

Scottish Workforce & Staff Governance Secretariat Minute

Tuesday 10 March 2015

Conference Rooms A, St Andrews House, Edinburgh

Present: David Forbes, UNISON
Anne Gent, NHS Highland **(By Tele Conference)**
Jane Hamilton, Scottish Government
Pauline Howie, Scottish Ambulance Service **(By Tele Conference)**
Norman Provan, Royal College of Nursing **(Chair)**
Ian Reid, NHS Greater Glasgow & Clyde
Shirley Rogers, Scottish Government
Malcolm Summers, Scottish Government
Dorothy Wright, NHS Education Scotland

In Attendance: John Connelly, Deputy HR Director of NSS
Anna Gilbert, Scottish Government
Caroline Hutchinson, eESS Project Manager
Jacqui Jones, HR Director of NSS
Janice Lennen, Scottish Government
Robyn McCormack, Scottish Government **(Minute)**
Susan Russell, Scottish Government

Apologies: John Connaghan, Scottish Government
Anne Thomson, Royal College of Nursing

Agenda Item 1 – Welcome, introductions and apologies

The Chair welcomed everyone to the meeting and noted the apologies. The Chair advised that the Secretariat was quorate.



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Agenda Item 2 – Minute and Summary of Action Points of meeting held on Tuesday 27 January 2015 and matters arising

The minute of the meeting and the status of action points were agreed as an accurate record.

Colleagues from Staffside asked for an update on the form of words they had submitted regarding 'No Compulsory Redundancies' which will go out to Boards from SWAG Secretariat. It was noted that this is currently receiving approval and is expected to go out to Boards in due course.

Outcome: Minute and status of action points were agreed as an accurate record.

Action: Scottish Government to share the paper that went before SPF on SPF Moving Forward with SWAG Secretariat Members. **Complete**

Agenda Item 3 – Feedback from eESS Pilot

Caroline Hutchinson, John Connelly and Jacqui Jones jointly presented an update on the eESS Project.

During the discussion the following points were covered:

- A paper for information covering the national position was issued to SWAG members at the meeting and Caroline Hutchinson led a discussion based on this paper and confirmed that 17 boards had fully implemented the data migration exercise. NHS GG&C and NHS Lothian are currently nearing completion of the data migration exercise. Three Boards are yet to begin the data migration process;
- An implementation pilot to test the system end to end is currently underway in NHS Lanarkshire, NHS Lothian and NHS NSS. The pilot is progressing through various workstream groups such as: HR Core; ER; iRecruitment; OLM; Self Service; OBIEE (reporting); Data and Training;
- Delays were experienced during eESS testing and this has affected the overall delivery date. Scheduled delivery date is end of September 2015;
- Jacqui Jones and John Connolly presented on implementing eESS in NHS NSS. During this presentation they advised that in order for eESS to be fully implemented boards would have to adapt the way they work and effective communication is a key factor. They described the problems they faced whilst using the recruitment module - IRec and highlighted the learning materials available to boards such as the excellent 'YouTube' videos and guidance. Going forward NES has agreed to host the videos;
- SWAG Secretariat expressed concerns about the robustness of the IRec system and about the different challenges that territorial boards would face in

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comparison to special boards. It was acknowledged that there are 2 territorial boards taking part in the pilot;

- Scottish Government requested an implementation plan with key dates and programme plan going forward;
- An Employer-side member expressed views that there were issues with the volume of activity and advised they would initially implement the system in HR for a year then decide if taking the final step to roll-out to managers.

Outcome: SWAG Secretariat noted the update.

Agenda Item 4 – HR Shared Services Case for Change

Ian Reid presented a verbal update on HR Services, Compelling Case for Change. During the discussion the following points were covered:

- The Programme Board has accepted that there is a case for change and have submitted comments to QuEST for consideration; It was recognised that SWAG Secretariat may wish to reschedule this item once more is known from the consultation exercise;
- A critical success factor going forward will be a robust IT platform. It was noted in the last session that there had been difficulties encountered with the recruitment processes using the IRec module and members discussed possible need to look at a different recruitment IT platform. SWAG Secretariat agreed that irrespective of the eESS project there is a case to look more generally at the recruitment processes across NHSScotland.

Outcome: SWAG Secretariat members noted the update

Agenda item 5 – Supporting the Work-Life Balance PIN

An in-depth paper was circulated in advance of the meeting to inform discussion covering issues involved with the suggested Model Shared Parental Leave Policy, Model Reduced Working Hours, Model Parental Leave and Model Retirement Policies. Malcolm Summers and Susan Russell led a discussion based on the paper.

- It was noted that the suggested policy and approach to Shared Parental Leave was robust;
- Whilst financial modelling and projections had been carried out - cultural and social factors would determine uptake and this was difficult to predict.
- It was noted that uptake was likely to be different in different Boards depending in part on the gender balance.

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- It was agreed to seek MSG view on the suggested Model Shared Parental Leave Policy outlined in the paper and then think about how to seek views from STAC. A suggestion was made for SWAG to make the decision on behalf of STAC;
- SWAG Secretariat approved the reduced working hours policy;
- SWAG Secretariat approved the change of wording to the Parental Leave policy;
- SWAG Secretariat felt that it would be helpful if it were possible for a distinction was made between the Model Parental Leave and Shared Parental leave policies, in order to avoid any confusion;
- SWAG also asked for the approach to age of access to phased retirement within the Model Retirement Policy to be discussed further with CLO;

Outcome: SWAG Secretariat agreed way the forward for the policies outlined in the paper.

Action: Scottish Government to seek views from MSG on the Model Shared Parental Leave Policy and seek further advice from CLO on the term 'normal retirement age' used in the Model retirement Policy.

Agenda Item 6 - Agenda for SWAG Committee on 28 April 2015

The cover sheet for this item was circulated in advance of the meeting, highlighting potential agenda items:

The following agenda items were agreed:

- Whistleblowing Discussion;
- 2015 Staff Survey Update;
- Shared Services Update (in the wider context)
- iMatter Implementation;

The following papers for information were agreed:

- Sustainability, 7 Day Services;
- KSF Update.
- Supporting the Work Life Balance PIN Policy Update.

Pauline Howie agreed to chair this meeting.

Agenda Items identified for the July 2015 SWAG Committee Meeting were as follows:

- KSF Update;



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- Integration of Health and Social Care Update.

Outcome: SWAG Committee agenda agreed for the meeting on Tuesday 28 April 2015.

Agenda Item 7 – Agenda for SWAG Secretariat on 28 April 2015

The cover sheet for this item was circulated in advance of the meeting, highlighting potential agenda items:

The following agenda items were agreed:

- Review of SWAG Committee on 28 April 2015
- Agenda setting for SWAG Secretariat on 18 June 2015

SWAG Secretariat agreed that they were content to leave the agenda open for consideration. Staff-side colleagues expressed a desire to discuss the decoding and interpretation of PINS at this meeting.

Pauline Howie agreed to chair this meeting.

Outcome: SWAG Secretariat agenda agreed for the meeting on Tuesday 28 April 2015

AOB

iMatter

Jane Hamilton provided an update on iMatter and advised SWAG Secretariat of the concerns that had been raised from members of the HR Community via the iMatter Implementation Programme Group. Jane also described the solution the Implementation Group had proposed and was available to answer any questions from the SWAG Secretariat Members.

Date of Next Meeting

SWAG Committee & Secretariat - Tuesday 28 April 2015 in Conference Room 1, Victoria Quay, Edinburgh from 10:00 to 14:30.