

**Scottish Workforce & Staff Governance Secretariat Minute  
Thursday 18 June 2015  
Conference Rooms D & E, St Andrews House, Edinburgh**

**Present:** David Forbes, UNISON  
Anne Gent, NHS Highland **(By Video Conference)**  
Jane Hamilton, Scottish Government  
Pauline Howie, Scottish Ambulance Service  
Norman Provan, Royal College of Nursing **(Chair)**  
Malcolm Summers, Scottish Government  
Anne Thomson, Royal College of Nursing  
Dorothy Wright, NHS Education Scotland

**In Attendance:** Anna Gilbert, Scottish Government  
Janice Lennen, Scottish Government **(Minute)**  
Fiona MacKenzie, Scottish Government  
Robyn McCormack, Scottish Government **(Minute)**  
Donna O'Boyle, Scottish Government  
Susan Russell, Scottish Government

**Apologies:** Shirley Rogers, Scottish Government

**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 of meeting held on Tuesday 28 April 2015 and matters arising**

The minute of the meeting was agreed as an accurate record subject to a couple of amendments as follows;

- Page 4 – 3rd bullet. Change to 'the process will only be used in times of significant dispute within Scotland'.

There were no outstanding action points for the SWAG Secretariat.

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

### **Agenda Item 3 – Revalidation of Nurses and Midwives Update**

Donna O'Boyle presented an update on the arrangements for the revalidation of nurses and midwives. A paper had been circulated around members in advance of the meeting. During the discussion the following points were covered:

- Legislation for the regulation of nurses and midwives by the Nurses and Midwifery Council (NMC) is reserved to the UK Parliament. Due to restrictions on parliament time the Law Commissions draft bill was not included in the Queen's speech in 2014 or 2015 so an update is awaited from the Department of Health on the next steps. It may be that the new UK Government may request a review of the revalidation policy and/or timings and this will allow more time to prepare;
- The NMC have made a decision to bring forward the revalidation launch date to October 2015 (subject to gaining assent) which is very challenging. The NMC are proposing that the first nurses and midwives to revalidate will be those with a renewal date in April 2016. Revalidation will occur every three years at the point of renewal of their registration. For those who do not revalidate, NMC registration will lapse and they will be unable to practise within the UK;
- The Scottish Government has established a Revalidation Programme Board which includes members from a wide range of stakeholders to govern the programme work. This group has established and maintained a risk register that acknowledges the risks associated with implementation of the model for revalidation. Planned workstreams include:
  - Early implementation pilot site (NHS Tayside);
  - HR/workforce implications;
  - Education;
  - Finance;
  - Communications strategy.
- SWAG members were directed to the paper circulated in advance of the meeting which outlines current risks, developments and mitigation actions;
- It was pointed out that much of the evidence required for this new revalidation exercise is similar to the requirements of 'fitness to practice'. The concerns of the Revalidation Programme Board are around the additional evidence that NMC are insisting on under revalidation. SWAG Secretariat thoroughly explored the challenges that revalidation will bring to Scotland to include:
  - The move of responsibility from NMC to the employer and the importance of meaningful appraisals;
  - It will be crucial that nurses and midwives know their anniversary dates;

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- Unclear audit processes including sample and size, and grade of validator;
- Unclear deadline for revalidation and unclear if all 4 countries will go-live at the same time;
- Unclear costs and resources needed in Boards;
- Ensuring Boards have the supporting systems and processes in place by the new deadline;
- Is there a need for a 'Revalidation' PIN Policy?
- The Revalidation Programme Board are also experiencing difficulties engaging with the smaller Private Sector nursing community;
- The importance of helping Boards think through issues to carry out the new revalidation process of nurses and midwives was highlighted by SWAG Secretariat members.

**Outcome:** SWAG Secretariat noted the update, asked to be kept informed on progress and offered their support to Scottish Government colleagues taking this work forward in Scotland.

**Action:** Revalidation of nurses and midwives to be discussed further at the SWAG Committee meeting in October 2015.

### Agenda Item 4 – National Staff Experience moving forward

Jane Hamilton presented a verbal update on the arrangements for National Staff Experience moving forward. During the discussion the following points were covered:

- It was agreed at the April 2015 SWAG Committee meeting that SWAG Secretariat will discuss the approach to national staff experience and the future relationship between iMatter and the National Staff Survey;
- It was pointed out that by the end of 2015, 25% of staff will have participated in both the staff survey and iMatter. By the end of 2016, 75% of staff will have participated in iMatter and 100% by November 2017;
- Members thoroughly discussed the pros and cons of running both the staff survey and iMatter simultaneously in 2016. They reached the conclusion that as 2016 is a critical year for iMatter implementation it would be beneficial to Boards to pause the 2016 staff survey. The staff survey would resume in 2017 and the format of this staff survey will be agreed nearer the time. E.g. a full staff survey similar to the one being run in 2015 or a shorter pulse staff survey;

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**Outcome:** SWAG Secretariat agreed to discuss this item further at their next meeting in September and agree their recommendations to the SWAG Committee at their October 2015 meeting.

