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| <p>Scottish Workforce & Staff Governance Secretariat Minute Friday 9 December 2016 Conference Room E, St Andrews House, Edinburgh</p> |
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Present: Jane Anderson, Unison
Anna Gilbert, Scottish Government
Pauline Howie, Scottish Ambulance Service **(Chair)**
Norman Provan, Royal College of Nursing
Malcolm Summers, Scottish Government
Dorothy Wright, NHS Education for Scotland

In Attendance: Susan B Russell, Scottish Government **(Minute)**

Apologies: Anne Gent, NHS Highland
Shirley Rogers, 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.

Agenda Item 2 – Minute and Summary of Action Points of meeting held on Wednesday 21 September and matters arising

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

Matters Arising

Anna Gilbert updated the meeting on the progress of the template which has been developed to capture whistleblowing cases. This will be piloted in 4 NHS Boards (Forth Valley, Grampian, Lothian and NHS 24).

Agenda Item 3 – Employer Supported Policing

This was an engagement discussion with Special Constable Craig MacKinnon and Special Constable Tracey Pearson with an information pack having been circulated to SWAG Secretariat prior to the meeting. There was an opportunity for SWAG Secretariat to offer views and feedback on the scheme as well as ask questions. The following points were raised:

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- Police Scotland are keen to engage with NHSScotland Employers and National Staff Side;
- Both Special Constables gave examples of their experience and how, when necessary, any conflicts of interest are managed.
- Whilst there are clearly benefits to the individuals who undertake these roles there is a need to understand and quantify these benefits. This will help both NHS Boards and Police Scotland have a better understanding of the added value of the membership of this scheme as well as any resource implications;
- There was also an appetite to know the level of uptake by NHSScotland employees.
- It was recognised that before supporting or promoting the Employee Supported Policing, there is a need to have wider conversations with NHS Employers to ensure a consistent approach across all NHS Boards regarding issues like time off for training.

Outcome: SWAG Secretariat members welcomed the discussion and agreed to take soundings from the Employers via HRDs.

Action:

- Dorothy Wright agreed to raise the matter of Employer Supported Policing at the next HRD's Meeting and feedback at the next SWAG Secretariat meeting.

Agenda Item 4 – Review of Health and Social Care Indicators

Sir Harry Burns presented a verbal update on progress. During the discussion the following points were covered:

- There is a need to get representation from National Staff Side on the Expert Group to ensure that matters which are important to staff are considered;
- Health & Social Care Indicators should be used to enhance the wellbeing of Scotland's citizens, and it is ultimately a positive outcome that is important rather than the method by which an outcome is achieved;
- When comparing 'Admission' targets in various systems, NHSScotland would appear to have a good level of performance in comparison to other parts of the UK, Australia and New Zealand;
- The purpose of Health & Social Care Indicators should be about improvement not judgement;
- The Expert Group is hoping to have a draft report by end March/beginning April 2017 and any new indicators would be tested for 6 months to ensure suitability;
- The Expert Group will be linking in to the transformational delivery plan;



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- There is agreement on this being a sensible approach and the need to use workforce indicators to drive change with suggested links to staff experience and in particular iMatter;

Outcome: SWAG Secretariat supported the direction of travel and asked to be kept informed with progress updates.

Action:

- Malcolm Summers to send Ann Lillico information on iMatter.
- Janice Lennen to request presentation slides from Ann Lillico to be distributed to SWAG Secretariat. **Completed**

Agenda Item 5 – Proposal on Standardisation and Sponsorship of PIN Policies for NHSScotland

Malcolm Summers led a discussion building on previous discussions with SWAG Secretariat and invited questions from members of SWAG Secretariat regarding the future development/review of PIN Policies. The following points were raised:

- Recent discussions between all partners have highlighted that following the issue of any PIN Policy to NHSScotland, individual NHS Boards are spending a lot of time developing the policy further at local level with discussion sometimes focussing on areas that have already been agreed in partnership at a national level.
- The PIN Compliance exercises as part of the Staff Governance Monitoring Framework have proved to be very informative but there is a need for Policies to be more consistent to avoid local challenges.
- It would be the intention to have a proposed model and a paper presented to SWAG Secretariat early in 2017 with a key feature being collective accountability from NHSScotland Employers, Trade Unions/Professional Organisations and Scottish Government.
- When developing/reviewing PIN Policies it is important to have the relevant expertise in place.
- It is also important that the programme for development/review links into the transformational change process and the need for everyone to work within the financial envelope.
- The challenge of a “Once for Scotland” approach to policy development cannot be underestimated and all parties should consider whether participants should be given dedicated time to carry out this work.

