

3.1 WELL INFORMED

- 3.1.1 Staff communication updates continue weekly with information on key issues of interest to staff via Council and NHS Staff Communications.
- 3.1.2 The workforce data for end of Quarter 3 was not available at the time of writing the report, therefore a workforce report will come to the next IJB showing the workforce demographic data provided from NHS and Council systems.
- 3.1.3 The Attendance and Employee Relations trend data usually provided in Section 3 will also follow as part of the workforce data report going forward.

3.2 APPROPRIATELY TRAINED

- 3.2.1 A renewed way of supporting new NHS colleagues will commence in January 2023. Half day Corporate Induction sessions will be delivered weekly via MS Teams and enable new colleagues to meet one another, hear more about the profile of HSCP and wider NHS Highland. This will cover, the governance arrangements, our culture and explore how we promote professionalism, as well as signpost what to expect, including local induction requirements and essential training. A promotional video has been designed and will be included in the delivery.
- 3.2.2 The Corporate Induction portal has also been updated and accessible to all colleagues. There will be an initial pilot period until the end of March.

- 3.2.6 There has been a notable increase in compliance data in Quarter 3, showing an improvement of between 1-5% across the courses. This improvement is attributed to a focus on Stat Man training and awareness raising for the workforce. We have also developed a link between learning accounts to ensure more accurate data capture.
- 3.2.7 Violence and aggression training is still the lowest compliance (33%). This course is for staff with no face-to-face contact with the public or patients and has a much lower overall coverage with only 198 staff required to participate (see appendix 1). It is not clear why this course specifically is not undertaken and this will be an area of interest in our discussions along with compliance improvement generally.
- 3.2.8 Mandatory training on Information Governance now includes Cyber Security as well as Safe Information Handling. A process on promoting, monitoring and addressing compliance of mandatory training on Information Governance is being discussed.
- 3.2.9

3.2.16 Within the council, the Quality Conversations analysis is still being undertaken and will be reported once complete.

Leadership and Management Development

3.2.17 The NHS Leadership and Management Development Programme levels 1-4 has been completed for all levels. This programme included:

- Created and Developing Effective teams
- Selfcare
- Leadership
- Coaching skills for managers
- Effective Communicaiton
- Recruiting the best teams
- Planning and Implementing Change
- Workforce Planning
- Financial Management
- Promoting a healthy and Safe working environment
- Courageous Conversations
- Problem Solving and Decision Making

All feedback from evaluation of this programme has been used to improve

Resolution Toolkit eLearning module is now available. The toolkit is intended to assist all colleagues with resolving matters, as early as possible.

4. INVOLVED IN DECISIONS

4.1 Employee Engagement

- 4.1.1 The employee engagement working group meetings have now concluded and employee engagement activities will now be captured as a standing item of the Culture and wellbeing Group. This will allow wider collaboration on the programme of activity required and relevant updates will continue to be reported to IJB.

5. CONTINUOUS IMPROVEMENT

Resourcing: Recruitment and Redeployment

- 5.1 Appendix 3 shows the recruitment activity over the last quarter and as in previous years there is a higher level of activity in Q3 than is evident in other quarters and for NHS vacancies this is notably higher than the same period last year (shown for comparison). More detailed analysis will be contained in workforce report going forward and this will inform and be informed by workforce planning discussions, looking at trends, difficult to fill roles and wider workforce planning actions.
- 5.2 The Strategic Workforce Planning Group has resumed with the first meeting taking place on the 30th January 2023. The Terms of Reference has been revised to align to the strategic workforce plan. This group is

7.1 Update on work for FQ4

Data provision further developed	Q4
Commence Corporate Induction rollout .	Q4
Launch new manager Induction standards, the line manager portal and commence Essential in Management course	Q4

Note this quarterly Staff Governance update;

Take the opportunity to ask any questions on people issues that may be of interest or concern;

Endorse the overall direction of travel, including future topics that they would like further information on.

14. DIRECTIONS

Directions required to Council, NHS Board or both.	Directions to:	tick
	No Directions required	<input type="checkbox"/>
	Argyll & Bute Council	
	NHS Highland Health Board	
	Argyll & Bute Council and NHS Highland Health Board	

REPORT AUTHOR AND CONTACT

Jo McDill, HR&OD Officer, Argyll and Bute Council hr-hscp@argyll-bute.gov.uk
Geraldine Collier, People Partner, NHS Highland geraldine.collier@nhs.scot