

Scottish Workforce & Staff Governance Secretariat Minute

Tuesday 27 October 2015

Conference Room 4ER, St Andrews House, Edinburgh

Present: David Forbes, UNISON
Pauline Howie, Scottish Ambulance Service
Norman Provan, Royal College of Nursing
Shirley Rogers, Scottish Government (**Chair**)
Malcolm Summers, Scottish Government
Anne Thomson, Royal College of Nursing

In Attendance: Anne Campbell, NHS Education for Scotland
Kerry Chalmers, Scottish Government
Janice Lennen, Scottish Government (**Minute**)
Robyn McCormack, Scottish Government (**Minute**)
Susan Russell, Scottish Government

Apologies: Anne Gent, NHS Highland
Dorothy Wright, NHS Education for Scotland

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.

Agenda Item 2 – Minute and Summary of Action Points of meeting held on Tuesday 8 September 2015 and matters arising

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

Outcome: As above.

Agenda Item 3 – KSF Update

This session built on previous discussions at SWAG Committee and Secretariat meetings. Anne Campbell led the discussion based on a paper which was provided ahead of this meeting. During the discussion the following points were covered:

- Review of KSF Core Dimensions has now been completed and Secretariat members agreed to sign off this stage of the project;
- SWAG were asked for funding to develop 2 short video's to be uploaded to the KSF website to support PDP reviews. It was highlighted that this should be financed from current NES funding.
- It was suggested that NES may wish to consider using Webex sessions as these have been successful in the past in Boards;
- NES is currently looking at what can be done to retain e-ksf until the eESS programme is implemented in all Boards.

Outcome: SWAG Secretariat members agreed to take this project to the next stage.

Agenda Item 4 – Revalidation of Nurses and Midwives – Impact on PIN Policies

Kerry Chalmers updated SWAG Secretariat members on need to update the information provided in PIN policies to reflect the new model 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);
- SWAG agreed that two PIN policies contained information that may require updating:
 - Personal Development Planning and review which has a section on PDP and Review Processes and currently includes a section on Medical Appraisal and Revalidation, and
 - Safer Pre and Post Employment Checks in NHSScotland which has a section on Professional Registration;
- SWAG Secretariat suggested a small partnership working group is set up to take this work forward. The working group to include: Anne Thompson (RCN) representing Staffside, Kerry Chalmers representing Scottish Government and one member from the employer-side is to be identified by Pauline Howie.

Outcome: SWAG Secretariat agreed to set up a working group to progress this work.

Action: Pauline Howie to nominate an employer to join the working group to review PIN policies impacted by the introduction of revalidation for nurses and midwives.

SWAG

Agenda Item 5 – Secondary Employment PIN Policy – Permission to consult

Susan Russell presented an update on the Secondary Employment PIN Policy. The draft PIN policy was circulated in advance of the meeting. During the discussion the following points were raised:

- The review group were seeking approval from SWAG to put this PIN policy out to Boards for formal consultation;
- One of the main drivers for having a Secondary Employment PIN was in relation to Counter Fraud Services (CFS) wanting to crack down on staff working for another employer whilst claiming sick pay from their primary employer;
- The Secretariat felt that whilst the front end of the draft PIN talks about equity and fairness, the PIN Policy does not actually allow for that and could be detrimental for some groups of staff;
- SWAG asked for the review group to revisit the PIN policy and give some further consideration to equity of fairness before this goes out for consultation;
- Whilst the PIN policy is being re-worked it was suggested that CFS are asked to issue secondary employment guidance for the service to follow;
- As secondary employment is common for staff working in the SAS and NHS24, it would be useful to ask these boards for their comments on this draft PIN and/or have members from these Boards on the review group;
- The review group should also consider if NHSScotland need a separate Secondary Employment PIN or could this sit as an addendum in the Supporting the Work Life Balance PIN policy;
- Secretariat members were also asked to provide Susan Russell with their written comments so these could be factored into the review.

Outcome: SWAG Secretariat agreed that further work is required on this PIN policy before it goes to Boards for formal consultation.

Action: SWAG Secretariat Members to feed back their comments on the Secondary Employment PIN to Susan Russell.

