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**Scottish Workforce & Staff Governance Secretariat Minute
Wednesday 19 June 2019
Noble Room, Victoria Quay, Edinburgh**

Present: Caroline Cooksey, NHS Dumfries and Galloway
Stephen Lea-Ross, Scottish Government
Sean Neill, Scottish Government **(Chair)**
Norman Provan, Royal College of Nursing
Susan B Russell, Scottish Government
Anne Thomson, Royal College of Nursing
Simon Watson, Unison
Dorothy Wright, NHS Education for Scotland

In attendance: Sybil Canavan, Healthcare Improvement Scotland
Michelle Harrity, Healthcare Improvement Scotland
John Malone, Scottish Government **(Minute)**
Liz Reilly, Scottish Government

Apologies: Anna Gilbert, Scottish Government
Pauline Howie, Scottish Ambulance Service

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 15 May 2019 and matters arising

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

Action point 1 (Annual Reviews, National Staff Side) is on-going as an employer representative is yet to be agreed.

Action point 2 (Staff Governance Monitoring Future Model) is on-going and a meeting is scheduled to take place on 26 July 2019.

Agenda Item 3 – Role of Sexual Health Examiner

3. Sybil Canavan and Michelle Harrity referred to the paper which had been circulated prior to the meeting. The following points were highlighted:

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- In 2012, a Memorandum of Understanding was agreed between the NHS and the Police which set out the partnership arrangements for custody healthcare and forensic medical services. The transfer of responsibility took place in April 2014.
- Responsibility for health care in police custody is a function and responsibility of Health Boards under the Health Service (Scotland) Act 1978. Forensic medical services (which cover the examination and collection of forensic samples from alleged perpetrators and victims of crime (including children) - are currently delivered by health boards but remain a function and responsibility of the Scottish Police Authority under section 31 of the Police and Fire Reform (Scotland) Act 2012.
- In March 2017, Her Majesty's Inspectorate of Constabulary in Scotland (HMICS) published a strategic overview of the provision of forensic medical and healthcare services to victims of sexual crime. The review highlighted significant gaps and disparity across the country and made ten recommendations to improve this. HMICS published a progress review in December 2018.
- In March 2017, the Chief Medical Officer for Scotland, Dr Catherine Calderwood, was asked by the Cabinet Secretary for Justice and the Cabinet Secretary for Health and Sport, to chair a Taskforce to provide national leadership for the improvement of forensic medical and healthcare services for victims of sexual crime.
- To support this work, the SG is investing £8.5m over the period 2018/19 to 2020/21. Funding is being used to: develop the workforce both in terms of increased capacity and improved skills and competency backed by accredited NHS Education Scotland training; to enhance existing or to create new facilities in all of the 14 territorial Health Boards; to purchase equipment and to support Boards to implement the Healthcare Improvement Scotland standards.
- As required to progress the recommendations from the HMICS report, a Workforce and Training Sub Group was established in April 2017 and was initially chaired by Elaine Meade, Chief Exec of NHS Highland. Following her retiral, the role of Chair of this group passed to Sybil Canavan, Associate Director of Workforce – Healthcare Improvement Scotland, who commenced in this role and re-established the group at the end of 2018.
- The group has been established to respond to a range of concerns about the sustainability and development of this workforce within NHS Scotland going forward. Initial discussions in the main group have focussed on current training arrangements, roles within the service, workforce challenges in terms of

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recruitment and retention, in particular female doctors, gathering of workforce data and practical ways of making the existing working arrangements more efficient and attractive for staff

- More specifically, Recommendation 6 of the HMICs report stated that '*The Scottish Government should work with relevant stakeholders and professional bodies including NHS Scotland, Police Scotland and the Crown Office and Procurator Fiscal Service to develop the role of forensic nurses in Scotland.*'
- An Expert Group (EG) chaired by the Associate Chief Nursing Officer, was set up under the remit of the Taskforce Workforce and Training Subgroup to take forward this recommendation. The EG has worked closely with the Crown Office and Procurator Fiscal Service (COPFS) and other key stakeholders, on a proposal for developing the role of Sexual Offences Examiners in Scotland.
- Given the workforce implications emerging from the work of this group, Partnership representation is requested to ensure Partnership input to both the work of the group and also to support the proposed plans ahead in terms of training and new roles within the workforce as required by the HMICS inspections.

