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| <p><b>Scottish Workforce &amp; Staff Governance Secretariat Minute</b><br/><b>Wednesday 7 June 2017</b><br/><b>Conference Room E, St Andrews House, Edinburgh</b></p> |
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**Present:** Jane Anderson, Unison  
Anna Gilbert, Scottish Government  
Pauline Howie, Scottish Ambulance Service  
Norman Provan, Royal College of Nursing  
Susan B Russell, Scottish Government (**Minute**)  
Malcolm Summers, Scottish Government (**Chair**)  
Anne Thomson, Royal College of Nursing  
Dorothy Wright, NHS Education for Scotland

**Apologies:** Anne Gent, NHS Highland  
Kenneth Small, NHS Lanarkshire

**Agenda Item 1 – Welcome, introductions and apologies**

1. 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 3 May 2017 and matters arising**

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

**Matters Arising**

3. **Employer Supported Policing (ESP)** - No update was available but it was agreed to re-send contact details to Chair & Secretary of NHS HR Directors to invite representatives from ESP to attend their meeting.

4. **Joint Working Agreement Guidance** – This is with currently with COSLA for feedback. Scottish Government to provide a further update at the August 2017 meeting.

5. **Effective Leadership and Development** – Sheena Grecco and Anne Campbell to provide an update at the November meeting.

**Actions:**

Susan B Russell to send details on Employer Supported Policing to Kenny Small who will invite them to attend a future HR Director's Meeting. **(Completed)**

**Agenda Item 3 – Youth Employment Update**

6. Dorothy Wright provided a verbal update referencing the Scottish Government's strategy on Youth Employment. The following points were raised:

- The focus on youth employment is ever increasing and NHS Education for Scotland (NES) are trying to provide central support to NHS Boards as well as facilitating the Modern Apprenticeship network which will feed into the overall Youth Employment Network.
- The Scottish Government has commissioned a post within NES to consider current local approaches to youth employment to allow consideration of a more strategic approach to youth employment.
- Scottish Government is investing in regional networks with a view that there is a need to work more collaboratively nationally.
- NES are working with colleagues in Boards to help strengthen youth employment practice.
- There is a need to strengthen this work in relation to the 3<sup>rd</sup> Sector including Partnerships and Disability Scotland to ensure meaningful placements as well as influencing the college sector.
- In looking at targets these need to be meaningful with Boards having lots of opportunities to attract young people from all areas and backgrounds as well as being able to support them once they are employed.
- In terms of the National Workforce Plan, consideration should be given as to how Youth Employment will feature in this and whether it will provide NHSScotland with a workforce fit for the future.
- There is a need to consider a career framework that encourages, attracts and retains young people from various backgrounds e.g. looked after children, refugees and also considers gender inequalities as well as rehabilitation of offenders.

**Outcome:** SWAG Secretariat members welcomed the discussion. It was agreed to invite Ruth Kelly, Deputy HR Director, NHS Lothian to the next meeting to give an update on the work being carried out within NHS Lothian in relation to Rehabilitation of Offenders. Malcolm Summers and Dorothy Wright to provide an update on Youth Employment at a later meeting.

**Action:** Ruth Kelly to be invited to give an update to SWAG Secretariat at the next meeting on 2 August 2017.

#### **Agenda Item 4 – Staff Governance Standard Monitoring**

7. A paper was circulated prior to the meeting. Susan B Russell explained that the purpose of the paper was to update SWAG Secretariat on the background work which had been carried out to date which was hoped would support the development of a new model of Staff Governance Standard Monitoring. With this in mind agreement was sought from SWAG Secretariat to carry out a test of change in partnership with NHS Boards utilising the expertise within their Staff Governance Committees and Area Partnership Forums. The following points were raised:

- SWAG previously agreed that future staff experience would be measured through iMatter supplemented by a short complementary survey which will ask dignity at work oriented questions.
- Consequently it was agreed to refresh the approach to Staff Governance Standard Monitoring to ensure the process is streamlined, adding value and driving improvement in the context of iMatter and the wider emerging policy landscape.
- It is expected that the Staff Experience National Report (which will provide an overview of staff experience for 2017) will provide evidence of good practice across all 5 strands of the Staff Governance Standard. This will include areas of success and areas of challenge evidenced from NHS Board Components Reports and their Staff Governance Action Plans.
- Whilst a national perspective is important it is vital that NHS Boards continue to undergo local assessment. Included in the proposed test of change project will be engagement with local Staff Governance Committees to assess the current Local Monitoring template to determine whether it remains fit for purpose and its effectiveness when assessing the implementation of the Staff Governance Standard within NHS Boards.
- It is proposed that a Short Life Partnership Working Group be commissioned to develop the Framework for 2018.
- Regular updates will be provided to SWAG Secretariat and SWAG Committee in line with the forthcoming calendar of meetings.

**Outcome:** SWAG Secretariat noted the update and welcomed the opportunity to review both the National and Local mechanisms for monitoring the implementation of the Staff Governance Standard. They agreed to the proposals outlined in the paper and asked to be kept informed via progress updates.

