



**Scottish Workforce & Staff Governance Committee  
Tuesday 23 April 2024  
14:00 – 15:30  
MS Teams**

**Attendees**

<b>Name</b>	<b>Organisation</b>
Mary Morgan ( <b>Chair</b> )	NHS National Service Scotland
Fiona Hogg	Scottish Government
Jane Hamilton	Scottish Government
Anna Gilbert	Scottish Government
Alison Carmichael	Scottish Government
Anne Armstrong	Scottish Government
Tracey Ashworth-Davies	NHS Education for Scotland
Alex Stephen	NHS Grampian
Christina Bichan	NHS Education for Scotland
Paul Bachoo	NHS Grampian
Elaine Watson	NHS Tayside
Jennifer Wilson	NHS Ayrshire and Arran
Avril Keen	Scottish Ambulance Service
Lyndsay Hunter	College of Podiatry
Norman Provan	Royal College of Nursing
Emma Curren	Royal College of Midwives
Tobias Kunkel	Royal College of Nursing
Scott Anderson	British Medical Association
Heather Gilfillan	Unite
Susan Robertson	Unite
Una Provan	Unison
Ian Cant	Unison
Sam Mullin	GMB

Also present:

<b>Name</b>	<b>Organisation</b>
Niall Anderson ( <b>Secretariat</b> )	Scottish Government
Kathryn Brechin	Scottish Government
Sarah Cartwright	Scottish Government
Stephen Lea-Ross	Scottish Government
Laura Whitelaw	Scottish Government
Nicola Anderson	Scottish Government
Alice Bayles	Scottish Government

Apologies from:

Name	Organisation
Robin McNaught	The State Hospital
Lorraine Cowie	NHS Highland
Steven Lindsay	Unite
Jacqui Jones	NHS Lanarkshire

### Agenda Item 1 - Welcome, Introductions:

- The meeting was quorate. Apologies were noted from Lorraine Cowie, Jacqui Jones, Robin McNaught, and Steven Lindsay.
- Members approved the minutes of the meeting of 24<sup>th</sup> of January 2024.
- Action 24012024 (6) on creating a working group for the Dignity at Work survey was closed, with the survey no longer taking place. Action 06122023 (2) on reviewing the approach to iMatter action planning and creating access for managers under specific circumstances [i.e patient safety and staff wellbeing concerns], was marked as ongoing.

### Agenda Item 2: Health and Care Scotland Staffing Act, Sarah Cartwright and Kathryn Brechin

- The Health and Care (Scotland) Staffing Act commenced on 1 April 2024. A letter was sent to all local authorities and integration authorities upon commencement, and statutory guidance accompanied the act.
- A DL was published with the quarterly reporting template for high-cost agency use and an annual reporting template.
- The team have also distributed educational resources. SG have funded the Board Workforce leads for HCSA. The work aligns with a SafeCare module on eRostering system to help evidence compliance.
- Reporting covers high-cost agency use. First reports are due at the end of July 2024. There are also reports that Scottish Ministers need to lay before parliament before March 2026, showing reasonable steps are being taken to train enough registered staff.
- Health Improvement and Care Inspectorate have different roles and responsibilities under the act. For HIS this is to monitor compliance; review of the common staffing method; and development of staffing tools.
- The Care Inspectorate will continue to register, inspect and monitor care services, against the requirements of the act, with the option to develop their own staffing method for care home services for adults.
- Current work includes commencement reports, which are due for the end of April. Feedback will then be provided to boards.
- Updating staffing tools to adjust for the reduction from 37.5 to a 37 hour working week. This will require new regulations to go through Parliament. However, outputs from the tools should not be used in isolation.



**Outcome:** Members welcomed the update on the HCSA, and will continue to have an interest as the work progresses through its implementation.

### **Item 3 : Nursing and Midwifery Taskforce, Stephen Lea-Ross**

- Principle findings. There is still a lot of support and vocational engagement to the nursing career. A BBC survey of school leavers identified nursing as the 4<sup>th</sup> most popular option.
- Concerns have been raised that staff are not able to do the job as well as they would like to, and bespoke work is being taken forward to improve the experiences of this staff group, beyond existing work on system reforms.
- As part of the work, the taskforce has undertaken a listening project to understand the experiences of Nursing and Midwifery staff.
- The experiences of staff in acute and community settings was observed to be different. Leadership and Culture, were a particular focus for the profession, with varying quality of support, leadership and empowerment.
- Evidence from the NMT has been presented to the Cabinet Secretary. At this stage the minister commissioned next stage work from each of the subgroups
- Some priority work, in terms of recruitment, attraction and selection may be initiated prior to publication of the NMT final report.

