



**Scottish Workforce & Staff Governance Committee
Friday 26 January 2018
Conference Room 3, Victoria Quay, Edinburgh
Minute**

Present:

Confirmation of attendees at time of writing:

Name	Organisation
Jane Anderson	Unison
Tony Axon	Society of Radiographers
Julie Collins	Chartered Society of Physiotherapy
Emma Curren	Royal College of Midwives
Anna Gilbert	Scottish Government
Donald Harley	BMA
Pauline Howie	Scottish Ambulance Service
Shirley Johnston	Unite
Caroline McDowall	Society of Chiropractors & Podiatrists
Gerry McLaughlin (By VC)	NHS Health Scotland
Robin McNaught	The State Hospitals Board for Scotland
Adam Palmer (By VC)	Employee Directors Group
Norman Provan (Chair)	Royal College of Nursing
Susan B Russell	Scottish Government
Caroline Sharp	NHS Dumfries & Galloway
Malcolm Summers	Scottish Government
Anne Thomson	Royal College of Nursing
Simon Watson	Unison
Dorothy Wright	NHS Education for Scotland

In attendance:

Name	Organisation
Liz Mitchell (Minute)	Scottish Government
Graham Paxton	NHS Education for Scotland
Liz Reilly	Scottish Government

Apologies have been received from:

Name	Organisation
Stewart Donnelly	Royal College of Nursing
Lynne Douglas	NHS Lothian
Gordon Jamieson	NHS Western Isles
Mark Lyon	Unite
Gordon McKay	Unison

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Diane Murray	Scottish Government
Jennifer Porteous	
Kenneth Small	NHS Lanarkshire
Deborah Shepard	Society of Radiographers

Agenda Item 1 – Welcome, introductions and apologies

1. The Chair welcomed everyone to the meeting. Members were informed of the list of apologies (noted above) and that the meeting was quorate.

Agenda Item 2 – Minute and Action Points from the meeting held on 1 November 2017

2. The minutes were agreed as an accurate reflection of the meeting.
3. It was confirmed that the action points from the last meeting were now complete.

Agenda Item 3 – Once for Scotland PIN

4. Malcolm Summers referred to the paper which had been circulated prior to the meeting which gave an update on the Once for Scotland PIN Project. The paper set out the vision and key principles for the project. In his update Malcolm highlighted the following:

- The agreed remit of the Working Group is to develop and evaluate a proposal for developing NHSScotland PIN Policies on a ‘Once For Scotland’ basis for SWAG Committee agreement.
- The proposed ‘vision’ for the Development/Review of ‘Once’ for Scotland PIN Policies which would promote NHSScotland as a modern, exemplar employer; showcasing our core values, and promoting consistent employment policy and practice that supports the implementation of the Staff Governance Standard and effective recruitment and retention.
- The Key Principles which would underpin the Development/Review of single standardised policies that will be used consistently and seamlessly across NHSScotland. These included collective responsibility & accountability, the use of a digital platform the delineation between Policy, Process and Procedure.
- If the content of the paper was agreed by SWAG Committee then the intention would be that a full business case for Once For Scotland policies (incorporating the key principles), including a timetable and future model for policy review would be developed by the working group and presented to SWAG Committee for final decision at their meeting on 28 June 2018

5. The Chair gave SWAG Committee members the opportunity to ask questions and offer feedback. During the discussion the following points were covered.

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- The Vision and Key Principles were welcomed and starts to move partnership working to a different level with the beginning of much better staff involvement.
- Consideration should be given to how this impacts on medical staff since they do not have the same representative structures as other trade unions.
- The policies should have a working title of “Workforce Policies” instead of PIN.
- The importance of rebranding with a clear statement on partnership working as well as being explicit about delivering the Staff Governance Standard.
- The need to look at IJB arrangements and the re-promotion of partnership working.
- The issue of capacity needs to come through in the business case with consistency and flexibility coming through as key points.
- Welcome the proposals to use Digital Platform/Transformational Change and the shared ambition of commonality throughout NHSScotland.

Outcome: SWAG Committee noted the update and all recommendations were agreed.

Agenda Item 4 – National Staff Experience Update

6. As a consequence of IT problems SWAG Committee members were unable to view the intended presentation to be given by Liz Reilly & Anna Gilbert. Both gave an update on iMatter and Dignity at Work respectively and the following points were highlighted

- For 2017 the final iMatter response rate was 63% and the final EEI score was 75%
- Despite the concerns raised as we commenced 2016 implementing iMatter in clinical and support services where many suggested that the response rate would fall below 60%, was not the case.
- Action plan development requires to improve and this should be a key focus for Boards/ Directorates in 2018
- No reports are high in a number of Boards and the final average no reports score will be noted in the National Report. Key areas to consider and potential high risk is where there is high levels of no report/low levels of action plans which will be seen in the National Report, although Boards have good response rates and EEI scores
- Team stories – highlighted iMatter website work in progress and to date 23 stories had been uploaded which will all appear in the Nationals Report to showcase how teams are using iMatter and already connecting to patient experience and identifying outcomes.
- The Dignity at Work Survey ran from 6th – 27th November 2017 with a response rate of 36% which equated to 63,333 staff from across health and social care.
- The information from both iMatter and the Dignity at Work Survey are currently being analysed and will be available in the National Health and Social Care Staff Experience Report which is anticipated for publication in late February 2018.

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- The National Report will be made available to Board Chief Executives, HR Directors, Employee Directors 24 hours in advance of publication. Outlier Boards will be notified of their individual results 72 hours in advance of publication.

Outcome: SWAG noted the update and requested that the presentation slides are circulated to members following the meeting.

Action: Liz Mitchell, Scottish Government to send presentation slides to members of SWAG Committee. **Completed**

Agenda Item 5 – Effective Leadership Development

7. Again due to the ongoing IT problems, members were unable to see Graham Paxton's presentation. Graham gave a verbal update and the following key messages were highlighted

- The aim of the new Leadership & Management Development Framework for Health & Care is to simplify, standardise and improve access to high quality leadership & management resources and materials for all staff.
- Support for Leader & managers at all levels from all backgrounds and in all areas to "Be the best that they can be", clarifying what is expected of them and encouraging them to aspire to improvement throughout their career.
- There are four strategic policy pillars which the framework supports as well as developing and sustaining effective teams through effective people management & leadership, focussing on our critical commitment to the delivery of high quality services, and using the strategic advantage of a "Once for Scotland" approach wherever that makes sense and adds value.
- The Leadership & Management Zone which is linked to the Quality improvement Zone is now active on TURAS Learn and in order to support the conversations in the NHS Boards and HSCP's they have developed a trailer animation which is available for use.

8. The Chair gave SWAG Committee members the opportunity to ask questions and offer feedback. During the discussion the following points were covered.

- Members agreed that this was a very good development framework and participation should be encouraged.
- There is a need for assurance that managers will participate and does the framework have the ability to issue documentation as evidence of participation
- Given that the system is not mandatory, Boards are expected to set their own levels of usage i.e. Boards/Services/Teams.



Outcome: SWAG noted the update and requested that the presentation slides are circulated to members following the meeting.

Action: Liz Mitchell, Scottish Government to send presentation slides to members of SWAG Committee. **Completed**

AOB

SWAG Committee Members received the following updates:

- eESS
- INWO Workshops
- Nurse Revalidation
- Promoting Attendance Policy – To be discussed at SWAG Secretariat

Date of Next Meeting

The next SWAG Committee meeting will be held on 28 June 2018 in Conference Room 3, Victoria Quay, Edinburgh from 10.00 to 12.30.