

‘Once for Scotland’ Workforce Policies

March 2019

‘Once for Scotland’ Workforce policies will promote NHSScotland as a modern, exemplar employer; showcasing our core values, and promoting consistent employment policy and practice that supports the implementation of the Staff Governance Standard and effective recruitment and retention

Background

In line with the proposal approved by the Scottish Workforce & Staff Governance Committee (SWAG) on 28 June 2018, a programme of work has been established to transform the development, application and accessibility of workforce policies into a ‘Once for Scotland’ approach.

The first phase of the programme will address the ‘Core Policies’ i.e.

- Dealing with Employee Grievances
- Management of Employee Conduct
- Management of Employee Capability
- Prevention and Dealing with Bullying & Harassment
- Promoting Attendance
- Single Investigatory Process

Engagement Events

In follow up to the pre-policy development engagement events in January 2019, a further series of events have taken place in the North, East and West of Scotland in March 2019.

These events form a mid-point review to check that delegates are comfortable with the direction of travel. We focused on “*You said, we heard, we did...*” providing feedback on the discussion themes pre-policy development and engaging on the materials in development.

The events generated a lot of discussion and valuable information for the Policy Development Group to review and incorporate in the draft policy documents for consultation in April.

The plenary presentations for the events can be accessed via the Staff Governance website:

<https://www.staffgovernance.scot.nhs.uk/partnership/once-for-scotland-workforce-policies/>

Programme Board Minutes and Programme Briefings can also be viewed here.

Consultation

The one month consultation period will run from mid-April to mid-May 2019 with necessary flexibility to ensure maximum feedback.

We encourage stakeholders to note this timeline and set up any necessary meetings within your organisation to respond to the consultation.

Notification will be sent through the standard consultation route i.e. NHS Board Chief Executives, NHS Board Chairs, Employee Directors, HR Directors, Deputy HR Directors, senior representatives from the Trade Unions & Professional Organisations, Scottish Workforce & Staff Governance (SWAG) Committee, Scottish Partnership Forum (SPF) and the Scottish Terms and Conditions Committee (STAC).

It was previously agreed by SWAG Committee that the consultation period would follow the regional engagement events pre-policy (January 2019) and mid-policy development (March 2019) minimising the need for the traditional 2-3 month formal consultation process. With this new model of engagement, and recognising that these policies have already been agreed in partnership, this consultation will look different from previous consultations.

What is included within the consultation?

The consultation will be on the policies for Grievance, Conduct, Capability, Bullying & Harassment, Promoting Attendance and the Single Investigatory Process. This will include the following:

- Policy Aims
- Who it applies to and What can be raised under the policy (Scope)
- Roles and Responsibilities
- Process/ Procedure (key steps) – including the Single Investigatory Process
- Definitions

What is not included within the consultation?

The consultation will not include the standard headings that apply to all policies and can be written once and accessible through the digital solution. For example, Ministerial Forward, Preface, Principles and Values, Legislative Framework, Recording and Retaining Records (GDPR), Equality & Diversity (Wellbeing & Equality Policies will be addressed in Phase 2), Confidentiality, Right to be Represented, Training, Staff Governance Standards (direct link), Monitoring & Evaluation, Support and Review.

Digital Solution

A key component of the 'Once for Scotland' Workforce Policies is to design and develop the digital solution to host the policies that will deliver the vision to promote NHSScotland as a modern employer, showcase our core values and facilitate recruitment and retention.

A Digital Development Group has formed to work alongside the Policy Development Group to deliver the solution for the 'Once for Scotland' Workforce Policies.

In January 2019, we held a Digital Discovery Workshop to define the key issues, and what is needed from the digital solution, from different user perspectives.

The Programme Board have supported the development of a custom digital solution that meets the needs of the priority deliverables as identified in the Discovery Workshop and has the ability to integrate with existing systems in use within NHS Scotland.

The digital solution will be developed in an iterative-incremental manner in collaboration with users. It will evolve over time in response to continuous feedback.

A Minimal Viable Product (MVP) will be in place for the completion of the first phase of core policies.

If you are interested in being part of the development of the digital solution and testing within your area please contact: Cat Lawson, User Experience Lead at Cat.Lawson@nes.scot.nhs.uk

Get in Touch

Please contact the team if you would like to discuss any aspect of the Programme.

For general enquiries:

- Programme Team: Lynn Hunter, Programme Manager Lynn.Hunter@gov.scot

For matters related to:

- NHS Employers: Jeff Ace, Chief Executive, NHS Dumfries & Galloway jeff.ace@nhs.net
- National Staffside: Norman Provan, Associate Director (Employee Relations), Royal College of Nursing norman.provan@rcn.org.uk
- Scottish Government: Sean Neill, Deputy Director, Health Workforce Sean.Neill@gov.scot