Outcome: Members agreed that the proposal should be further developed and asked for a paper/further discussion at SWAG Secretariat on 18 January 2017.

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Action:

- Further discussion/paper on Standardisation of PIN to be presented to SWAG Secretariat on 18 January 2017

Agenda Item 6 – Staff Governance Monitoring Framework

Susan B Russell led a discussion based on the Presentation slides which had been circulated prior to the meeting. The following points were raised:

- The Staff Governance Standard Monitoring Framework is designed to give assurance that NHS Boards are implementing the Staff Governance Standard at local level as well as addressing national areas of concern and highlighting areas of good practice.
- SG look for evidence of good employee engagement, evidence of good practice, progress towards NHS Boards achieving Gold Healthy Working Life Award, PIN Policy Implementation & Compliance, Whistleblowing, Freedom to Speak Up.
- Information obtained from the NHS Board returns is used to inform the Workforce contribution in the NHSScotland Board Annual Review Process.
- Going forward there is an opportunity to make natural linkages with iMatter and the new National Staff Experience Measure and use the outputs from these to measure NHS Boards' application of the Staff Governance Standard at local level.

SWAG Secretariat were asked to consider the following:

- Is there a need to review the Staff Governance Standard? It was agreed that the current Staff Governance Standard was fit for purpose and there was no need for a review.
- Given that there was no Staff Survey for 2016 is there a need to develop an interim Staff Governance Standard Monitoring Tool with a view to a more robust tool being developed and made available once iMatter is fully rolled out? It was agreed that 2016/17 should be used as a transitional year with the aim of developing something new for 2017/18 reflecting the agreed new measure of national staff experience . It was agreed, however, that we should continue to seek the information necessary for the Annual Review Process.

Outcome: Members agreed that NHS Boards be informed of the arrangements for 2016/17.



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Agenda Item 7 – Agenda setting for SWAG Committee Meeting on 18 January 2017

The following items were agreed for the SWAG Committee meeting on 18 January 2017:

- Management and Leadership Update;
- National Staff Experience Update
- Transformational Change Update;
- Staff Governance Standard Monitoring Framework
- Paper – Safe Staffing in Law – Nursing & Midwifery Workload Tools.

Outcome: Members agreed the agenda for the January 2017 meeting.

Agenda Item 8 – Agenda setting for SWAG Secretariat Meeting on 18 January 2017

The following items were agreed for the SWAG Secretariat meeting on 18 January 2017:

- Proposal on Standardisation and Sponsorship of PIN Policies for NHSScotland
- eESS update
- Additional Employment & Promoting attendance PIN Updates
- Review of SWAG Committee on 18 January 2017;
- Agenda for SWAG Secretariat on 3 May 2017;

Agenda Item 9 – Any Other Business

National Staff Experience - Anna Gilbert led a short discussion on the progress to date regarding demographics and staff groupings specifically highlighting why we ask these types of questions and what exactly do we need to ask. SWAG Secretariat were asked for 2 people from each constituency to populate a small short life working group to develop these proposals. SWAG Secretariat were also asked to consider appropriate E & D leads to participate in this group.

Additional Employment PIN – Susan B Russell gave an update following the closure of the formal consultation period. The Review group met to consider all of the responses and have written to all those who responded indicating that all NHS Boards are expected to be PIN Compliant with the Safer Pre & Post Employment PIN until the new PIN has been signed off and issued to NHSScotland.

Date of Next Meeting

SWAG Committee and Secretariat – Wednesday 18 January 2017, Conference Room 4ER, St Andrew's House, Edinburgh.

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