

<p>Scottish Workforce & Staff Governance Secretariat Minute Wednesday 20 January 2016 Conference Room 3, Victoria Quay, Edinburgh</p>
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Present: David Forbes, UNISON
Anne Gent, NHS Highland
Pauline Howie, Scottish Ambulance Service (**Chair**)
Norman Provan, Royal College of Nursing
Malcolm Summers, Scottish Government
Anne Thomson, Royal College of Nursing
Dorothy Wright, NHS Education for Scotland

In Attendance: John Connelly, NHS National Services Scotland
Anna Gilbert, Scottish Government
Catriona Hetherington, Scottish Government
Janice Lennen, Scottish Government (**Minute**)
Robyn McCormack, Scottish Government (**Minute**)
Susan Russell, Scottish Government
Victoria Stokoe, NHS National Services Scotland

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 and Summary of Action Points of meeting held on Tuesday 27 October 2015 and matters arising

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

Update on Action Point 1: The working group to review PIN Policies impacted by the introduction of revalidation for nurses and midwives will meet in February and subsequently circulate advice to SWAG.

Matters arising

Dorothy Wright updated members on the current position of eKSF. NES has agreed in principle to purchase the intellectual property rights for the present eKSF system which will ensure availability to Boards beyond April 2016.

Agenda Item 3 – National Staff Experience Measure

This session built on previous discussions held at SWAG meetings. A paper was circulated in advance of the meeting to inform discussion and Malcolm Summers led a discussion based on the paper. During the discussion the following points were covered:

- While the staff survey has provided the main measure of staff experience for several years, the limitations of the survey have been recognised;
- Staff have been more engaged with iMatter (response rate is currently 68%) than the NHSScotland Staff Survey (2015 response rate was 38%).
- It would also be useful to have an overview of the various surveys/staff experience to give an understanding of measures already being undertaken by NHS Boards in relation to other aspects of working in NHSScotland;
- SWAG Secretariat members fully discussed issues to be explored, including:
 - scoping measures/mechanisms currently being used and identify gaps;
 - a need to identify what we should and want to measure;
 - being clear on purpose and supportive evidence;
 - the value of using external experts to guide us;
 - can the internal Organisational Development community assist?
 - frequency of measure(s) and timetable;
 - financial implications and value for money;
 - linking in with NHS Lothian and the work on Regulatory/Rapid Impact Assessment Summary (RIAS);
 - aligning measurement with improvement;
 - developing questions to gauge support being given to individuals;
 - iMatter methodology (group discussions) worked well;
 - iMatter developed by staff;
 - should this measure be for integration – risks involved with this;
 - how do the 32 Local Authorities measure staff experience?
 - in NHS it is a blanket survey for Scotland;
- The paper circulated in advance of the meeting covered a potential model for developing an effective future National Staff Experience Model. The paper suggested convening a Project Steering Group to oversee the arrangements for National Staff Experience Measure. SWAG Secretariat approved this suggestion;
- Members also agreed for Scottish Government to engage with COSLA and report back to SWAG.

Outcome: SWAG Secretariat members gave approval for the convening of a Project Steering Group to oversee the arrangements for National Staff Experience Measure.

Agenda Item 4 – eEES Update

John Connelly and Victoria Stokoe jointly presented an update on NHS National Services Scotland's (NSS) experience of using eESS and in particular the iRecruitment (iRec) module. During the discussion the following points were covered:

- Following the eESS pilot period, NHSScotland took the decision not to proceed with the roll out of the iRec module until issues had been further tested and resolved;
- NSS continue to use the iRec module (within eESS National HR) for all recruitment activity and agreed to provide feedback on progress at a later date;
- The presentation covered a number of challenges faced and feedback received from both candidates applying for vacancies (internal and external), the recruiters and HR staff;
- Issues still to be resolved include: Save for later; Time Out; Candidate Profile; and Candidate Process;
- The presentation also covered areas of risk, issues of concern and recommendations. In the main NSS experience had been that the eESS policy module was better than Empower but there is a need for further improvements to the iRec module and this may involve moving to a cloud based IT solution;
- SWAG Secretariat members thanked NSS for sharing their experiences and further explored the eESS challenges and risks. It was highlighted that Chief Executives recognise the need for further investment to enhance eESS and explore alternative IT solutions to replace and/or upgrade the current iRec module. A working group has been tasked to take this work forward and report back to Chief Executives in the next 3 months.

Outcome: SWAG Secretariat members noted the update and requested a further update on the programme once Chief Executives have had the opportunity to review further options.

Action: SWAG Secretariat requested a further update on the eESS project once Chief Executives have had the opportunity to review further options.

