

NHSScotland Volunteering Advisory Board



Minutes of Meeting held on 20 February 2024

Present

Sharon Bleakley (SB)	Chair, Engagement Programmes Manager, Healthcare Improvement Scotland
Janice Malone (JM)	Programme Manager, Healthcare Improvement Scotland
Alan Stevenson (AS)	CEO, Volunteer Scotland
Alison Solley (AIS)	Director of AHPs, NHS Dumfries & Galloway
Claire Stevens (CS)	Chief Executive, Voluntary Health Scotland
Craig Hunter (CH)	Head of Strategic Operations & Resilience, Scottish Ambulance
Harry Balch (HB)	Volunteering Services Manager, NHS Greater Glasgow & Clyde
Lynn Haughey (LH)	Service Manager, Spiritual Care and Volunteering Service, NHS Greater Glasgow & Clyde
Marion Findlay (MF)	Director of Services, Volunteer Edinburgh
Mike Melvin (MM)	Volunteering Services Manager, Aberdeen City TSI, ACVO
Siobhan McIlroy (SM)	Head of Patient Experience, NHS Fife
Stephanie Johnstone (SJ)	Senior Policy Manager, NHS Volunteering Policy, Scottish Government
TK Shadakshari (TKS)	Lead Chaplain, Strategic Diversity and Spiritual Care, NHS Western Isles

In attendance

Dean Robertson (DR)	Quality Assurance & Risk Facilitator, NHS Tayside
Mandy Urquhart (MU)	Voluntary Services Manager, NHS Grampian
Alison Waugh (AW)	Administrator, Healthcare Improvement Scotland
(Minutes)	

Apologies

Tom Steele (TS)	Scottish Ambulance Service
Fiona Zapirain (FZ)	Joint Lead of Volunteering Policy, Scottish Government
Geraldine Lawrie (GL)	Head of Workforce and Development, NHS Grampian
Rachael Honeyman (RH)	Head of Volunteering, NHS Lothian
Tracey Passway (TP)	Head of Patient Safety, Clinical Governance and Risk Management, NHS Tayside
Jane Christie-Flight (JCF)	Employee Director, Golden Jubilee National Hospital, Vice Chair, Volunteer Forum
Louise Ballantyne (LB)	Head of Engagement, NHS Grampian

Welcome and apologies

SB welcomed everyone to the meeting. Apologies were noted. It was also noted that Mandy Urquhart is deputising for Louise Ballantyne, NHS Grampian.

Minute of meeting of 21 November 2023 and Matters arising

- The board agreed the minute of the last meeting was an accurate reflection.
- HB commented that in the minute it sounded a bit extreme to say that if boards were not able to access the VIS this would mean that no volunteering activity could take place across NHS Scotland (boards have other systems). JM explained that the reason for being quite explicit was to make it clear that there is a significant risk to not having a system for managing volunteers in Scotland rather than no one could deliver any volunteering.

JM provided an update on actions:

- Managing the risk programme and VIS risks are on today's agenda.
- Strategic vision implementation plan – participation in semi structured interviews has gone really well. Data analysis is starting and a report will be out soon.
- Evidence SBAR – in initial stages, will be picked up at the appropriate point after organisational change.
- NHS England partnership working. JM was unable to attend this meeting. SJ attended and can provide a fuller update if required. Ideas and projects were shared - Bridge Builders and recruitment and a professional website for advertising all volunteer opportunities more centrally.
- NHS Volunteering Out of Pocket Expenses Revised Guidance – a letter has been sent to all NHS boards from TS.

NHS Scotland Volunteering Strategic Risks

Overview:

- (DR) - There are three strategic risks identified. These include the information that was shared on the whiteboard to flag different risks at the previous meeting.
- (JM) - JM, DR, TP and RH developed risk statements from the key themes shared on the whiteboard. JM asked the group to consider what mitigations are already in place and what else might the VAB do to further mitigate risks. The strategic risk register will begin to shape the work of the Volunteering Advisory Board going forward.
- Members reviewed paper VAB-06-01 NHS Scotland Volunteering Strategic Risks. General discussion followed on the risks.

Action: The updated risk register will be shared with members (JM). The register should be a live document. Any additional thoughts / comments can be sent to JM (All).

VIS / VMS

JM shared a status update paper (VAB-06-02 VIS_VMS). SJ appreciated the risk involved with VIS and has been working with JM. SJ advised that funds won't be available this financial year; there has been really productive discussion with the teams involved and senior leadership teams and she hopes to see something positive out of that in 2024-25.

JM responded that this was helpful to know and summarised that at the last meeting there were concerns about the potential for NHS Golden Jubilee to exit the hosting agreement and the risks associated should this happen. Despite NHS Golden Jubilee's assurance that they don't plan to exit, an updated hosting agreement has not been received.

Contract with Factory 73 will end 31st March 2025, after which it will have to go to competitive tender.

SJ is happy to facilitate conversation with Scottish Government to gain clarity on 2024-25 funding.

AS suggested that scenario planning might be useful at this stage.

Action: JM and AS will further discuss scenario planning and methodologies.

AOB

SB thanked CS for her contribution and support to the board and wished her well on her retirement. MM also commented on CS's amazing legacy.

MM advised that this year is the 40th anniversary of Volunteers Week. The week begins on 3 June 2024 and is integrated with the Big Help Out. There has been a national group rebrand. MM will keep the board up to date. In response to HB's question, AS advised that Volunteering Week will fall on the first Monday in June going forward.

Action: JM will contact the new Chief Executive of Voluntary Health Scotland about joining the Volunteering Advisory Board.

Close