



**Scottish Workforce & Staff Governance Committee
Wednesday 1 November 2017
Conference Room 4ER, St Andrews House, Edinburgh
Minute**

Present:

Confirmation of attendees at time of writing:

Name	Organisation
Jane Anderson	Unison
Tony Axon	Society of Radiographers
Jane Christie Flight	Employee Directors Group
Irene Clark	Unite
Julie Collins	Chartered Society of Physiotherapy
Stewart Donnelly	Royal College of Nursing
Anna Gilbert	Scottish Government
Donald Harley	BMA
Pauline Howie	Scottish Ambulance Service
Gordon Jamieson (VC)	NHS Western Isles
Shirley Johnston	Unite
Gerry McLaughlin	NHS Health Scotland
Robin McNaught	The State Hospitals Board for Scotland
Diane Murray	Scottish Government
Jennifer Porteous (VC)	NHS Western Isles
Norman Provan	Royal College of Nursing
Susan B Russell (Minute)	Scottish Government
Caroline Sharp	NHS Dumfries & Galloway
Kenneth Small	NHS Lanarkshire
Malcolm Summers (Chair)	Scottish Government
Simon Watson (VC)	Unison
Dorothy Wright	NHS Education for Scotland

In attendance:

Name	Organisation
Rosemary Agnew	Scottish Public Services Ombudsman
Curtis Arms-Williams (Observer)	Welsh Office
Anne Campbell	NHS Education for Scotland
Alison Carmichael	Scottish Government
Suzanne Connelly	Scottish Government
Richard Kyle	Scottish Government
Suzanne Johnstone (Observer)	Scottish Government
Kieren Green	Scottish Government

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Val Malloch	Scottish Public Services Ombudsman
Paul Smith	Scottish Public Services Ombudsman

Apologies have been received from:

<u>Name</u>	<u>Organisation</u>
David Donaghey	Society of Chiropractors and Podiatrists
Lynne Douglas	NHS Lothian
Emma Currer	Royal College of Midwives
Joyce Davison	BMA
Gordon McKay	Unison
Adam Palmer	Employee Directors Group
Deborah Shepard	Society of Radiographers
Anne Thomson	Royal College of Nursing
Lyn Turner	Unite

Agenda Item 1 – Welcome, introductions and apologies

1. The Chair welcomed everyone to the meeting. Members were informed of the list of apologies (noted above) and that the meeting was quorate. A special welcome was had for Curtis Arms-William who is observing today from the Welsh Office.

Agenda Item 2 – Minute and Action Points from the meeting held on 7 June 2017

2. The minutes were agreed as an accurate reflection of the meeting.
3. It was confirmed that the action points from the last meeting were now complete.

Agenda Item 3 – Independent National Whistleblowing Officer Standard Setting

4. Alison Carmichael referred to the paper which had been circulated prior to the meeting which outlined the proposal that the Scottish Public Services Ombudsman would develop both the standards and a model whistleblowing process against which the INWO would review/investigate a Board's handling of a whistleblowing case raised through the whistleblowing PIN Policy. In her update Alison highlighted the following:

- The policy intention for the new role of the INWO is to bring whistleblowing cases to a clear, fair and final conclusion in a reasonable timetable, so that potentially vulnerable staff and patients are protected.
- The proposal that this role should fall under the jurisdiction of the Scottish Public Services Ombudsman (SPSO).
- Specifically, they have been looking at the SPSO designing a model for whistleblowing procedures (model Whistleblowing Policy) against which the INWO would review/investigate the Health Board's handling of whistleblowing cases where



there has been a complaint by the member of staff that raised the concern under the PIN policy.

- In relation to the Governance of the proposed standards, consideration is being given to the respective roles of the Scottish Workforce and Staff Governance (SWAG) Committee and the INWO in the Whistleblowing (PIN) Policy.
- It is proposed that the model Whistleblowing Policy be developed in partnership with key stakeholder interests and would involve the SPSO setting up a high level steering group as well as a working group in consultation with SWAG Secretariat.

5. Alison concluded by outlining the following recommendations which SWAG Committee were asked to consider for submission to the Cabinet Secretary for Health & Sport.

- A statement of principles (standards) and whistleblowing process should be developed by the SPSO in relation to the role of the INWO.
- That responsibility for the development and implementation of whistleblowing policy for NHSScotland staff should remain with the SWAG Committee, with a policy developed that takes account of standards set by the INWO.
- A Working Group is established by the SPSO in consultation with SWAG to progress this work. This should include partnership representation as well as representation from Public Concern at Work, a Whistleblowing Champion and other key interests, and report to a wider Project Steering Group (which would also have partnership representation).
- Consideration is given to an early review of the Whistleblowing PIN Policy so that the standards and policy work are aligned. It may also be beneficial for some of the individuals to be involved in both groups for continuity and consistency.
- SWAG members are also invited to consider involvement in upcoming stakeholder events.