Agenda Item 5 – Secondary Employment PIN Policy

This item builds on the discussion held at the October 2015 meeting. Susan Russell led the discussion and during the discussion the following points were raised:

- It was highlighted that paragraph 2.16 – 2.16.13 in the ‘Pre and Post Employment Checks in NHSScotland ‘PIN policy covers secondary work activity;
- Link to PIN policy <http://www.gov.scot/Publications/2014/03/7176/4>;
- The PIN Review Group and the HRD community to be asked to discuss if the information in this PIN policy is sufficient, check for any gaps in information, and report back to SWAG Secretariat on need/value in having a separate PIN policy.

Outcome: SWAG Secretariat had a full and frank discussion.

Action: The Scottish Government to report back to SWAG Secretariat the views from the Secondary Employment PIN Review Group on having a separate Secondary Employment PIN policy.

Agenda Item 6 – Review of SWAG Committee on 20 January 2016

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:

NHSScotland Staff Survey

- SWAG Committee members noted the update and agreed that it had been very helpful to hear the interpretation of the staff survey results from a researcher’s perspective.

NHSScotland iMatter Implementation Update

- SWAG members noted the progress, recognising the excellent work to date and offered their support to promote iMatter to Boards.
- SWAG signed off the revised iMatter National Implementation Plan and approved the changes to the Governance Framework subject to a minor amendment on the HIS Inspection Protocol.

SWAG

Shared Services Update

- The presentation concentrated on the progress to date of the Health, Operational and Business Portfolio's. It also covered the Governance arrangements established to support the programme of work, relevant timelines and areas of risks;
- SWAG Committee members fully explored the risks. This included lack of resources for each portfolio, and the lack of time to review the multiple business case submissions;
- The Scottish Government to clarify to Shared Services programme if they should report to SWAG and/or SPF

Public Inquiry into Historical Child Abuse – Support and Workforce Implications

- SWAG members noted the update and agreed that they needed to be kept updated on the Public Inquiry into Historical Child Abuse.
- SWAG members also agreed the need to discuss issues this Inquiry may raise further, and any actions required in their individual communities.

Confidentiality Clause Guidance

- SWAG Committee members agreed to the sign off of the guidance on 'Use of Confidentiality Clauses and Derogatory Statement Clauses within Settlement Agreements: The rights and responsibilities of NHSScotland employees and employers'.

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 7 - Agenda for SWAG Secretariat on 28 April 2016

The following items were agreed for the SWAG Secretariat meeting on 28 April 2016:

- Independent National (Whistleblowing) Officer – Key themes from consultation exercise;
- Employing People with Convictions;
- Update on eEES project (if review group have reported back to Chief Executives);
- Update on Secondary Employment PIN Policy
- Band 1 review (to include PDP/KSF opportunities for those newly promoted to Band 2 and for those already graded at Band 2 level);
- Agenda for SWAG Committee 9 June 2016.
- Agenda for SWAG Secretariat on 9 June 2016.

Potential agenda items for June 2016 meetings:

The following items were identified for the June 2016 meetings:

- iMatter Update (to include session on risks);
- New Government – post election issues and implications for SWAG;
- National Clinical Strategy – workforce implications after consideration by SPF.

Norman Provan is due to Chair the SWAG Secretariat meeting on 28 April 2016.

Outcome: Members agreed the agenda's for the April 2016 Secretariat meeting.

AOB

Promoting Attendance within NHSScotland – David Forbes

- A request was made to add information on 'Sick Leave for people with a Disability' into the 'Promoting Attendance in NHSScotland' PIN policy which is currently being developed by the review group.

Action: The Scottish Government to feedback comments on Sick Leave for people with a Disability to the Promoting Attendance within NHSScotland PIN Policy lead for consideration by the review group. **Completed**

Secretariat issues

- Members would find it helpful to have advance copies of power-point presentations (subject to agreement of guest speakers);
- Members would find it helpful if cover sheets and papers were clearly noted with reason guest speakers attending and presenting at SWAG (e.g. providing an update or requiring advice, support or permission to consult with Boards)

PIN Policy Intent – SWAG role paper

Action: Scottish Government to update and re-circulate the October 2015 PIN Policy Intent paper to include a mechanism for instances when SWAG Secretariat could not agree PIN policy intent, and the relevant posting box arrangements.

SWAG Membership

Action: The Scottish Government to send the current SWAG Committee membership to each Co-Chairs of SWAG for a review of membership for each of the constituent groups.



SWAG

Date of Next Meeting

SWAG Secretariat – Wednesday 28 April 2016 in Conference Rooms D & E, St Andrews House, Edinburgh from 13:00 to 14:30.