



# Minute

**Meeting:** NHSScotland 'Once for Scotland' Workforce Policies Programme Board  
**Date:** Wednesday 7 November 2018  
**Location:** MR1, Royal College of Nursing, 42 South Oswald Road, Edinburgh

## Attendees:

**Present:**

- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN), (Deputy Chair)
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway (via teleconference)
- (JA) Jane Anderson, Branch Secretary, Unison
- (JB) Janis Butler, HR Director, NHS Lothian
- (AG) Anna Gilbert, Head of Staff Governance, Scottish Government
- (JO'C) James O'Connell, Regional Officer, Unite (via teleconference)
- (MS) Malcolm Summers, Head of Workforce Practice Unit, Scottish Government

**In attendance:**

- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (LS) Lianne Scott, Project Support Officer, NHS NSS

**Apologies:**

- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)
- (SN) Sean Neill, Deputy Director, Health Workforce, Scottish Government (Chair)

## 1. Welcome and Apologies

Norman Provan (NP) welcomed those present and acknowledged apologies as mentioned above.

## 2. Minutes and Actions from Meeting on 11 October 2018

The Minutes were approved as a true reflection of the meeting.

### Update to Actions

Actions were updated and referenced in the Action Log.

## 3. Terms of Reference (ToR)

Anna Gilbert (AG) introduced ToRs (Docs 3.1-3.3) and explained that the Programme Board ToR was discussed at the Scottish Workforce & Staff Governance (SWAG) Committee with the outcome as described below.

### Programme Board (ToR)

Under Section 7 "Decision Making"; with reference to the statement on ability to veto requiring the agreement of the majority of the respective constituent group, AG reported that the SWAG Committee felt that the wording was unclear. Additional narrative was requested to clarify the point that if a matter cannot be resolved by the Programme Board then this should be escalated to the SWAG Committee for resolution. The Programme Board ToR was accepted subject to the above recommendation.

## Policy Development Group (ToR)

Janice Butler (JB) explained that the Employer nominations for the Policy Development Group (PDG) have now been confirmed as below:

- Noreen Clancy, Head of Relations, NHS Lothian
- Alison Johnston, Programme Manager, NHS Tayside
- Ingrid Wilson, Investigations and Policy Development Manager, NHS Dumfries & Galloway

An HR specialist to draft the policies had also been confirmed:

- Elaine Hughes, Senior Specialist HR Advisor, Employee Relations and Workforce Policy, NHS NSS

The above representation reflects a nomination from each region across Scotland.

It was noted that in addition to the 3 NHS Employer representatives, a request has been made for an additional nomination with the specific skill set and task to draft the policies based on the content agreed through the PDG and the wider engagement events.

The Programme Board agreed the Chair and Vice Chair of the PDG as follows:

- Noreen Clancy, Head of Employee Relations, NHS Lothian – **Chair** (NHS Employer)
- Anne Thomson, Royal College of Nursing (RCN) - **Vice Chair** (Staffside)

Members acknowledged the challenge in the immediate release of representatives to start the work of the PDG and an appreciation of the ambitious timescale of 18 months for the programme. Capacity of those nominated to carry out the work of the PDG as outlined in the Terms of Reference will be monitored. It was further noted that there may be opportunities to enlist the help of other individuals in the work of the PDG as a development opportunity.

The Programme Board reiterated that the work will review existing workforce policies (currently known as PIN) that have already been agreed in partnership. This is not a re-negotiation and the wording in the Terms of Reference and communications should reflect this. It was agreed that the principles for this work, as approved by SWAG, should also be included in the PDG Terms of Reference.

Members agreed that the same decision making quorum requirements outlined in the Programme Board Terms of Reference should apply to the PDG.

Lynn Hunter (LH) advised that the PDG would be formed in the immediate weeks now that membership had been confirmed. One of the first tasks for the group being, to develop an Engagement Plan for the review of the core policies for submission to the next Programme Board in December.

## Digital Development Group (ToR)

AG advised that discussions were ongoing with NHS Education for Scotland (NES) to confirm nominations for the Digital Development Group.

Discussion followed on the deliverables and phasing for the digital work. Members noted a requirement to appraise the systems already in use and opportunities to learn from implementation in NHS Lothian, NHS NSS and NHS Glasgow Greater & Clyde.

Members agreed that a scoping session to establish the requirements of the digital work would be arranged to take place early in the New Year. This session would include participation from the Programme Board, Policy Development Group, Digital Development Group and NES colleagues. In addition, representatives from NHS Boards with systems currently in use would be invited to provide demonstrations and share learning.

**Action: 01 (07/11/18)** Update the Programme Board ToR to further clarify governance as discussed and submit to SWAG secretariat for approval.

**Action: 02 (07/11/18)** Update the Policy Development Group ToR to reflect discussion on quorum requirements, Employer representatives, Chair/Vice Chair nominations and position/principles on the review of existing policies agreed in partnership.

**Action: 03 (07/11/18)** Scoping workshop to be arranged for the digital work. Delegates to include: Programme Board, Policy Development Group, Digital Development Group and NES colleagues and invite representatives from NHS Boards with a system currently, to provide demonstration and share learning.

#### **4. Milestone Chart**

LH presented the “Milestone Chart” paper (Doc 4) and advised that this shows an overview of key milestones for the programme, including submissions through the governance structure. Further milestones will be added once the work has been agreed.

Members agreed that they were satisfied with the principle of the milestone chart and would welcome further versions presented to the Programme Board.

#### **5. Risk Register**

NP referred to the “Risk Register” paper (Doc 5) and asked that a further meeting be arranged specifically for this item to allow sufficient time to discuss and score risks. Members confirmed that they were happy with this approach.

**Action: 04 (07/11/18)** LS to arrange a 30 minute discussion by teleconference in advance of the next Programme Board and to include the Risk Management Strategy to assist with preparation and output.

#### **6. Any Other Business**

LH invited members to refer to the additional paper ‘Once for Scotland’ Workforce Policies Programme Briefing October 2018 to seek their approval of the content. Members confirmed they approved the content and circulation to key stakeholders as previously agreed. It was suggested that consideration may be given to the visual format and branding for future Programme Briefings.

On behalf of the members, NP thanked those involved with the work of the programme to date, and in particular the members of the programme management team who had recently joined. He also mentioned that there may be an opportunity to showcase the work of the programme to a wider external audience, including publication, and this could be given consideration at a future date.

**Action: 05 (07/11/18)** LH to circulate Programme Briefing to key stakeholders.

#### **7. Date of Next Meeting**

The meeting is expected to take place early to mid-December and a date will be confirmed shortly.