



**Scottish Workforce & Staff Governance Committee
Wednesday 7 June 2017
Conference Room 4ER, St Andrews House, Edinburgh
Minute**

Present:

Confirmation of attendees at time of writing:

Name	Organisation
Jane Anderson	Unison
Irene Clark	Unite
Julie Collins	Chartered Society of Physiotherapy
Emma Currer	Royal College of Midwives
Joyce Davison	BMA
David Donaghey	Society of Chiropractors and Podiatrists
Stewart Donnelly	Royal College of Nursing
Anna Gilbert	Scottish Government
Pauline Howie (Chair)	Scottish Ambulance Service
Gordon Jamieson (VC)	NHS Western Isles
Shirley Johnston	Unite
Gordon McKay	Unison
Gerry McLaughlin	NHS Health Scotland
Robin McNaught	The State Hospitals Board for Scotland
Adam Palmer (VC)	Employee Directors Group
Jennifer Porteous	NHS Western Isles
Norman Provan	Royal College of Nursing
Susan B Russell (Minute)	Scottish Government
Malcolm Summers	Scottish Government
Anne Thomson	Royal College of Nursing
Dorothy Wright	NHS Education for Scotland

In attendance:

Name	Organisation
Alison Carmichael	Scottish Government
Elaine Garrick	Scottish Government
Kirsty Harper	Royal College of Nursing
Grant Hughes	Scottish Government

Apologies have been received from:

Name	Organisation
Lynne Douglas	NHS Lothian
Anne Gent	NHS Highland



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.

Agenda Item 2 – Minute and Action Points from the meeting held on 20 October 2016

2. It was noted that the minute of 20 October stated “Charter Society of Physiotherapy”, and that this should be “Chartered”. Other than this 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 – Clinical Nursing Manager Uniform Policy

4. A Short Life Working Group (SLWG) had been commissioned by SWAG to explore options to help promote the identity of the Clinical Nurse Managers (CNM). This followed a request from the Cabinet Secretary for Health & Sport that to support clinical leadership at ward level, consideration be given to providing a new NHSScotland uniform for CNMs. The aim is to improve the visibility of senior nurse leadership, and increase public visibility and accountability of senior nurse leaders within the ward setting – which were key features identified within the Vale of Leven Report and Robert Francis in his report into Mid-Staffordshire NHS Foundation Trust.

5. A paper was circulated to members prior to the meeting outlining 3 options and seeking a final recommendation from SWAG. An overview of the work undertaken by the SLWG and the rationale behind each of the following proposed options was given:

- **Option 1 - Status Quo**
- **Option 2 - New Uniform for Clinical Nursing Managers (CNM) (burgundy tunics)**
- **Option 3 - Clinical Nursing Managers to wear cornflower blue in line with existing uniform for a registered nurse**

6. The Chair gave SWAG Committee members the opportunity to ask questions and offer feedback.

7. During the discussion the following points were covered:

- It was acknowledged that a lot of work had been done to define this group of staff and several NHS Boards had already purchased uniforms in light of the previously mentioned enquiries.



- There is now an opportunity for a 'Once for Scotland' approach to procure a uniform from one supplier in line with the NHSScotland Uniform Policy;
- In the main it was agreed that Senior Nurse Leaders within the ward setting should be clearly identifiable and in Boards where this is already in place it is working well. This was viewed to be beneficial to both staff and the public and in line with the Vale of Leven Report;
- Unison members of SWAG Committee were not against this group of staff having uniforms but wished to place on record that they did not support them being in a different colour from that worn by registered nurses within the ward setting (Cornflower Blue) due to the potential costs and perception of exclusivity;
- It was commented there were valid clinical reasons for recommending a different colour due to the fact that many of this group of staff regularly take charge of whole units/hospitals therefore ease of visibility is important given their distinct role and accountability;

Outcome: SWAG members noted the update and agreed the recommendation to the Cabinet Secretary to procure uniforms for the CNMs based on Option 2 outlined in the Paper.

Agenda Item 4 – Health & Social Care Workforce Plan

8. Grant Hughes presented an update on the Health & Social Care Workforce Plan and highlighted the following points;

- The publication of the Plan has been delayed given that various stakeholders had indicated that they needed more time to engage in order to agree the approach to this;
- The Plan will be published in 3 distinct parts – Part 1 - NHSScotland Board Actions; Part 2 - Joint Plan with COSLA to include plans for Social Care staff; and, Part 3 - to include Primary Care following the General Medical Services (GMS) negotiations;
- It is hoped that the full plan will be published in 2018 which will include sections on Governance, Roles and Responsibilities of the National Workforce Group, Minimum Data Set, Recruitment & Retention;

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

- There is a need for Integrated Joint Boards (IJBs) who are making local decisions relating to individual groups of staff to be more closely bound to national workforce strategies;
- In terms of regional collaboration this has potential but should be approached carefully ensuring the best outcomes for patients;



- Important to recognise whether COSLA and the 3rd Sector employers see advantages in having the Plan and that Local Authorities need to consider existing NHS Board resources and training places that are on offer for specific groups of staff;
- Concerns raised about the accountability mechanisms relating to IJBs and the perception that they are not necessarily accountable to Health;

Outcome: SWAG members noted the update, provided their views and asked to receive further updates as the Plan moves towards publication.

