NHSScotland Workforce Policies

September 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

A programme of work is on-going to transform the development, application and accessibility of workforce polices into a 'Once for Scotland' approach. The first phase of the programme addresses the 'core' workforce policies i.e.

- Attendance
- Bullying & Harassment
- Capability
- Conduct
- Grievance, and a
- Workforce Policies Investigation Process

'Once for Scotland' Workforce Policies Programme Board – 29 August 2019

The 'Once for Scotland' Programme Board met on 29 August 2019. The Board agreed:

Timescales for the completion of Phase 1

Milestone	Start	Finish	Status
Standard Sections Review - Programme Board	29/08/2019	29/08/2019	Completed
Supporting Documents (excluding letters) Review - Programme Board	24/09/2019	24/09/2019	Not started
Draft Policy Review - SWAG Committee[1]	23/10/2019	23/10/2019	Not started
Soft Launch – 'Early Bird' Access	01/11/2019	28/02/2020	Not started

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[1] SWAG Committee will be provided with advance access to the digital solution – displaying the Standard Sections and Supporting Documentation (excluding letters) – to inform the review and approval of the draft workforce policies on 23 October 2019.

NHS Board Implementation/ Programme Monitoring and Oversight	01/11/2019	28/02/2020	Not started
Cabinet Secretary Approval of Phase 1 workforce policies	03/02/2020	14/02/2020	Not started
Scottish Government publication of Phase 1 policies and NHS Board launch with staff and managers	01/03/2020	01/03/2020	Not started

Resourcing

- Resourcing of the Policy Development Group remains a concern. Immediate steps taken to resolve

Proposed Approach to Phase 2

- Refresh all remaining Partnership Information Network (PIN) policies[2]
- Scheduling of Phase 2 based on experience from delivering Phase 1
- Engagement Events pre-policy development (anticipated January 2020) and mid-policy development (anticipated March 2020) to cover all Phase 2 policies
- Proposed staggered approach to consultation to allow time for the service to respond and for the programme to manage each stage of analysis and policy redraft e.g. up to four separate consultations on sets of grouped policies

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

For general enquiries:

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For matters related to:

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- Scottish Government: Sean Neill, Deputy Director, Health Workforce Sean.Neill@gov.scot

Approved Programme Board Minutes and Programme Briefings can be viewed here: https://www.staffgovernance.scot.nhs.uk/partnership/once-for-scotland-workforce-policies/

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[2] Additional Employment (extract from PIN), Embracing Equality, Diversity & Human Rights, Gender-Based Violence, Managing Health at Work (Attendance complete Phase 1), Personal Development Planning & Review, Redeployment, Safer Pre & Post Employment Checks, Secondment, Supporting the Work-Life Balance, Use of Fixed Term Contracts, Facilities Arrangements for Trade Unions & Professional Organisations