**National Group for Volunteering in NHS Scotland**

**Notes of meeting held on 1st June 2021**

**Chair**

Tom Steele Chair, Scottish Ambulance Service

**Present**

Janice Malone Programme Manager, Healthcare Improvement Scotland

Claire Stevens Chief Officer, Voluntary Health Scotland

Tracey Passway Interim Head of Clinical Governance and Risk Management, NHS Tayside

Louise White Senior Policy Manager, Participation Team, Scottish Government

Sandie Dickson Person Centred Improvement Lead,The State Hospital

Donna McLeod Head of Participation Team, Scottish Government

Harry Balch Volunteering Services Manager, NHS Greater Glasgow & Clyde

Jane Greenacre Head of Volunteering, NHS Lothian

Tom Wilson Staff-side rep, NHS Lanarkshire and Royal College of Nursing

Valerie Breck Engagement & Equalities Policy Manager, Healthcare Improvement Scotland

**In attendance**

Beverley Francis Volunteering Matters

Lindsey Restrick Health Workforce Strategy Team, Scottish Government

**Apologies**

Marion Findlay Director of Services, Volunteer Edinburgh

**Welcome and apologies**

Tom welcomed everyone to the meeting; introductions were made and apologies were noted.

**Youth Volunteering and Employability**

Beverley Francis and Lindsey Restrick joined the meeting to discuss youth volunteering in NHS Scotland. Beverley gave a summary of Volunteering Matters (previously Project Scotland) and the service they provide to young people wanting to volunteer and support for the host organisations. The ‘Young Persons Guarantee’ includes volunteering as an outcome and Volunteering Matters can offer NHS boards:

* Help to identify opportunities
* Help to create volunteer role descriptions
* Give advice
* Arrange training and support for employees
* Help to resolve issues or end volunteering opportunity that is not working

Lindsey Restrick shared that the pandemic had significantly impacted on youth employment (26-25) and there was a desire to consider whether volunteering could be a route into NHS. Several examples of young volunteer’s involvement in NHS, development ideas and challenges were discussed. Lindsey was encouraged that there was a lot to build on and is looking to formalise youth volunteering.

***Action:***  *Lindsey will contact people individually for further conversations and Janice, Lindsey and Beverley will have further discussions to scope and bring back to the National Group.*

**National Updates**

Tom reported that hospitals, particularly ICUs, are still very busy, an indication of the acuity of people coming into the hospital. Life threatening calls to the ambulance service are up 50% from last year, and the Innovation group are looking at how to extend ‘Near Me’ to patients who are self-managing their conditions. The service needs to do things differently.

**Minutes of meeting held on 25 February 2021**

Minutes of previous meeting were accepted.

**Matter Arising**

Clear Pathway work to be carried onto next agenda.

**Action:** *Claire and Janice will set up a meeting with some representatives from the National Group to review the guidance.*

VIS Report. Valerie apologised for not circulating this and suggested that as more work was going to be done on this in the next year, we wait for a more complete picture before circulating. Anyone interested in seeing the current report, please contact Janice.

Expenses. Donna discussed where they had reached in the discussion about expenses highlighting the concern that it could disadvantage people on benefits on incur tax payments. There is a suggestion of a letter going to boards saying it is at their discretion but it was felt that further discussion was needed. Donna highlighted that no-one had raised this as a concern during the pandemic but that that did not mean that people were not concerned.

**Action:** *Donna and Janice will compile a paper to circulate for more specific feedback around discretion and the impact of a letter at this stage.*

**Risk Assessment Framework**

Janice asked for approval from the National Group on the draft Risk Assessment Framework that had been circulated. This was positively received and Janice was thanked for her work.

**Action:** *Janice to publish the Risk Assessment Framework on the website and circulate to boards.*

**Future Role and Remit of the Volunteering in NHSScotland programme**

Janice advised that there had been some discussions with the Scottish Government about the role and remit of the programme. It felt that things have been changing and that boards are looking for more of a governance role. This tied into the review of the Volunteering Information System (VIS) and what the boards needed and reporting on national figures.

**Action:** *Janice to take forward the discussion with the National Group building on last year’s evaluation and feedback of current situation.*

**Volunteering for All: National Outcomes Framework Action Plan Development**

There was no time to discuss this item.

**Action:** *Janice will circulate to the National Group.*

**Volunteer references**

Janice gave a summary of the discussion around the necessity for references when recruiting volunteers. Following some discussion it was decided to carry this forward.

**Action:** *Add volunteer references to the next National Group agenda.*

**Programme Update**

Valerie updated the group on the staffing arrangements. Alan’s secondment has been extended and Janice’s contract has been extended too. Angela Hislop has been recruited to the Project Officer post and will start on 7th June. Stuart Waugh, Admin Officer for the programme has left on secondment to the Evidence Directorate and will be replaced by Claire Henry. Valerie Breck retires on 10th June. Tom thanked her for her work on the programme and wished her well.

**Any other business**

It was noted that Margaret Young, one of the longest standing members of the National Group had retired at the end of May. A note of thanks for her tremendous contribution to the work of the programme was given and the group asked for their best wishes to be sent to her. Tom and Valerie had personally emailed their thanks and good wishes before she left.

**Next meeting – 24th August 2021, 10.30am – 12noon**