



SWAG

Scottish Workforce & Staff Governance Committee

Tuesday 27 October 2015

Conference Room 4ER, St Andrews House, Edinburgh

Minute

- Present:
- John Callaghan, Society of Chiropractors & Podiatrists
 - Emma Currer, Royal College of Midwives
 - Joyce Davison, BMA
 - Stewart Donnelly, Royal College of Nursing
 - David Forbes, Unison
 - Pauline Howie, Scottish Ambulance Service
 - Gordon McKay, Unison
 - Robin McNaught, The State Hospitals Board for Scotland
 - Sandra-Dee Masson, Unison
 - Adam Palmer, Employee Director
 - Jennifer Porteous (for Gordon Jamieson), NHS Western Isles
 - Norman Provan, Royal College of Nursing
 - Kevin Reith, Scottish Ambulance Service
 - Shirley Rogers, Scottish Government (**Chair**)
 - Claire Ronald, Chartered Society of Physiotherapy
 - Kenneth Small, NHS Lanarkshire
 - Malcolm Summers, Scottish Government
 - Anne Thomson, Royal College of Nursing
 - Lyn Turner, Unite
 - Dorothy Wright, NHS Education for Scotland
- In Attendance:
- Kerry Chalmers, Scottish Government
 - Janice Lennen, Scottish Government (**Minute**)
 - Robyn McCormack, Scottish Government (**Minute**)
 - Donna O'Boyle, Scottish Government
 - Liz Reilly, Scottish Government
 - Susan Russell, Scottish Government



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Apologies: Jane Anderson, Unison
Lynne Douglas, NHS Lothian
Frances Elliot, The Scottish Association of Medical Directors
Anne Gent, NHS Highland
Donald Harley, BMA
Gordon Jamieson, NHS Western Isles
Rona King, NHS Fife
Gerry McLaughlin, NHS Health Scotland
Robin McNaught, The State Hospital for Scotland
Jackie Mitchell, RCN

Agenda Item 1 – Welcome, introductions and apologies

The Chair welcomed everyone to the meeting. Members were informed of the list of apologies (noted above) and that the meeting was quorate.

The Chair acknowledged that this was John Callaghan's last meeting and thanked him for his contribution and support to SWAG and to Partnership Working in both Ayrshire and Arran and across NHSScotland.

Agenda Item 2 – Minute and Action Points from the meeting held on 27 January 2015

The minutes and action points of the previous meeting were agreed as accurate.

Agenda Item 3 – Revalidation of Nurses and Midwives

Donna O'Boyle presented an update on the arrangements for the revalidation of nurses and midwives. During the discussion the following points were covered:

- The new revalidation model was launched on 8 October 2015 allowing 6 months to support the first nurses and midwives through the revalidation process (i.e. those with a renewal date in April 2016);
- Revalidation will occur every three years at the point of renewal of registration;
- The Scottish Government has established a Revalidation Programme Board, which includes representatives from a wide range of stakeholder groups, to govern the programme work;
- Each Board has established a Steering Group supported by a Chief Nurse. The chief nurse role (funded for 1 year by Scottish Government) is to monitor the Boards implementation plans and raise early warnings if revalidation is not working;

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- The Programme Board has indicated Scotland's state of readiness with the following caveats:
 - CPD hours to remain at 35 (not to be increased to 40);
 - NMC to ensure on-going evaluation and any lessons learned are taken on board as revalidation goes forward;
 - NMC guidance to be updated to provide further information on the role of the confirmer.
- SWAG members thoroughly explored the challenges that revalidation will bring to Boards and to Scotland's nurses and midwives . Some of the challenges identified included:
 - It is crucial that nurses and midwives know their anniversary dates – current HR systems do not trigger reminders – the Programme Board is working to find a solution for eESS;
 - Some older nurses and midwives may opt to retire rather than go through revalidation – these people will require additional encouragement and support to revalidate;
 - If registration lapses then it may take between 2 and 6 weeks to have registration reinstated and during this time the nurse or midwife will not be allowed to practice. Boards need to help their workforce ensure they do not find themselves in this situation;
 - It is unclear how the NMC will verify the revalidation process including sample size and methodology;
 - Boards must ensure they have meaningful appraisals and recording systems in place;
 - Awareness of revalidation may be more limited among registrants of non-NHS or small organisations with responsibility for social care. The Care Inspectorate and CNO has issued a joint letter to every care home highlighting the importance of revalidation and the support available.
- SWAG members agreed that this process should be made as easy as possible for Boards and for the nurses and midwives to revalidate.
- SWAG emphasised that the main message they wish to see going out to nurses and midwives is that the new revalidation process is achievable and that Boards will support staff through the process.

