



NOT PROTECTIVELY MARKED

Public Board Meeting

**25 September 2024
Item 16**

THIS PAPER IS FOR NOTING

**STAFF GOVERNANCE COMMITTEE MINUTES OF 06 JUNE 2024 AND
AGENDA OF MEETING HELD ON 05 SEPTEMBER 2024**

Lead Director Author	Madeline Smith, Chair of Staff Governance Committee Julie Kerr, Governance Co-ordinator
Action required	The Board is asked to note the minutes and agenda.
Key points	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. The minutes of the Staff Governance Committee held on 06 June were approved by the Committee on 05 September 2024. The agenda from the meeting held on 05 September 2024 is also attached for the Boards information.
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

	<p>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.</p>
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**Scottish
Ambulance
Service**

Working in Partnership with Universities



**MINUTES OF STAFF GOVERNANCE COMMITTEE
10:00 ON THURSDAY 6 JUNE 2024
VIA MICROSOFT TEAMS**

Present: Madeline Smith, Non-Executive Director (Chair)
Stevie Gilroy, Employee Director
Liz Humphreys, Non-Executive Director/Whistleblowing Champion
Mike McCormick, Non-Executive Director
Cecil Meiklejohn, Non-Executive Director
Maggie Watts, Non-Executive Director
Willie Anderson, Staff Side Convenor, Unite (ex-Officio)
Richard Proctor, Staff Side Convenor, Unison (joint role) (ex-Officio)

In Attendance: Chris Carron, Head of Workforce Planning and Analytics
Coralie Colburn, Employee Relations and Equalities Manager (Item 05)
Michael Dickson, Chief Executive
Graeme Ferguson, Deputy Director of Workforce
Freya Gillies, Corporate Governance Assistant (Observer)
Mark Hannan, Head of Communications & Engagement
Cheryl Harvey, Associate Director of Education and Professional
Avril Keen, Director of Workforce
Julie Kerr, Minute Secretary
Maria McFeat, Deputy Director of Finance
Fay McNicol, Head of Health and Safety
David Robertson, Regional Director, West
Daren Nelson, Organisational Development Lead
Tom Steele, Board Chair, Non-Executive Director
Sarah Stevenson, Risk Manager

Apologies: Dougie Brownlie, Royal College of Nursing Representative
Dave Bywater, Interim Director of Care Quality & Professional
Development
Alison Ferahi, Head of Organisational Development and Wellbeing
Development
Robert Pollock Staff Side Convenor, GMB (ex-Officio)
Ross Herbert, Staff Side Convenor, GMB
Kevin Stewart, Staff Side Convenor, Unison (joint role) (ex-Officio)
Milne Weir, Regional Director, North

ITEM 1 WELCOME AND INTRODUCTIONS

Madeline Smith welcomed everyone to the meeting and extended a welcome to Freya Gillies, Corporate Governance Assistant, joining today's meeting as an observer as part of her induction.

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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 14 MARCH 2024

The minutes of 14 March 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

None to note.

ITEM 5 SPECIAL TOPIC – REDUCING MISOGYNY AND IMPROVING SEXUAL SAFETY IN THE AMBULANCE SERVICE

Coralie Colburn, Employee Relations and Equalities Manager joined the meeting for this item and provided Committee with a comprehensive update which outlined 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. Coralie took members through the actions going forward which included a training session with the Welsh Ambulance Service, a session for Healthy Culture week for the Gender Equality Network on 21st June 2024 and collaborative working with Police Scotland and Scottish Fire and Rescue Service in relation to training and shared resources. Preparation is underway for the introduction of legislation of Worker Protection Act 2023 which is a new law which comes into effect in October 2024. A draft workplan for 2024 will be presented to Equality and Diversity Steering Group on 4th July 2024 and a suite of Equality Outcomes is also being worked up for 2025-29.

Committee welcomed the update on this important area of work and a lengthy discussion ensued, with Committee acknowledging the significant progression in this area whilst noting the very wide range of work ongoing and planned.

Committee took assurance that the Service are focussing on this very important stream of work. It was agreed that the more detailed Workplan will be presented to the next Staff Governance Committee meeting in September.

Action/s: 1. Coralie Colburn to present more detailed Sexual Safety Action Plan to Staff Governance Committee in September 2024.