### Agenda item 5 – Whistleblowing

A paper was circulated in advance of the meeting to inform discussion. This session builds on the discussions at the SWAG Committee meeting held on 28 April 2015. Malcolm Summers and Anna Gilbert led a discussion based on the paper.

- The Freedom to Speak up review was discussed at the April 2015 SWAG Committee meeting.
- The Cabinet Secretary for Health, Wellbeing and Sport will set out Scotland's response to this review at the NHS Event on 23 June 2015 to include her commitment to introduce:
  - An Independent National Whistleblowing Officer;
  - A non-executive 'whistleblowing champion to be introduced in each Board, and
  - Further national whistleblowing training events for designated policy contacts and non-executive champions within Boards;
- The role of the Independent National Whistleblowing Officer (INO) is to provide external review on the handling of whistleblowing cases. Detailed proposals on this role are currently being developed and will be subject to consultation in the Autumn;
- The role of the non-executive 'whistleblowing' champion has been developed in partnership and is intended to act predominantly as an oversight and assurance mechanism, as well as a conduit to ensure that internal mechanisms are working effectively to support whistleblowing arrangements and staff in raising concerns. The development of this role has been progressed by a partnership working group. The expectation is that Boards will have someone in place (not Employee Directors so as to avoid conflicts of interest) by September 2015 and the training will be rolled out thereafter.
- It was emphasised that the non-executive whistleblowing champion was not a bullying and harassment champion. Their role is to ensure whistleblowers are being supported and also to ensure whistleblowing policies are in place and being implemented properly. The role is more an assurance role rather than a governance role.

**Outcome:** SWAG Secretariat noted the update.

### Agenda item 6 – National Uniform Policy

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Fiona MacKenzie presented a verbal update on the National Uniform Policy. During the discussion the following points were covered:

- Following the publication of the Mid-Staffordshire and Vale of Leven reports, the Cabinet Secretary for Health Wellbeing and Sport has asked that in order to support clinical leadership at ward level, consideration should be given to providing a new NHSScotland uniform for Clinical Nurse Managers;
- To progress this work and to ensure that Clinical Nurse Managers are consulted a questionnaire has been disseminated to the individuals concerned for their comments. The closing date of this exercise is 24 June 2015;
- The Scottish Government will come back to SWAG Secretariat at a future meeting with recommendations for consideration;
- Staffside colleagues reminded the Scottish Government of the depth of feeling and emotional upset caused to the nursing community the last time their uniform policy was reviewed in 2013. They thought that this exercise may stir up these emotions again.

**Outcome:** SWAG Secretariat members noted the update

### **Agenda Item 7 - Agenda for SWAG Committee on 21 July 2015**

- Due to a very light agenda and the high volume of annual leave taking place in Boards and the Scottish Government in July, it was agreed to cancel the July SWAG Committee meeting;
- If any urgent SWAG business occurs between July and October 2015 then members will be consulted by email.

### **Potential Agenda Items for October 2015 SWAG Committee Meeting**

- Revalidation of nurses and midwives;
- Shaping the Future of Shared Services;
- National Staff Experience moving forward.

**Outcome:** It was agreed that the SWAG Committee due to be held on 21 July 2015 would be cancelled.

### **Agenda Item 8 – Agenda for SWAG Secretariat on 8 September 2015**

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

The following agenda items were agreed:



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- National Staff Experience moving forward;
- Staff Governance Standard Monitoring/Themes;
- PIN Policies – role of SWAG (term of reference paper);
- National Uniform Policy;
- Revalidation of nurses and Midwives;
- Agenda setting for SWAG Committee on 27 October 2015.

**Outcome:** SWAG Secretariat agenda agreed for the meeting on Tuesday 8 September 2015

### AOB

There was no other business raised.

### Date of Next Meeting

SWAG Secretariat - Tuesday 8 September 2015 in Conference Rooms D & E, St Andrews House, Edinburgh from 14:00 to 16:00.