Workers (Predictable Terms and Conditions) Act which is due to come into force in September 2024. The new legislation will give employees and workers a right to request a predictable work pattern under the Employment Rights Act 1996, subject to certain eligibility criteria. Graeme highlighted the Workforce Team are consulting with Staff Side colleagues extensively on this.

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The Chair asked for an indication of timescales for this work, Graeme highlighted:

- Short term challenge: working pattern is only 4-6 weeks and they need to look to see if they can extend this to 52 weeks; currently this is due to the demands of the Service.
- Long term challenge was noted to be the removal of relief working as an established working practice. Discussions have commenced however further progress of a joint agreement to achieve this is required which will include engagement with relief staff.

Committee noted the update provided.

Item 7.4 Sexual Safety Action Plan

Coralie Colburn presented the Sexual Safety and Reducing Misogyny in the Workplace Training and Development Plan 2024/25 and Committee were asked to note and discuss the Plan together with the Communications Plan. In June 2024, Committee received a comprehensive update outlining the programme of work being undertaken in relation to Reducing Misogyny and Improving Sexual Safety across the Ambulance Sector. Our Gender Equality/Women's network was launched in 2023. This network is open to all staff regardless of gender or gender identity. The aim of the network is to celebrate gender equality, to discuss, inform, involve and consult with our members on pressing gender equality issues. A more detailed Sexual Safety Action Plan was presented to Committee for discussion.

Coralie summarised all the work undertaken in relation to Sexual Safety matters.

Mike noted that this is an example of best practice but only for one character of 'Protected Characteristic' and asked how this could be rolled out wider to other areas. Coralie acknowledged that there were capacity issues in terms of rolling everything out at once, but the team are balancing priorities in other areas too such as the transgender policies, ethnic minority programmes etc.

Michael Dickson highlighted that the Service sees this work as not a sequential work programme but concurrent. There will be benefits realised across all groups from efforts in one area.

Graeme Ferguson thanked the Board for the direction and guidance in this area. Graeme highlighted that the right to flexible working has been introduced by Scottish Government as legislative change, this will create challenges for the Service, however the workforce department have this on their radar and will provide updates to provide assurance to Committee.

Committee welcomed the Action Plan and noted the overview provided.

ITEM 8 APPROPRIATELY TRAINED AND DEVELOPED

Item 8.1 Education Update

Cheryl Harvey referred members to the Education Update which was circulated in advance of the meeting which provided Committee with a progress update since the last Committee meeting. Members discussed and noted the paper which provided updates within the undernoted areas:

- Ambulance Care Assistant VQ Programme
- Ambulance Technician VQ Programme
- Earn and Learn Ambulance Technician to Paramedic Progression Route
- Newly Qualified Paramedics
- Learning in Practice (LiP)
- Turas Learn – Phase 2 Project
- Practice Education

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- Return to Work
- Relocation of EPDD Clinical Education Centres

The Chair expressed concerns with point 4.4 in the paper relating to Newly Qualified Paramedics (NQPs) numbers, however was reassured to hear the department have had a good response more recently. Cheryl noted that NQPs have preferred locations so this often impacts recruitment in certain areas. The department have met with other Ambulance Boards to review how they can improve this. Willie Anderson asked if rotating posts would help mitigate area specific preferences with the NQPs, this would give them the opportunity to work in city and rural areas. Cheryl advised that NHS Education for Scotland (NES) are collecting emerging data on student paramedic completion rates and subsequent registration with the HCPC. It was highlighted that less than 70% of the 2020 cohort have gone on to register with HCPC, which is surprising.

Committee noted the overview and update presented.

ITEM 9 TREATED FAIRLY AND CONSISTENTLY, WITH DIGNITY AND RESPECT, IN AN ENVIRONMENT WHERE DIVERSITY IS VALUED

Item 9.1 Equality Monitoring Report

Coralie Colburn presented the Workforce Equality Monitoring Report and Committee were asked to approve the paper. There is a requirement under the Equality Act (Specific Duties) (Scotland) Regulations 2012 to gather and publish employee information. We have seen an increase in the percentage of staff disclosing equality information for religion and belief, disability and sexual orientation. Numbers disclosed for gender reassignment and race have gone down with numbers for age and sex remaining the same. Our aim is to take sustained action to encourage further improvement of disclosure rates. Coralie advised that as the National Partnership Forum has not taken place ahead of Staff Governance Committee, the report was sent out virtually to members of NPF on 29th August 2024 for approval. Once approved the Workforce Equality Monitoring Report will be published on the Service website.

The Chair applauded the progress in the emerging change of the Service's gender profile. It was noted that the Service did not have great representation of >20-year-old, that was to be expected given the roles in the Service. Coralie noted this was dependant on the various areas i.e. for front line staff the operational role tended to require a driver's licence so therefore >20's age group were anticipated to be less; Coralie also noted the Service had early retirement rates in parallel to some exceptional long service rates.