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ITEM 6 STAFF GOVERNANCE COMMITTEE AND SUB-GROUP TERMS OF REFERENCE REVIEW

Madeline Smith presented the Committee/Sub-Committee Terms of Reference for annual review and Committee were asked to:

- Review the Terms of Reference (ToR) for the Staff Governance Committee which outlines one minor track change and recommend any further changes.
- Note that the Remuneration Committee have considered and endorsed their ToR with no changes at their meeting on 27th February 2024.
- Note the Health Safety and Wellbeing Group have considered and endorsed their ToR with no changes as outlined at Appendix 3

Committee approved the Staff Governance Committee Terms of Reference with no further changes noted. Committee also noted the Terms of Reference for Remuneration Committee and Health, Safety and Wellbeing Group as presented.

ITEM 7 STAFF GOVERNANCE COMMITTEE AND SUB-GROUP ANNUAL REPORTS

Madeline Smith presented the Staff Governance Committee and Sub-Group Annual Reports and Committee were asked to:

- Approve the Staff Governance Committee Annual Report for presentation to Audit and Risk Committee and the Board.

The annual report shows that the Staff Governance Committee has fulfilled its delegated responsibilities for monitoring the implementation of the NHS Staff Governance Standards within the Service. The report also details committee responsibilities, membership, meetings and business covered over the year 2023/2024. Appended to the report are the Annual Reports for Remuneration Committee, Health, Safety & Welfare Committee and the Annual Whistleblowing Report.

Committee members approved the Staff Governance Committee Annual Report for presentation to Audit and Risk Committee and the Board.

ITEM 8 STAFF GOVERNANCE

Item 8.1 Draft Staff Governance Action Plan 2024/25

Graeme Ferguson presented Committee with a position paper in relation to the Draft Staff Governance Action Plan 2024/25 and Committee were asked to:

- Note that there has been a delay in the planned reprioritisation exercise being undertaken, resulting in a delay in the SGAP initiatives being updated in advance of the June Committee as agreed at the March meeting.
- Note that the work will be undertaken by the end of June.
- Agree the proposal for the updated SGAP to be circulated virtually to Committee members for comments, feedback and oversight during the first week of July.

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Committee discussed the position paper and approved for the updated Staff Governance Action Plan to be circulated virtually to Committee for comments, feedback and oversight during the first week of July 2024.

Action/s: 2. Graeme Ferguson to arrange for the updated Staff Governance Action Plan to be circulated virtually to Committee for comments, feedback and oversight during the first week of July 2024.

Item 8.2 Workforce Strategy Plan Update

Avril Keen presented a Workforce Strategy Plan update and Committee were asked to discuss the development of a comprehensive Workforce Strategy for the Service to align its workforce with the 2030 Strategy, the NHS Scotland Workforce and the changing environment and workforce requirements to ensure the organisation's success. Avril outlined a proposal for the development of a Workforce Strategy within the Service which would include the establishment of a project/programme group, the requirement for stakeholder engagement and proposals on how that would be done as well as identifying indicative timescales.

Madeline thanked Avril for the overview and asked that work is undertaken to look across the 2030 Portfolio Boards, identifying those which have workforce implications, ensuring that these are factored into the Workforce Strategy. In terms of future needs for workforce and staffing, Madeline highlighted the need for numbers and types of staff required and how we can feed this into the timescales in the intervening time. Madeline noted the vast amount of stakeholder engagement work around the 2030 Strategy and noted that until we are clearer around what the Workforce Strategy is, stakeholder engagement should be dialled down and linking into the 2030 Strategy and the workforce implications now and in the future should be dialled up.

Liz Humphreys provided enhancements on Madeline's points and highlighted that the future needs assessment is critical as the type of workforce required is changing and will continue to change going forward.

Committee noted the overview and update presented, put forward some suggestions to inform the next stages of development and agreed Avril and Madeline would meet to detail the required work and a more detailed plan will be presented to the Staff Governance Committee in September.

Action/s: 3. Avril Keen to present a more detailed Workforce Strategy Development Action Plan to Staff Governance Committee in September 2024.

Item 8.3 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. Chris highlighted that the report contains a new section in relation to TURAS Learn compliance rates. Committee were asked to note that the RAG status shown is illustrative only as the final percentage completion classifications have still to be formally agreed.

