

Scottish Workforce & Staff Governance Committee
Wednesday 24th January 2023
14:00 – 15:30
Meeting Minute

Attendees:

Name	Organisation
Anna Gilbert	Scottish Government
Sara Eccles	Scottish Government
Alison Carmichael	Scottish Government
Margo Cranmer	Unison
Susan Robertson	Unite
Gordon McKay	Unison
Jasmin Clark	Royal College of Nursing
Emma Currer	Royal College of Midwives
Ian Cant	Unison
Gordon Jamieson	NHS Western Isles
Linda Walker	GMB
Robin McNaught	The State Hospital
Norman Provan	Royal College of Nursing
Pauline Howie	The Scottish Ambulance Service
Una Provan	Unison
Sam Mullin	GMB
Scott Anderson	British Medical Association
Scott Keir	British Dietetic Association
Steven Lindsay	Unite
Tracey Ashworth-Davies	NHS NES
Jennifer Wilson	NHS Ayrshire and Arran
Yvonne Stewart	Society of Radiographers
Laic Khalique	NHS Tayside

Present:

Name	Organisation
Catriona Hetherington	Scottish Government
Lorraine Stronach	Scottish Government
Niall Anderson	Scottish Government
Suzanne Thomas	Scottish Government
Nicola Anderson	Scottish Government
Peter McBride	NHS National Services Scotland

Apologies have been received from:

Name	Organisation
Joyce Davison	British Medical Association
Ann Armstrong	Scottish Government
Caroline Cooksey	NHS Dumfries and Galloway
Jacqui Jones	NHS National Services Scotland

Agenda Item 1

- The Chair welcomed Jennifer Wilson and Scott Anderson as new members of the group
- Minutes of meetings 22 November 2022 were agreed by members.
- The chair noted the ongoing actions, with a number of items scheduled to return to SWAG

Agenda Item 2 - Staff Governance Monitoring – Lorraine Stronach

- Summary of the emerging themes :
 - Evidence of increased support for leadership and training
 - Drive to expand Equality and Diversity networks
 - Continued efforts to promote wellbeing amongst staff
 - Highlighted activity associated with SpeakUp week
- Describe the schedule for the work, and highlighted plans for board specific feedback. At least one board has arranged to discuss the issue in person.
- The Scottish Government will continue to review the question set for Staff Governance Monitoring ahead of the next Staff Governance Monitoring returns.
- We continue to streamline the monitoring return, and supplement with available evidence.

Comments and Questions

How do we evidence progress towards being 'Involved in Decisions'?

The programme team acknowledged that Involved in Decisions is one of the most difficult strands to evidence. The question set is being reviewed which will help direct teams in completing their returns.

Outcome

The Staff Governance team will continue to develop next year's Staff Governance Monitoring question set, and will return to SWAG in due course.

Agenda Item 3 – Ethnic Minority Forum

- Alison Carmichael introduces herself and Laic Khalique, chair of the Ethnic Minority Forum.
- NHS Scotland one of the most diverse employers in NHS Scotland, but we see a lack of representation of ethnic minority staff at senior leadership level.

- Described role of EMF: acting as a formal structure linking with Ethnic Minority staff networks across NHS Scotland, and amplifying their voice on issues of systemic racism.
- Providing support and advice to the Scottish Government, to shape NHSS Policy.
- EMF are also providing cross-sector support, including: mental health, advocacy, legal, and wellbeing support.

Questions

- What are the themes that are coming out of the work that you are doing? Are there opportunities to share good practice? What high level themes are emerging?
- Problems with AfC progression is acute across health boards, and evidence suggests that it is getting worse. We are trying to gather qualitative evidence.
- Have we focussed on better exit interview practice, and if so, is it yielding results?
- Highlighted work with the GMC to address disproportionate referral to the GMC and other professional bodies for ethnic minority staff. NMC showing similar issues with high referral rates.

Outcome:

- Invitation to speak at National Staffside for the Ethnic Minority Forum. To understand what the work is doing in more detail. There is the potential for Trade Unions and the Ethnic Minority forum to collaborate.

Agenda Item 4 – iMatter

- Employers noted that the schedule for the action plans is challenging. Some health boards have struggled with the 8 week deadlines.
- **Suzanne, to get data from Webropol to find out at what point action plans are being completed – possibility to engage with HR Director meeting.**
- Members were given options to consider who should be involved in developing whistleblowing questions for the iMatter survey. The size of the group, and whether those outwith SWAG were included.
- Members agreed to extend invitations to those external to SWAG including whistleblowing champions, operational leads, and tri-partite members of SWAG – by nomination.
- **Request for nominations to be issued week closing Friday 3 February. To appear at the 9 March secretariat meeting or via correspondence.**
- Highlighted analysis of demographic data from 21-22 data is being run by Webropol, which will be considered by SWAG.
- Dignity at Work Survey: because of financial pressures, this piece of work is being deferred.

Outcome

SWAG agreed to sign of Distribution schedule, subject to consideration of Action Plan deadlines by Webropol

Analysis of demographic data to be discussed in future, as well as the Whistleblowing question set.

No plan to progress Dignity at Work survey at present.

Agenda Item 5 – e-Rostering

- Vision is for an e-rostering system which supports staff. Responsibility for governance and interaction with various groups sits with NSS.
- e-Rostering is part of a long term plan. Initial procurement was in 2018, with the contract signed to Allocate. We are now in the integration and implementation phase. This will run until late 2024. We will have the tool until 2028.
- High level benefits expected include, easier way of accessing shifts, requesting swaps, and requesting leave. Changes will be rolled out across all staff groups.
- NSS team, and Allocate will provide support to boards as they deliver changes.
- The e-rostering system also includes a tool for junior doctors.
- There are other supplementary tools available through the supplier, for reviewing safe staffing by acuity; 'Loop' a staff engagement app; and 'roster perform', for business intelligence.
- NSS are working on an agreed national e-rostering policy, management of the e-rostering services, and practices for collating national data.
- Demos available for the e-rostering tool. Which will be shared with the group
- Technical Integration to streamline the process as possible. Want to get data out of the system into SEER where it can be used more widely.

Comments

- Is the system sophisticated enough to allow staff to express some staff preference? Is there the capacity to put in patterns of work that are compatible with reasonable adjustments?
Yes. A Staff profile with preference is populated from EeSS. It matches staff preferences with allocations.
- Will real-time awareness of staffing shortage mean staff are re-distributed against their will (and to avoid unsafe staffing, we will having undesirable staffing across the board)?
This is for Scottish Government policy, and the Health and Care Staffing Act team will attend a future meeting to discuss the Health and Care staffing act.

Outcome

Peter McBride to share information on demonstration of e-Rostering tools. 'Safe Staffing' tools to be discussed at a future agenda.

Actions

24012023(1) An in person SWAG Committee meeting was agreed to be September 26th 2023

24012023(2) The Chair of the Ethnic Minority Forum (Laic Khalique) was invited to attend a future National Staffside Meeting