6. The Chair gave SWAG Committee members the opportunity to ask questions and offer feedback. During the discussion the following points were covered.

- It was recognised that this is an extensive piece of work for the Staff Governance Team and that this was a very important decision for SWAG Committee to take.
- All views will be taken into account and the Scottish Public Service Ombudsman (SPSO) would be responsible with the handling of any complaints.
- The standards need to be user focused and simple, and there is the potential to have another standard for whistleblowing complaints in relation to confidentiality.
- It was reiterated to the committee that the entry point for whistleblowing has to be clearly defined as it is completely unlike other standard complaints.
- It was agreed that this would be a good opportunity to review the PIN policies and update as required.



Outcome: SWAG Committee noted the update and all recommendations were agreed.

Agenda Item 4 – Staff Health and Wellbeing

7. Richard Kyle gave a presentation based on the paper circulated prior to the meeting, pointing out to the committee that this is a real opportunity to seek to address the health and wellbeing of the nursing workforce. Suzanne Connelly highlighted that this would be an opportunity for universities to address this through their student nurse cohorts.

8. The Chair gave SWAG Committee members the opportunity to ask questions and offer feedback. During the discussion the following points were covered.

- SWAG Committee have the opportunity to have a strong influence on this project which is at a very early stage and therefore this is the time to involve key stakeholders with the additional question of how do we feel partnership should be involved?
- Despite this being very nursing focused, it is acknowledged that a number of staff groups will want to be involved across all work areas.
- In relation to the possible restructure to PDP's/Appraisals is there an opportunity to have part of the appraisal about health and wellbeing;
- Given that this a fairly difficult systematic issue, is there anything that will compel employers to do this for their staff and will there be an opportunity for Boards to share good practice.
- NHS Health Scotland have been heavily involved in this project and posed the question about what structural measures can we make to help implement this?

Richard Kyle thanked the committee for all their comments. Reiterating the fact this is a real opportunity for NHSScotland to be portrayed as an attractive place to work.

Outcome: SWAG noted the update.

Agenda Item 5 – Staff Governance Standard Monitoring Update

9. Susan Russell presented an update to the group on the progress to date with the development of the Staff Governance Standard Monitoring Framework for 2018. In her update the following points were made;

- The Short Life Working Group has been established and has had a very informative meeting with representatives from the following Scottish Government Policy Areas,



Staff Governance, Health & Wellbeing, iMatter and Everyone Matters to ascertain areas of common ground

- The visits to the 4 identified Staff Governance Committees (Lothian, Highland, Tayside and Scottish Ambulance Service) have been carried out and the outputs from these will be assessed by the group at their next meeting.
- The iMatter Tests of Change are underway within 5 identified NHS Boards (as above and including East Dunbartonshire HSCP) and the short life working group will provide regular updates on their progress.

Outcome: SWAG noted the update and recommended that the working group explore the option of having an interim monitoring framework for 2018 whilst developing something which will be fit for purpose in the future.

Agenda Item 6 – eKSF/TURAS Implementation

10. Anne Campbell provided SWAG Committee with an update on the eKSF/TURAS Implementation highlighting the following issues:

- The current eksf contract terminates on 31 March 2018 and will not be renewed
- NES are developing an application on the Turas Digital Platform – working title Turas Appraisal.
- Using agile project methodology NES will deliver a ‘minimal viable product’ by end December 2017.
- NES national KSF team will support Boards to transition to Turas Appraisal
- Archive data from eksf will be transferred to Turas by 1 April 2018. Consequently, input to eksf will need to be ceased from end January 2018 which will have implications for staff whose PDPRs are due in Feb and March 2018. Those PDPRs which cannot be recorded on e-ksf before the end of January 2018 will need to be recorded in Turas Appraisal from April 2018.
- During this transition phase, (Feb/March 18) there will be no facility for national and local compliance reporting from eksf.

11. The Chair gave SWAG Committee members the opportunity to ask questions and offer feedback. During the discussion the following points were covered.

- Will the new system be user friendly, less cumbersome and will there be accessibility/connectivity between existing and future systems.
- There is a need for confidence in staff being trained to use the new system.
- There is a risk of a drop in the compliance rate despite encouraging managers to spread their appraisals across the year.



- Although eKSF compliance has been driven by targets rather than conversation how does the employer have the assurance that proper conversations have taken place

Outcome: SWAG noted the update.

AOB

Anna Gilbert brought to the group's attention that the Dignity at work Survey goes live on Monday 6 November.

Curtis Arms-William thanked the committee for allowing him to observe and informed the group that Wales are trying to address very similar issues.

There was no AOB and this concluded the meeting.

Date of Next Meeting

The next SWAG Committee meeting will be held on 26 January 2018 in Conference Room 4ER, St Andrews House, Edinburgh from 10.00 to 12.30.