Madeline thanked Chris for the overview and in terms of Employee Resourcing reiterated that for some time now Committee have requested numbers detailing whether our headcount is what we want it to be or if we are under resourced or ahead of schedule and this needs to be progressed. Previous conversations have taken place in relation to Team Leader release time, PDPs, Appraisals etc and this would not appear to be progressing and Madeline asked if the Short Life Working Group

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will help to progress some of this work and if not, Madeline asked what else is being done in this space to progress. Avril provided Committee with assurance that there is work ongoing with Organisational Development colleagues to progress PDPs and appraisals and these figures will be shared in the report presented to the next Staff Governance Committee meeting. Committee suggested exploring things graphically would help explore trends.

Committee noted the increase in figures for Sickness Absence and Employee Relations cases and asked that narrative is expanded in future reports detailing the reasons for the increase.

Item 8.4 Workforce Risk Register

Sarah Stevenson presented the Workforce Risk Register which members were asked to note and approve. Members noted that all changes made since last presentation of the Workforce Risk Register were highlighted in red. Committee were asked to note the reduction in risk level for Risk ID 5519 (Statutory and Mandatory Training) and also the Risk ID 5281 (Fatigue).

Mike McCormick raised concerns about Risk 5520 around the lack of capacity, training from staff within the Service to provide practice educators. Committee noted that a short life working group has been set up to progress this and Avril provided assurance that this work is progressing in partnership. It was also highlighted that the level of actions around this risk feels quite light and should be more comprehensive in the level of detail to provide assurance to Committee. Sarah will work with Avril to pick up risk description and actions offline.

Action/s: 4. Risk Manager to work with Director of Workforce to strengthen risk description and actions in relation to Risk ID 5520 relating to the provision of practice educators.

Liz Humphreys referred Committee to Risk ID 5296 (Industrial Relations) and in particular regarding the implementation of non-pay elements of the 24/25 Agenda for Change pay deal captured within the action, but highlighted that there is a long list of risk areas identified which go beyond industrial relations and asked if the way in which this is captured is sufficiently wide to cover all other elements. Sarah agreed that she would pick this up offline with Graeme Ferguson to ensure that this is aligned.

Action/s: 5. Risk Manager to work with Deputy Director of Workforce to highlight additional risk areas in relation to Risk ID 5296 (Industrial Relations) to ensure that this is aligned.

In terms of Risk 5652 (Equalities) it was agreed that Sarah would review the wording of this risk to detail that we have not got a diverse workforce because we have not been able to attract people from diverse backgrounds.

Action/s: 6. Risk Manager to review the wording of Risk ID 5652 (Equalities) in relation to diverse workforce.

Liz highlighted that overall the Risk Register is fairly stable and asked Stevie Gilroy if the calmness of this document reflects the staff side perception, particularly given that employee relations cases are rising. Stevie reflected that the overall mood of the Risk Register is broadly speaking what he would expect from a staff side point of view. There has however been concerns in relation to the employee relations element, with work being undertaken to progress the backlog.

Members approved the Risk Register.

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Item 8.5 Revised Health, Safety and Wellbeing Audit

Staff Governance Committee were asked to note the revised Health, Safety and Wellbeing Strategy Audit report which was approved at Audit and Risk Committee on 22nd April 2024. An overall assessment of 'Significant assurance with minor improvement opportunities' was recorded with 3 medium and 5 low risk findings for which appropriate corrective actions have been agreed with the relevant management.

Committee noted the Revised Health, Safety and Wellbeing Audit Report presented.

Item 8.5 Internal Audit Actions

Avril Keen 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.

The paper identified 8 open actions, of which 3 are rated medium and 5 rated low.

Madeline thanked Avril for the overview and noted in relation to finding 2.1 that this had an initial due date of 31 March 2024 and asked for a revised target date and update summary for this item.

Mike McCormick highlighted that a few of the timelines for actions are imminent and it was agreed that Avril would provide updated timelines in the paper to be presented to the September Staff Governance Committee.

Action/s: 7. Director of Workforce to work to review and update timelines and actions in relation to the Internal Audit Risk and Actions paper to be presented to the September Staff Governance Committee.

Committee noted the current position and plans for progression.

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 Staff Experience and Staff Story

Daren Nelson 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.

Liz Humphreys referred to the work which has been undertaken for people to capture concerns in a way which is confidential in accordance with the Whistleblowing Standards and asked for some reflections on capturing non-whistleblowing concerns and whether there is a process for this. Avril advised that there are a number of ways staff can raise concerns i.e. under complaints, bullying and harassment policy, conduct policy whereby work would be undertaken to resolve issues as soon as possible.