Agenda Item 6 – Staff Governance Standard Monitoring Framework 2015/16

Malcolm Summers provided an update on the proposed arrangements for the 2015/16 Staff Governance Standard Monitoring Framework. A paper had been sent to members in advance of the meeting to inform discussion. During the discussion the following points were covered:

SWAG

- SWAG Secretariat were asked to agree the content of the 2015/16 Staff Governance Standard Monitoring Framework. This is largely the same as the 2014/15 return with some minor amendments as follows:
 - Identifying good practice is encouraged throughout all the strands;
 - Appropriately trained & developed – asking for additional information on outcomes delivered under learning and development strategy;
 - Involved in decisions – seeking assurance that Boards continue to promote good partnership working;
 - Treated fairly - asking Boards to update the PIN compliance template as part of this exercise and a question around iMatter has been added;
 - Safe working environment – asking about the implementation of actions identified locally within the Freedom to speak up review report.
- A suggestion was made to add a question on how Boards are promoting and improving mental health wellbeing.

Outcome: SWAG supported and approved the content of the 2015/16 Staff Governance Standard Monitoring Framework .

Agenda Item 7 – Whistleblowing – Recording templates

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

- An FOI request had been made to Boards which highlighted to the Scottish Government that there are inconsistencies in the way whistleblowing cases were recorded across Health Boards. This was further confirmed by the information provided on whistleblowing in the 2015 Staff Governance monitoring returns;
- SWAG Secretariat were content for the Scottish Government to develop the suggested template and potentially, this could to be piloted in one Board before implementing across NHSScotland.

Outcome: SWAG Secretariat noted the update and agreed a way forward.

Action: Scottish Government to develop a template to capture whistleblowing cases and pilot the template in one Board before implementing across NHSScotland.

Agenda Item 8 – Review of SWAG Committee on 27 October 2015

The Chair led the Secretariat through a discussion of the key issues and action points from the SWAG Committee meeting earlier in the day. The following points were noted and actions agreed:

Revalidation of Nurses and Midwives

- 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.

Whistleblowing – Update on Independent National Officer

- 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;

iMatter Update

- 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 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;

National Staff Experience Moving Forward

- Options presented for taking the national staff experience model moving forward were presented to SWAG for consideration;
- Scottish Government to provide an update to SWAG/SWAG Secretariat in the New Year to take forward the development of the new national staff experience measure.

PIN Policy Intent – SWAG Role

- SWAG Committee members noted the update and in general supported the proposal outlined in the paper;
- 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.

Outcome: Key issues discussed and action points from SWAG Committee noted and allocated. Members agreed that this has been a successful meeting with lots of good discussion.

Agenda Item 9 - Agenda for SWAG Secretariat on 17 December 2015

It was agreed that this SWAG Secretariat should be cancelled and business carried forward to the January 2016 Secretariat and Committee meetings.

Agenda for SWAG Committee meeting on 20 January 2016

The following items were agreed for the SWAG Committee meeting on 20 January 2016:

- 2015 NHSScotland Staff Survey – presentation by Capita;
- Shared Services Update;
- Historic Child Abuse;

Agenda for SWAG Secretariat meeting on 20 January 2016

The following items were agreed for the SWAG Secretariat meeting on 20 January 2016:

- Fair Work Convention
- Employment as a means of social inclusion for ex-offenders.
- eEES Update
- Update on Secondary Employment PIN
- Agenda for SWAG Secretariat on 28 April 2016.
- Agenda for SWAG Committee 9 June 2016.

Pauline Howie is due to Chair the SWAG Committee & Secretariat on 20 January 2016.

Outcome: Members cancelled the December Secretariat meeting and agreed the agenda's for the January 2016 Committee and Secretariat meetings. Members also agreed to reduce the number of meetings for 2016.

Action: Robyn McCormack to update 2016 SWAG meetings to reflect the agreed frequency of meetings.

AOB

There was no other business to discuss.

Date of Next Meeting

SWAG Committee & Secretariat – Wednesday 20 January 2016 in Conference Room 3, Victoria Quay, Edinburgh from 10:00 to 14:30.