**Action:** Norman Provan to be contacted in order to identify 2 Representatives from National Staff Side and Kenny Small to be contacted to identify an NHS Employer Representative (HRD/Deputy HRD) to participate in the Short Life Working Group.  
**(Completed)**

## **Agenda Item 5 – Review of SWAG Committee on 7 June 2017**

8. All agreed that the meeting was well managed with key decisions being made in relation to Clinical Nurse Manager (CNM) National Uniform and Future of PIN Policies.

### **Clinical Nurse Manager National Uniform**

9. There was a discussion on the further actions required in relation to CNM National Uniform and in particular the procurement process. SWAG Secretariat agreed the proposal that the Short Life Working Group make the recommendation to the Cabinet Secretary on the preferred procurement route for uniforms for the CNMs based on Option 2 and the Annex outlining procurement delivery and cost options provided with the Paper.

### **Health & Social Care Workforce Plan**

10. SWAG Secretariat agreed that the update had been useful however expressed their disappointment that a) no paper had been provided; and, b) the workforce plan was to be in 2 parts. SWAG Secretariat intimated that they would like to see a draft prior to publication and would welcome further updates at future meetings.

### **Whistleblowing Update**

11. SWAG Secretariat agreed that the update had been welcomed by SWAG Committee.

### **Future of PIN**

12. SWAG Secretariat agreed that there was a clear rationale for improving current processes in relation to the development of 'Once For Scotland' PIN Policies with SWAG Committee gave their unanimous support for a short life working group to take this forward. SWAG Secretariat agreed that there should be 2 representatives from National Staff Side, NHS Employers and Scottish Government to form the short life working group. The Scottish Government will request that Norman Provan and Kenny Small identify representatives from each of their constituent Groups.

13. It was also agreed that the remit of the Group and terms of reference would be drafted for consideration by SWAG Secretariat and issued electronically for agreement.

### **Safe Staffing in Law**

14. Papers for Information were welcomed and in relation to Safe Staffing in Law it was agreed to invite Diane Murray to give a verbal update at the August Meeting

#### **Actions:**

- CNM SLWG to be asked to consider procurement routes in line with Annex provided in paper and make recommendation to the Cabinet Secretary;
- Norman Provan and Kenny Small to be contacted in order to identify 2 Representatives from National Staff Side and NHS Employer Representatives to participate in the Short Life Working Group. **(Completed)**
- Remit and terms of reference for the 'Once for Scotland' PIN SLWG to be drafted for SWAG Secretariat consideration and issued electronically.
- Diane Murray to be invited to August SWAG Secretariat to give verbal update on Safe Staffing in Law.

### **Agenda Item 6 – Agenda setting for SWAG Secretariat Meeting on 2 August 2017**

15. The following items were agreed for the SWAG Secretariat meeting on 2 August 2017:

- Paper update on National Staff Experience
- Update on Safe Staffing in Law
- Update on Once for Scotland PIN Policies for NHSScotland
- Update on Recruitment of Ex-Offenders in NHSScotland
- Agenda for SWAG Committee & Secretariat Meeting held on 1 November 2017
- Forward Planning for Future SWAG Committee & Secretariat Meetings

### **Agenda Item 7 – AOB**

## SWAG

16. The following items were discussed under AOB.

- Nurse Revalidation – A draft letter was tabled and agreed. This will be issued to all NHS Boards informing them of SWAG Committee’s decision to accept the recommendations of the Short Life Working Group and request that all NHS Boards action this decision.
- SWAG Secretariat Co-Chairs received a request for PIN interpretation in relation to Fixed Term Contracts from Gordon McKay, Unison. It was agreed that there was no evidence to suggest that all local options had been explored and that the request should have been submitted as a joint request from the Area Partnership Forum if there was a failure to agree within the Board. It was agreed to write to Gordon McKay to advise him that he should refer the matter back to the NHS Ayrshire & Arran Area Partnership Forum Co-chairs for consideration.
- Annual Reviews – In relation to National Staff Side participating in the NHS Board Annual Review Process, Norman Provan expressed the need to establish guidance on the role of the SPF Representative as it was felt there was a lack of consistency across the process. It was felt that a clear view was needed with on the expectations of Staffside in this process and it was agreed that Staffside representatives would give further thought to this with a view to producing Guidance.
- Shared Services – Anne MacPherson, Director of HR, NHSGGC had requested that SWAG approve of the draft guidance which had been developed specifically relating to Imaging Services within NHSScotland and the potential for cross boundary working. This guidance could be adapted to accommodate future shared service projects. Although there seemed to be engagement with Staff Side Partners of the staff groups involved in this particular work-stream, concerns were raised that overall the shared services work-streams are not referenced into the national partnership infrastructures. It was agreed to circulate the draft arrangements to SWAG Secretariat and for the 3 Co-chairs to raise the matter within their constituent groups.

### Actions:

- Nurse revalidation letter to be issued to all Boards. **(completed)**
- Scottish Government to write to Gordon McKay to refer him to NHS Ayrshire and Arran Area Partnership Forum Co-Chairs.
- Norman Provan and Jane Anderson to consider Guidance for Staffside representatives in the Annual Review process.



## SWAG

- Draft Guidance on Imaging Services to be issues to Co-Chairs of SWAG.  
**(Completed)**

### **Date of Next Meeting**

SWAG Secretariat – Wednesday 2 August 2017 , Conference Room E, St Andrew's House, Edinburgh 14.00 – 16.00.