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Committee welcomed the uptake of TRiM referrals and the work in relation to the upcoming Healthy Culture Week.

Sarah Bush joined the meeting and members were also provided with a staff story as part of this item which outlined the Service contribution to the Grampian Pride Event which took place in Aberdeen on 25th May 2024. Service members joined with colleagues from NHS Grampian at the front of the parade and received a hugely positive reception from the crowds gathered. Participation in the parade represented ongoing efforts to create an inclusive workplace where everyone is and feels accepted. Taking part in the parade demonstrated the Service's commitment to our values, showing our workforce and the public that everyone is valued and respected. It is anticipated that this wave of inclusion will grow further at forthcoming events in Dundee, Glasgow, Edinburgh and West Lothian.

The Committee thanked those involved for sharing their staff story.

Members acknowledged the great staff story and noted the Staff Experience update.

Item 9.2 Draft Health and Wellbeing Strategy (2024-27)

Daren Nelson presented the Draft Health and Wellbeing Strategy (2024-27) and Staff Governance Committee were asked to approve the draft and discuss and provide comment on the associated draft Wellbeing Roadmap 2024-25. The draft document is an evolution of and builds upon our previous Health and Wellbeing Strategy "Being Well" 2021-24 and incorporates the recommendations of the KPMG Internal Audit conducted in 2023. The three themes of the strategy are Healthy Mind, Healthy Body and Healthy Workplace and the Strategy sets out to establish a more evidence based approach from the outset by baselining internal data and benchmarking where appropriate. The accompanying roadmap to the strategy provides an accessible 'staff-friendly' version, together with annual targets and milestones. The roadmap will be refreshed annually, incorporating stretch targets for the following year, and included within the annual delivery plan for the OD and Wellbeing Team.

A healthy conversation ensued and Members welcomed the Draft Strategy and acknowledged the significant progress which has been made to the Strategy presented to today's Committee. No fundamental changes were suggested and Members approved the strategy presented and provided feedback by way of some cosmetic changes for incorporation.

Item 9.3 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 has been dealt with and a response given to the HSE who are content with no further action required.

Madeline thanked Fay for the overview and noted that at the last Staff Governance Committee, members asked for 13 months of data for RIDDOR reporting be included within future reports to allow for any seasonal adjustments to be captured. Committee noted that this data is not included in today's report and requested that this is included going forward.

Committee noted the update presented.

Item 9.4 Violence Prevention Reduction

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Members noted the paper presented in relation to Violence Prevention Reduction within the Service providing Committee with an update on Violence and Aggression initiatives. Darren Chambers highlighted that the Violence Prevention Strategy has been completed and is with the Service web and intranet developer, with the final document anticipated within the next few weeks. Darren also provided Committee with updates in relation to Violence Prevention Reduction Group meetings, Ambulance Restrictive Interventions Training Programme, rollout of breakaway training in Fife and ongoing work with ACC staff in relation to abusive callers process.

Committee noted the update provided.

ITEM 10 APPROPRIATELY TRAINED AND DEVELOPED

Item 10.1 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
- Ambulance Technician to Paramedic Progression
- BSc Paramedic Practice
- Newly Qualified Paramedics
- Learning in Practice (LiP)
- Migration to Turas Learn

Cheryl made particular reference to the impact which the reduced working week is having in terms of workforce recruitment and how this will be managed. A focused piece of work is also ongoing in relation to the Technician to Paramedic progression in relation to workforce modelling to support the outline business case. The work was discussed in depth at the Executive management Team on the 8th of April to help refine and inform this work.

Committee noted the overview provided and asked that the wider detail is provided in relation to the Technician to Paramedic progression and the impact the reduced working week is having in terms of workforce recruitment as well as any other areas of concern to enable Committee to contextualise in terms of progress being made and take assurance that measures are in place if things are not progressing as they should be.

Committee noted the update presented.