Mike McCormick asked if they knew the reason for the significant rise in disciplinarys and tribunal cases and Graeme Ferguson advised that there was more work to be progressed, but this was under review with the management teams and staff side colleagues. Willie Anderson added that the staff side groups were working with the workforce teams and managers in this area and staff education and non-disciplinary resolutions were the focus.

Members noted and approved the Equality Monitoring Report presented.

Item 9.2 Whistleblowing Quarterly Report

Andrew Carruthers presented the Whistleblowing Quarterly Report and members were asked to discuss and note the report.

Committee noted that there was no new whistleblowing investigations launched in quarter 1, with 2 concerns raised but managed via business as usual process. Newly implemented whistleblowing

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procedures are underway with positive feedback from Independent National Whistleblowing Officer (INWO) and the National Whistleblowing Peer Review Network. Three concerns are currently with INWO awaiting a decision on further investigation.

Committee noted the Whistleblowing Quarterly Report presented.

ITEM 10 INVOLVED IN DECISIONS

Item 10.1 Rest Break Improvement Update

Committee noted the rest break highlight report presented for the reporting period 27 July 2024 – 26 August 2024. It was highlighted that shifts with no rest breaks continues to show year-on-year improvements. A deeper dive into the data for second rest breaks has taken place. The implementation of the second rest break change is now complete. Plans to close the group in June and handover to ongoing governance have been paused pending a further meeting requested by staff side colleagues to discuss further options for second rest breaks. A meeting will take place in September and this will dictate the future of the Group.

Committee noted the progress and evident improvement in this area.

Item 10.2 Agenda For Change – Non Pay Elements of 2023-24 Pay Deal

Graeme Ferguson provided Committee with a verbal update in relation to the Service's position on Agenda for Change – Non Pay Elements of the 2023-24 Pay Deal. Graeme noted the complexities in this piece of work and highlighted that SAS shifts and working patterns with the operational rosters were very challenging, as well as factoring the Public Holiday dates but the team are progressing this with the planning teams.

In relation to Protected Learning a working group had been established with the aim and intention to gain clarity on the guidance and how it is implemented across the various areas.

Committee noted the significant progress made in this area particularly given the complicated challenges which are being implemented at short notice.

Item 10.3 Partnership Update

Members noted the paper presented which provided updates on recent partnership activity which included national partnership activity, Hot Topics Group, and the Partnership Conferences. Partnership Conferences have taken place in the East, North and West Regions and initial feedback has been very good with staff embracing the idea of the 3 Regional conferences.

Committee noted the overview presented.

Maggie Watts left at 13:15

Item 10.4 Learning from Events Group – Verbal Update

David Bywater provided Committee with a verbal update in relation to the Learning from Events Group workstream. Dave highlighted that meetings had been suspended due to various factors since Dave was appointed as acting Director of Care Quality & Professional Development in April 2024. The next meeting will take place in October and a full update will be provided at the December Staff Governance Committee.

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Members noted the updated provided.

ITEM 11 WELL INFORMED

Item 11.1 Consistent Communication

This was discussed after item 7.1 as it related the Organisational Development programme discussed.

Graeme Ferguson and Daren Nelson provided Committee with a verbal update in relation to Consistent Communication, which encompassed work in relation to keeping staff well informed and Culture Week Feedback. Graeme made members aware that feedback from Culture Week is included in the Staff Experience update which was presented earlier in today's Agenda and highlighted the aim was to join related surveys sent to staff.

Members noted the overview and update provided. Graeme agreed to include an update on the 'consistence communication' strategies being progressed, to provide assurance to the Committee in December.

ITEM 12 ACTION TRACKER

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

2024/03/06.2	Draft Staff Governance Action Plan 2024/25
2024/03/07.2	Health and Safety Update
2024/03/08.1	Education Update
2024/06/05	Reducing Misogyny and Improving Sexual Safety in the Ambulance Service
2024/06/08.1	Draft Staff Governance Action Plan 2024/25
2024/06/08.4 (1)	Workforce Risk Register – Strengthen Description for Risk ID 5520
2024/06/08.4 (2)	Workforce Risk Register – Risk ID 5296 Actions update
2024/06/08.4 (3)	Workforce Risk Register – Risk ID 5652 wording to be reviewed
2024/06/08.5	Internal Audit Actions
2024/06/12.3	Partnership Update
2024/06/12.4	Learning from Events Group Update

Following discussions and updates, it was also agreed that all green actions could be extended to December 2024 and updates provided to the December 2024 Staff Governance Committee meeting.

ITEM 13 STAFF GOVERNANCE COMMITTEE WORKPLAN 2024

Members noted the Committee Workplan which is provided to each meeting for assurance.

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ITEM 14 ANY OTHER BUSINESS

No items of other business were recorded.

Madeline Smith thanked members and attendees for their participation and brought the meeting to a close.

DATE OF NEXT MEETING

The next meeting will take place on Thursday 12th December 2024 at 10:00 am.