Agenda Item 5 – Whistleblowing Update

10. Alison Carmichael provided an update on a range of issues relating to Whistleblowing and highlighted the following:

- The tendering process is underway for the new contract for the Confidential Alert Line with the current contract with Public Concern at Work due to end on 31 July 2017.
- The tenders are out with the intention of looking for a refreshed service. The new contract will place more emphasis on training but will retain the functions of an advice and alert service. The evaluation of bids has commenced and an announcement of the successful contract will be made soon;
- The current Petition from “Kids not Suits”, calling for a whistleblowing hotline, does not appear to have any level of support from the service or trade unions/professional representatives and has made no reference to PIN Policies. This has now been passed to the Health & Sport Committee for consideration as part of its inquiry into Staff Governance.
- In relation to the Independent National Whistleblowing Officer for NHSScotland (INWO) role, meetings have taken place with the Care Inspectorate. The Care Inspectorate has confirmed that it undertakes a similar role for social care staff and that the INWO will only deal with NHSScotland staff.
- The Scottish Government are continuing to liaise with the Scottish Public Services Ombudsman (SPSO) who has powers they would be expect the INWO to have. Work is also underway with legal colleagues to progress a Public Services Reform (PSR) Order which is required to confer powers for this role. A PSR Order requires a very thorough scrutiny and engagement process, however, it is anticipated that the INWO will be in place by in 2018;

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

- The changes outlined were welcomed as was the focus on training and development in this area;



- It was acknowledged that a tremendous amount of work had been done in this area, however, staff survey results continue to show that it remains an area of concern. It is therefore imperative that there is a continued drive to change the culture at NHS Board level with the Whistleblowing Champions being key to this work.
- There was a request for NHS Boards to share good news stories where issues had been raised and where there had been good outcomes for the individuals concerned. There was also the opportunity for individual NHS Boards to highlight good practice via the Staff Governance Standard Monitoring Returns;

Outcome: SWAG noted the update.

Agenda Item 6 – Future of PIN

12. Malcolm Summers updated SWAG Committee on discussions which have taken place at SWAG Secretariat regarding the proposal of having ‘Once For Scotland’ PIN Policies. The following points were highlighted;

- In the past few years there has been a focus on PIN Compliance via the Staff Governance Standard Monitoring Framework. The current system affords NHS Boards some local flexibility in developing their Policies recognising that PIN Policies are minimum standards;
- It is suggested that given the publication of the Health and Social Care Delivery Plan it is now time to consider the way forward in an attempt to ensure the consistent treatment of staff throughout NHSScotland recognising that in some Boards local negotiations have led to some divergence in policies;
- Although current PIN Policies have been developed nationally in partnership there is evidence to suggest that NHS Boards are spending large amounts of time debating the same issues locally and in some cases it has taken longer to review PIN Policies than it did when they were originally developed;
- It was acknowledged that a new process for PIN review needs to provide a more efficient process and allow for agreements to be reached on the most challenging issues more quickly.

13. SWAG Committee were invited to ask questions and offer feedback on the following;

- 1) Would SWAG Committee support the concept of ‘Once For Scotland’ PIN Policies?
- 2) What should ‘Once For Scotland’ PIN Policies look like?
- 3) What process should be followed to explore this idea further?

The following points were raised;

- There was agreement that too much time is spent in NHS Boards re-negotiating PIN Policies and that a consistent process would be welcomed;



- It was suggested that there is not always a consistent interpretation of PIN policies across the 22 NHS Boards and any improvement on this would be valuable;
- There is a need to consider groups of staff not covered by Agenda for Change Terms & Conditions;
- There would seem to be a clear rationale for improving current processes and there was unanimous support for a short life working group to take this forward;

Outcome: SWAG Committee agreed that SWAG Secretariat will take forward this work and return to the Committee with further proposals;

AOB

14. **National Staff Experience** – An update paper had been circulated prior to the meeting. The Dignity@Work Questionnaire Working Group were congratulated on their work, however, concern was raised that it did not include all of the current protected characteristics. SWAG Committee were advised that the questions asked were in line with the current census and had been agreed for this year only with a view to future information being lifted from the eESS system. This had been agreed by the Staff Experience Implementation Group who have been tasked by SWAG to progress this work.

15. The Scottish Government has written to all NHS Boards requesting that they identify a named person who will lead on the D@W Survey in the same way that Boards appointed Staff Survey Co-ordinators.

16. No other business was raised and members were content with the papers for information.

Date of Next Meeting

17. The next SWAG Committee meeting will be held on 1 November 2017 in Conference Room 4ER, St Andrews House, Edinburgh from 10.00 to 12.30.