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

Item 11.1 Policies

The undernoted policies were presented to Committee for approval:

- Data Protection Policy (Katy Barclay)
- Information Governance Policy (Katy Barclay)
- Records Management (Katy Barclay)
- H&S Organisational and Responsibility Policy (Fay McNicol)

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- H&S Guidance (Internal Enforcement Notices) (Fay McNicol)
- Risk Assessment and Auditing Policy (Fay McNicol)
- Risk Assessment and Auditing Guidance (Fay McNicol)
- Draft HS 007 Manual Handling Policy (Fay McNicol)
- Draft HS 021 Equipment Maintenance and Equipment Policy (Fay McNicol)
- Draft HS 032 Guidance for decontamination following exposure to Chemical irritants.(Fay McNicol)
- Draft HS 035 Personal Protective Equipment (PPE) Policy (Fay McNicol)
- Draft HS 040 New and Expectant Mothers at Work Policy (Fay McNicol)
- IPC – SOP cleaning following an outbreak (Hayden Donaldson)
- IPC Infestation Policy (Hayden Donaldson)
- IPC Food Hygiene Policy (Hayden Donaldson)
- SICPS Supplementary Procedures (Hayden Donaldson)

Committee members discussed the policies and all policies were approved as presented with the exception of:

- Draft HS 040 New and Expectant Mothers at Work Policy – links need to be inserted
- Data Protection Policy – include reference to students in Roles and Responsibilities
- Information Governance Policy – include students into Scope

Committee approved the 3 aforementioned Policies subject to the minor amendments stated above.

Committee agreed that there is no requirement to have guidance presented to Committee going forward, only Policies.

ITEM 12 INVOLVED IN DECISIONS

Item 12.1 Rest Break Improvement Update

Committee noted the rest break highlight report presented for the reporting period 23 April 2024 – 22 May 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. There has been an agreement to merge first and second breaks when first break occurs within the second rest break window and communications has gone to all staff. It is now proposed that the group is closed down and monitoring of rest breaks passes to existing groups, with the proviso that if issues recur the group can be reformed.

Staff side colleagues confirmed that this work was making good progress, with the traffic of complaints decreasing and maximum benefits from the work now being realised.

Committee noted the progress and evident improvement in this area.

Item 12.2 Agenda For Change – Non Pay Elements of 2023-24 Pay Deal

Committee members noted the paper presented which provided an update on the Service’s position on Agenda for Change – Non Pay Elements of the 2023-24 Pay Deal and a workforce bulletin issued to all staff on 14 May 2024 setting out the transitional arrangements for the reduction of the Working Week. Agreement has been made in partnership with Trade Unions that the default position will be that staff will accrue time. If staff wish to be paid overtime for this, this is by exception following review and approval.

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

Item 12.3 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 and North with the West due to take place tomorrow 7th June 2024. Initial feedback has been very good with staff embracing the idea of the 3 Regional conferences.

Committee noted the overview and it was agreed that feedback from the conferences together with learning outcomes will be presented to Staff Governance Committee in September.

Action/s: 8. Director of Workforce and Employee Director to include feedback from Partnership Conferences together with Learning Outcomes within the Partnership Update presented to Committee in September 2024.

Item 12.4 Learning from Events Group – Verbal Update

David Bywater unfortunately was unable to join today’s meeting, but advised that a meeting has been scheduled for him to catch up and get awareness in relation to the Learning From Events Workstream and a progress update will be provided to the September meeting of the Committee.

Action/s: 9. Interim Director of Care Quality & Professional Development to provide progress update from the Learning from Events Group to Committee in September 2024.

Members noted the updated provided.

ITEM 13 WELL INFORMED

Item 13.1 Workforce Communications and Engagement Update

Mark Hannan joined the meeting for this item. Members noted the paper which provided an update on recent work in relation to workforce communication and engagement. The paper highlighted:

- Communications team continue to promote staff and patient stories and positive corporate news in the Scottish media and on social media.
- Coverage of ScotSTAR’s 10th anniversary, which was covered by STV on their 6pm national bulletin, their online platforms and on social media.
- A key focus on bolstering and supporting community first responder communications with the launch of a recruitment campaign for groups across the country, resulting in increased applications to the scheme.
- A high-profile TV series – Paramedics on Scene (BBC) – continues to showcase staff from across the organisation and a new series began airing in Spring 2024.
- Social media continues to be a key communications channel and the team regularly share positive staff stories, features on roles within the Service, vacancies, and patient compliments across platforms to ensure coverage is seen by the maximum amount of staff.

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Members noted the paper presented which provided an update on Workforce Communications and Engagement.