Outcome: SWAG members noted the update

Action: Scottish Government to circulate the revalidation of nurses and midwives power-point slides to SWAG Committee members. **Completed**

Agenda Item 4 – Whistleblowing Update

A paper was circulated in advance of the meeting to inform discussion. This session builds on the discussions at previous SWAG Committee meetings. Malcolm Summers led a discussion based on the paper.

- In response to the ‘Freedom to Speak Up Review’ the Cabinet Secretary for Health, Wellbeing and Sport has made a commitment to develop and establish the role of an Independent National Whistleblowing Officer to provide an independent and external level of review on the handling of whistleblowing cases in NHSScotland.
- Detailed proposals on this role have been agreed by Ms Robison and a consultation paper is currently being developed. The intention is that a full public consultation will commence during November 2015;
- The purpose of this consultation is to outline proposals and invite views on the role, the powers the role should have, and where the role should be hosted;
- The indicative timeframe for the consultation exercise is:
 - Mid November 2015 – Mid February 2016 – public consultation;
 - March – April 2016 – analyse and reflect on consultation;
 - May 2016 (post-election) publicise Scottish Governments response to the consultation exercise;
- SWAG members supported the consultation exercise but urged that this is framed in the context of other whistleblowing work being carried in NHSScotland;
- A suggestion was made to capture the good work NHSScotland does around whistleblowing in the form as case studies and publicise these.

Outcome: SWAG members noted the update and supported the upcoming consultation exercise.

Agenda Item 5 – iMatter Update

A background paper and the relevant documents were issued to members in advance of this meeting. Liz Reilly led the discussion around the paper. During the update and the subsequent discussion the following points were covered:

- The Scottish Government has committed to support and facilitate all Health Boards to implement iMatter from 2015 – 2017;
- The National iMatter roll out implementation plan has once again been updated and SWAG were asked to sign this off;
- The programme is working well in most Boards;
- The National iMatter Programme Manager continues to support Boards at every stage of their implementation journey;
- 32326 staff have begun their iMatter journey. The October 2015 aggregated report shows a response rate of 71% and Employee Engagement Index of 75%;

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- iMatter IT report specification for HRD and ED communities is currently being developed and tested. A further update will be provided at the January 2016 SWAG meeting;
- The work on establishing the relationship between Staff Experience and Patient/Service user experience is due to start in November 2015;
- The NWTC is due to go-live with the first pulse survey in January 2016;
- One Board had noticed an element of literacy problems amongst staff completing iMatter questionnaires. SWAG members were informed that Boards can access resources to help staff with reading and writing difficulties from NES.

Outcome: SWAG members noted the progress and signed off the revised iMatter National Implementation Plan.

Agenda Item 6 – National Staff Experience Moving Forward

A discussion paper had been circulated to members in advance of the meeting outlining options for consideration. Malcolm Summers led the discussion and during this the following points were covered:

- Options presented for consideration were as follows:
 - 1 – Pause the national staff survey in 2016. This will allow development of a new national measure, and provide greater space for Boards to successfully implement iMatter;
 - 2a – Alongside iMatter roll-out, continue with the Staff Survey for 2016 in its current format with little change to the question set;
 - 2b - Alongside iMatter roll-out, develop a shorter, more focussed staff survey for 2016 which would highlight the differences between the current staff survey questionnaire and the iMatter questionnaire;
- Members thoroughly explored the options presented in the paper including the frequency of the national staff experience measure.

Outcome: SWAG recommended to the Cabinet Secretary that NHSScotland ‘pauses’ the national staff survey in 2016 to allow development of a new national measure, and to provide greater space for Boards to successfully implement iMatter.

Action: Scottish Government to brief Cabinet Secretary on SWAG recommendation.



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Agenda Item 7 – PIN policy Intent – SWAG Role

Susan Russell led a discussion around a paper which had been circulated to members in advance of the meeting. During the discussion the following points were covered.

- SWAG Secretariat continues to support the idea of having a mechanism for resolving issues relating to the interpretation of PIN policy after local resolution mechanisms have failed to reach an agreement. SWAG Committee were asked for their views on setting up this mechanism;

Outcome: SWAG Committee members noted the update and supported in general the proposal outlined in the paper. however, it was requested that a mechanism is built into the guidance for instances when SWAG Secretariat could not agree the PIN policy intent. It was also requested that the proposed posting box arrangements for these type of queries are changed from Scottish Government to SWAG Secretariat. It was agreed that a revised version would be brought to SWAG Secretariat for sign-off.

AOB

- Malcolm Summers updated members on status of the Confidentiality Clause Guidance which is near completion.
- The Promoting Attendance and Managing Health at Work PIN policy review groups are currently aiming to complete these PIN policies by March 2016.
- No other business was raised.

Date of Next Meeting

The next SWAG Committee meeting will be held on 20 January 2016 in Conference Room 3, Victoria Quay, Edinburgh from 10.00 to 12..30.