### **Comments**

- Are we looking beyond higher education, to improve our pipeline into Nursing and Midwifery.
- An education subgroup is looking at how to address a downturn in applications to pre-registration courses (degree level). Other NMT group are looking at options to increase flexibility, to boost the attractiveness of the profession.
- There is concern about corridor care, and congestion within hospitals.
- There are lots of other professions that would benefit from similar support and focus. We must use the rollout of these recommendations as a blueprint for further work elsewhere.
- What is the timeline for recommendations to be made? The Cabinet Secretary did not want to rush the subgroups in making conclusions. However, the listening project is due to conclude in May. The Cabinet Secretary is due to meet with the co-chairs next, with a view to agreeing suitable timescales for implementation.

### **Agenda Item 4: Staff Governance Monitoring, Nicola Anderson**

- Themes from the 2023-24 SGM exercise have been reviewed extensively, with no outlying areas of concern identified nationally.
- The SG policy team responded to individual health boards on the basis of their own returns-
- Policy officials outlined proposals to review the Scottish Government Staff Governance Monitoring exercise for 2024-25.



• It is recognised that there are some challenges with the current review process, and it was proposed that the annual SG monitoring process is paused for one year while officials, Boards and Trade Unions review this exercise to ensure it provides both assurance, and adds value.

### Comments

- Unison shared concerns about placing the review on hold, in the context of a challenging financial context, remarking on the message that sends.
- It was clarified that the Boards would still continue with their commitment in line with the Staff Governance Standards, the only pause would be on the SG monitoring exercise.
- It was proposed that, in the absence of the full monitoring process this year, a statement of assurance is sought from Boards later in the year that they have met their commitments.

**Outcome:** The Committee agreed to a pause for one year while a tripartite group review the process. This is on the understanding that SG seek assurance from each Board of their continuing local assessment of the Staff Governance Standards.

### Item 5: Global Citizenship Framework, Alice Bayles

- A review of international volunteering across NHS Scotland by the Royal College of Physicians and Surgeons of Glasgow published in 2017, has informed our 'Global Citizenship' approach.
- The programme provides guidance, co-ordination and support for NHS Scotland staff seeking to volunteer.
- The policy team outlined the work, and gave examples of some of the programmes that NHSS Staff were involved in.
- Most professions are represented in Global Citizenship work, but to very different extents. Not all of those volunteering internationally will be aware of the work that is being done through the programme.
- The Global Citizenship team last attended SWAG several years ago, and would welcome a steer on how to engage in future.
- The team would like help to promote their work, so there is greater awareness and support for those seeking to volunteer.

### Comment

- The Chair highlighted some of the excellent global citizenship work she has witnessed. It plays an important role in the retention of staff who otherwise might go off and do these things on a permanent basis.
- Commended work on the framework, but noted that it's important that it doesn't become resource intensive in terms of reporting, time and energy.
- International work is completed by staff in their own time. At a time that we are under increased pressure, it is not a time to retract the offer that we have for staff to undertake international work.



- How do we bring the Global Citizenship Programme to those that we haven't reached. There are local champions at each health boards. Bridging these local, leads and national initiatives is a challenge.
- A lone voice in a board, can be quite difficult to be heard. Highlighted that Unions and Boards will have a platform through their own communications.
- The group offered the chance to engage with their constituent groups to promote the work further.

**Outcome:** Scottish Government secretariat to share Global Citizenship contacts to enable further communication to allow staff engagement.

### AOB

- Gordon McKay noted that under our current Once for Scotland policy, there is no right to special leave for those that have experienced miscarriage, but that this should be considered, as currently it is not aligned with the position in NHS England.
- The item will go to programme board, and if it is not agreed, Unison will bring the item to SWAG Committee for full consideration.
- Norman Provan, Staffside Co-chair, noted that a union contacted to request a seat, and confirmed that he will take this opportunity to identify where seats are not being filled, and refresh membership accordingly.

### Actions

**(1)** Tripartite group to be set up and an agreed timeline set for the review of Staff Governance Monitoring.

**(2)** Once for Scotland Programme board to finalise position regarding entitlements for special leave for miscarriage.

**(3)** Scottish Government and Co-chairs to review SWAG membership.