ITEM 12 ACTION TRACKER

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

2024/02	Reducing Misogyny and Improving Sexual Safety in the Ambulance Service
2024/03/05	Special Topic – Health and Wellbeing Strategy Impact Report and Internal Audit
2024/03/06.3	Workforce Strategy Update

Following discussions, the Actions below will remain open and updates provided to the September 2024 Staff Governance Committee meeting.

2023/12/07.1	Workforce Data Reporting
2023/12/07.2 (1) and (2)	Workforce Report
2024/03/07.2	Health and Safety Update
2024/03/08.1	Education Update

ITEM 13 STAFF GOVERNANCE COMMITTEE WORKPLAN 2024

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

ITEM 14 ANY OTHER BUSINESS

No items of other business were recorded.

Madeline Smith thanked members and attendees for their participation and contributions to the meeting and advised that a private session of Committee will now take place, which will only be attended by Non-Executive Committee members.

DATE OF NEXT MEETING

The next meeting will take place on Thursday 5th September 2024.

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**MEETING OF THE STAFF GOVERNANCE COMMITTEE
10:30 ON THURSDAY 05 SEPTEMBER 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 5519 – Very High – Statutory and Mandatory Training
- 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 – 10 items	
	Likely (4)			CR 4636 – 14 items	CR 5062 – 1 Item	
	Possible (3)				CR 5653 – 9 Items	
	Unlikely (2)					
	Rare (1)					

	Agenda Item	Brief Type	Lead	Risk
10:30	1. Welcome & Apologies	For Noting	M Smith	–
	2. Declarations of Interest relevant to meeting	For Noting	M Smith	–
	3. Minutes of meeting held on 6 June 2024	For Approval	M Smith	–
	4. Matters Arising not on the Agenda	For Discussion	M Smith	–
10:35	5 SPECIAL TOPIC – iMatter	For Discussion	G Ferguson/S Reid	
	6. STAFF GOVERNANCE			
10:55	6.1 Staff Governance Action Plan 2024/25	For Approval	G Ferguson	CR 4636, CR 4638 CR 5653
	6.2 Workforce Strategy Plan Update – Verbal Update	For Discussion	G Ferguson/C Carron	CR 4636, CR 4638, CR 5653
	6.3 Workforce Report	For Discussion	G Ferguson/C Carron	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 <ul style="list-style-type: none"> • Internal Audit Action Update 	For Discussion	G Ferguson	CR 4636
11:45	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 Discussion	F McNicol	CR 4636
		(a) Occupational Health Review	For Discussion	F McNicol	
	7.3	The Workers (Predictable Terms and Conditions) Act Update – Verbal Update	For Discussion	G Ferguson	CR4636
	7.4	Sexual Safety Action Plan	For Discussion	C Colburn	CR 4636, CR 5653,
12:05	8.	APPROPRIATELY TRAINED AND DEVELOPED			
	8.1	Education Update	For Noting	C Harvey	CR 4638, CR 5062
12:15	9.	TREATED FAIRLY AND CONSISTENTLY, WITH DIGNITY AND RESPECT, IN AN ENVIRONMENT WHERE DIVERSITY IS VALUED			
	9.1	Equality Monitoring Report	For Approval	C Colburn	-
	9.2	Whistleblowing Quarterly Report	For Noting	A Carruthers	CR 4636, CR 4638, CR5653
12:45	10.	INVOLVED IN DECISIONS			
	10.1	Rest Break Improvement Update	For Noting	G Ferguson	CR 4636, CR 4638
	10.2	Agenda for Change – Non Pay Elements of 2023/24 pay deal – Verbal Update <ul style="list-style-type: none"> Reduced Working Week Protected Learning 	For Noting	G Ferguson	CR 4636, CR 4638
	10.3	Partnership Update <ul style="list-style-type: none"> Hot Topics Group Update Partnership Conference Report and Actions 	For Noting	G Ferguson/S Reid	CR 4636, CR 4638, CR 5653
	10.4	Learning from Events Group Update - Verbal Update	For Noting	D Bywater	CR 4636, CR 4638, CR 5653
13:05	11.	WELL INFORMED			
	11.1	Consistent Communication <ul style="list-style-type: none"> Keeping Staff Well Informed Culture Week Feedback - Verbal 	For Noting	G Ferguson	-
	12.	Action Tracker	For Approval	M Smith	-
	13.	Staff Governance Committee Workplan 2024/25	For Noting	G Ferguson/M Smith	-
13:20	14.	Any Other Business			

Date of next meeting: 12 December 2024.

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.