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**MEETING OF THE STAFF GOVERNANCE COMMITTEE
10:00 ON THURSDAY 12 DECEMBER 2024
VIRTUAL MEETING VIA MICROSOFT TEAMS
AGENDA**

The matrix below links the agenda items within the Staff Governance Committee with the Corporate Risks (CR) in place across the Service.

Key:

- CR 4638 – Very High – Hospital Handover Delays
- CR 5062 – Very High – Financial Targets
- CR 5602 – High – Cyber
- CR 5603 – High – Business Continuity
- CR 5653 – High – Organisational Culture
- CR 4636 – High – Health and Wellbeing of Staff Affected

		IMPACT				
		Low (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
LIKELIHOOD	Almost Certain (5)				CR 4638 – 9 items	
	Likely (4)			CR 4636 – 14 items	CR 5062 – 1 Item	
	Possible (3)				CR 5653 – 6 Items	
	Unlikely (2)					
	Rare (1)					

	Agenda Item	Brief Type	Lead	Risk
10:00	1. Welcome & Apologies	For Noting	M Smith	–
	2. Declarations of Interest relevant to meeting	For Noting	M Smith	–
	3. Minutes of meeting held on 5 September 2024	For Approval	M Smith	–
	4. Matters Arising not on the Agenda	For Discussion	M Smith	–
10:10	5 SPECIAL TOPIC – Deep Dive of Staff Appraisal Process and Compliance	For Discussion	G Ferguson/ A Ferahi/L Pollock	CR4636
10:30	6. STAFF GOVERNANCE			
	6.1 Staff Governance Action Plan 2024/25	For Approval	G Ferguson	CR 4636, CR 4638
	6.2 People Plan - Verbal Update	For Noting	G Ferguson	CR 4636, CR 4638, CR 5653
	6.3 Workforce Report	For Discussion	G Ferguson	CR 4636, CR 4638, CR 5653
	6.4 Workforce Risk Register	For Approval	S Stevenson	CR 4636, CR 4638, CR 5653
	6.5 Internal Audit • Internal Audit Action Update	For Discussion/Approval	G Ferguson	CR 4636
11:20	7. PROVIDED WITH A CONTINUOUSLY IMPROVING AND SAFE WORKING ENVIRONMENT, PROMOTING THE HEALTH AND WELLBEING OF STAFF, PATIENT AND THE WIDER COMMUNITY			
	7.1 Staff Experience & Staff Story	For Discussion	A Ferahi/D Nelson	CR 4636, CR 5653

	7.2	Health and Safety Report	For Approval	C Brearley	CR 4636
11:40	8.	APPROPRIATELY TRAINED AND DEVELOPED			
	8.1	Education Update	For Noting	C Harvey	CR 4638, CR 5062
	8.2	Remuneration Committee Mid-Year Report	For Noting	L Humphreys	-
11:50	9.	TREATED FAIRLY AND CONSISTENTLY, WITH DIGNITY AND RESPECT, IN AN ENVIRONMENT WHERE DIVERSITY IS VALUED			
	9.1	Equality Fora Update	For Discussion	C Colburn	
	9.2	Policies <ul style="list-style-type: none"> • Business Travel Policy • Remote Prescribing Policy • Public Protection Policy • The Control of Slips/Trips and Falls Policy • Control of Work at Height Policy • Control of Noise Policy • Wellbeing Policy • Health Passport (Including Line Manager and Employee Guidance) • Overtime Policy 	For Approval	C Brearley	CR4636
	9.3	Whistleblowing Quarterly Report	For Noting	A Carruthers	CR 4636, CR 4638, CR5653
	9.4	Staff Governance Annual Monitoring Exercise	For Noting	C Colburn	CR 4636
12:30	10.	INVOLVED IN DECISIONS			
	10.1	Rest Break Improvement Update	For Noting	G Ferguson	CR 4636, CR 4638
	10.2	Partnership Update <ul style="list-style-type: none"> • Hot Topics Group Update 	For Noting	S Gilroy	CR 4636, CR 4638, CR 5653
	10.3	Learning from Events Group Update	For Noting	D Bywater	CR 4636, CR 4638, CR 5653
12:40	11.	WELL INFORMED			
	11.1	Workforce Communications and Engagement Update	For Noting	M Hannan	-
	12.	Action Tracker	For Approval	M Smith	-
	13.	Staff Governance Committee Workplan 2024/25	For Noting	M Smith/G Ferguson	-
	14.	Staff Governance Committee Draft Workplan 2025	For Approval	M Smith/G Ferguson	
	15.	Staff Governance Committee Meeting Dates 2025 <ul style="list-style-type: none"> • 13 March 2025 • 5 June 2025 • 4 September 2025 • 11 December 2025 	For Noting	M Smith	
12:55	16.	Any Other Business			

Date of next meeting: Thursday 13 March 2025 10:30 am

RECORDING PRIVACY NOTICE

Please note this meeting will be recorded for the purposes of the minute. The audio recording will be deleted after the minute is produced and approved in line with the MS Teams Audio & Transcription Guidance.

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