

Dear Colleague

CEL 06 (2014)

March 2014

## REVIEW OF NHSSCOTLAND PIN POLICIES: SAFER PRE AND POST EMPLOYMENT CHECKS IN NHSSCOTLAND

### Summary

1. This letter advises NHSScotland employers of the launch on March 27 2014 of the second edition of the following revised Partnership Information Network (PIN) policy which replaces that first published in December 2007:

- *Safer Pre and Post Employment Checks in NHSScotland*

**Note:** Section 2.16 "Secondary Work Activity". Work to expand this section to form a separate freestanding PIN is being progressed. A formal consultation is expected towards the end of summer 2014.

### Background

2. The Partnership Information Network (PIN) policies were first developed in 2001, and are designed to achieve a consistent approach in the way NHSScotland deals with its employees. The PIN policies:

- Provide up-to-date guidance on issues relating to people management within NHSScotland;
- Are researched and prepared on a partnership basis involving NHSScotland employers, trade unions/professional organisations and the Scottish Government; and
- Form a solid foundation on which to build local people management strategies.

3. Partnership Information Network (PIN) policies define a minimum standard of best employment practice. While local adaptations may be agreed in partnership to suit Boards' own local needs, any such adaptations must still meet or exceed the minimum standards set out within the PIN policies.

4. Compliance with the Staff Governance Standard includes implementation of PIN policies. Boards will be expected to provide evidence of adherence to the PIN policies

### Addresses

#### For action

Chief Executives of all NHS Boards,

Directors of Human Resources

#### For information

Chairs of all Boards

Employee Directors

Scottish Partnership Forum members

SWAG members

### Enquiries to:

Alan Milbourne  
Employee Experience Team,  
Health Workforce & Performance Directorate,  
St Andrew's House,  
Regent Road,  
Edinburgh, EH1 3DG

Tel: 0131-244 2044

[Alan.Milbourne@scotland.gov.uk](mailto:Alan.Milbourne@scotland.gov.uk)

<http://www.scotland.gov.uk>

as part of the annual Staff Governance National Annual Monitoring Return and annual review processes. Part 1: Principles and Partnership of the Agenda for Change Terms and Conditions Handbook incorporates PIN policies within the terms and conditions of employment of all NHSScotland staff.

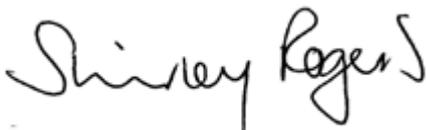
5. Board Partnership Fora (have a key role in ensuring that locally developed policies meet or exceed the minimum standards set out in the PIN policies; and in raising non-compliance in a positive and constructive manner.
6. The Scottish Government Directorate for Health Workforce & Performance has completed an Equality Impact Assessment (EQIA) for the above PIN policy. A summary EQIA is published alongside this revised PIN. Boards should note that where local adaptations of these PIN policies are made, any resulting policies will require to be Equality Impact Assessed at a local level as a result.

### **Action**

7. Given that the implementation of the PIN policies is an explicit requirement of the Staff Governance Standard, Chief Executives of all NHSScotland Boards and Special Health Boards must ensure that their implementation is given priority within their organisation.

### **Copies of the PIN Policy**

8. The above PIN policy is available on the Scottish Government website:  
[www.scotland.gov.uk/Publications/2014/03/7176](http://www.scotland.gov.uk/Publications/2014/03/7176)  
and on the Staff Governance website:  
[www.staffgovernance.scot.nhs.uk](http://www.staffgovernance.scot.nhs.uk)



**Shirley Rogers**  
**Deputy Director Workforce**