4. The Chair gave SWAG Secretariat the opportunity to ask questions and offer feedback. The following points were raised:

- Members welcomed the update. It was raised by members if there would be an 'on-call workforce' as consideration would need to be given to their job description and pay banding. It was highlighted that this would be a new role as it is defined as a single job. There will be a lot of skills involved within this role and it is likely nurses will not currently have the skills required. The new role will be a post graduate post which will involve a 3 years course.
- It was highlighted that 2 key staffside representatives have been agreed and will be represented by Una Provan in the West of Scotland and in the East of Scotland will be Valerie Davis.

Outcome: SWAG Secretariat look forward to future updates.

Agenda Item 4 – Staff Governance Monitoring update

5. Susan B Russell gave a verbal update on Staff Governance monitoring. The following points were raised:

- The deadline for the staff governance monitoring returns was 31 May 2019 and there was 17 out of 22 Health Boards who returned their monitoring

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questionnaire in time. The other 5 Health Boards submitted these by the following week.

- The returns will be reviewed by the team and it is expected that a response letter will be issued in September. A report will be presented to SWAG Secretariat in September. Agreement is still being sought about the proposed dashboard and peer support model.

6. The Chair gave SWAG Secretariat the opportunity to ask questions and offer feedback. The following points were raised:

- Secretariat members thanked Susan for the update. Reflecting on previous staff monitoring the feedback letters have been extremely useful to all Health Boards to reflect the scrutiny from the Scottish Government.
- It was previously agreed that Pauline Howie, Norman Provan, Anna Gilbert and Susan B Russell would discuss with the regional HR leads about the future model. It would also be helpful that Sean Neill attends this meeting. The meeting had been arranged previously, however, due to absence the meeting didn't take place. The meeting has been rearranged for 26 July.

Action: Sean Neill to attend the Staff Governance Monitoring Future Model.

Outcome: SWAG Secretariat welcomed the update.

Agenda Item 5: Review of SWAG Committee meeting on 25 July 2019

7. Members agreed that the meeting had been positive with good discussion and feedback Members aired their views & the actions were taken forward.

- In relation to the Trade Union Act 2016 – The template was agreed and Secretariat members welcomed the progress albeit there is still a bit to follow up. This should be brought to the attention of the Employee Directors to ensure everyone is aware of the new template.
- In relation to John Sturrock report - This report was welcomed and it was welcomed that the review had been undertaken by an independent person who created a thorough report into the culture within NHS Highland.
- In relation to the National Staff Experience Academic Evaluation – It was felt that Committee welcomed the report and the 12 recommendations within. Liz Reilly agreed that she will take forward the recommendations and will provide an update at SWAG Secretariat on the 4 September.



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- In relation to Whistleblowing / INWO – Malcolm Wright will be sending a letter shortly to all Health Boards confirming the role of the Whistleblowing Champion and advise how individuals can apply.
- In relation to Disclosure Scotland – This impact will be more on the employer rather than the employee. There was also a concern around the cost which is still to be agreed.

Agenda Item 6 – Set Agenda for SWAG Secretariat meeting on 25 July 2019

8. The following items were agreed for the SWAG Secretariat meeting on 25 July 2019

- Once For Scotland

Agenda Item 7 – Set Agenda for SWAG Committee meeting on 25 July 2019

9. The following items were agreed for the SWAG Committee meeting on 25 July 2019

- Once for Scotland Workforce Policies – Delivery of Phase 1 and proposal for Phase 2
- Digital solution
- Core policies

Agenda Item 8 - AOB

10. There was no other business raised.

Date of Next Meeting

11. SWAG Secretariat – 25 July 2019, Conference room 4ER, St Andrews House, Edinburgh 11:00 – 12:00.