



## RCN Council

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| <b>Date of meeting:</b>  | <b>05 April 2017</b>   |
| <b>Title of Paper:</b>   | <b>Report from Membership and Representation Committee</b>   |
| <b>Appendices:</b>   | <i>Appendix A – Annual Report for Stewards Committee</i><br><i>Appendix B – Annual Report for Safety Reps Committee</i><br><i>Appendix C – Annual Report for Learning Reps Committee</i> |
| <b>Presented by:</b>   | <b>Gordon Lees, Chair of MRC</b>   |
| <b>Is a decision required? Yes <input checked="" type="checkbox"/></b> |  |

### MRC Development Day

1. We held a development day on 25 January to focus on our priority areas of work for the coming year:
  - Key messages and influencing activity in the lead up to the Pay announcement
  - The future of our representative role and the findings of internal research into '*What RCN members want*'. We discussed how to increase the RCN's visibility and members' activism at a local level.
  - The Independent Sector - we received an update on the Organising Project that has been taking place in four independent sector employers and discussed the benefits and risks associated with this work and how it could be extended.
  - Succession Planning - we considered how to support members from countries and regions to develop the skills and experience they need to take up elected roles and how this will contribute to their personal career

development. We also discussed how to improve the information available to potential election candidates.

### **Pay terms and conditions**

2. The committee's first full meeting of the year on 8 March coincided with the chancellor's spring budget announcement. We held a detailed discussion on the short and long term strategy for the Pay campaign in the light of this announcement.
3. Our immediate response was one of deep disappointment at the missed opportunity by the government to recognise the need to reward nurses for going the extra mile every day. We are very concerned about the inevitable impact on recruitment and retention.
4. We agreed that the key longer term priorities for the Pay campaign will be to address down-banding, identify workplaces to seek job evaluation, explore a guardian for working time, and increase public support for the profession. We will also be focussing on providing members with clear facts and messages on their contractual entitlements.
5. NPPC is leading the response to the NMC consultation on pre-registration standards for nurse education and we have asked to be involved in this work to ensure appropriate grading for those nurses operating at the peak of their competence.
6. We were also very concerned by the inconsistencies between the findings from the NHS staff survey and the messages we are hearing from our members about the reality on the frontline.
7. We noted that there is a collaborative approach to constructing the staff survey in Scotland and asked for consideration to be given to ways to feed into the development of the staff survey in England to ensure it is fit for purpose.
8. We recorded our thanks to all the members and staff involved in the Save the NHS march on 4 March. This was supported by five Council members including the President and Deputy President. We have asked for the process for RCN involvement in future marches to be made clearer.

### **Equality and Inclusion**

9. We discussed the work that has taken place by TUGG and the UK representative committees to develop actions to implement the RCN Equality and Inclusion Strategy.

10. We agreed to endorse the request to develop tools to support our members and reps to understand these issues and empower them to speak out and challenge employers. We also noted the importance of providing tools to support managers to navigate difficult conversations.
11. We also recommend to Council that we agree measures to ensure our decision making is properly informed on equality issues. An example of this would be to ask for equality impact assessments in support of all new project proposals.
12. We also asked the UK representative committees to give further consideration to this important work at their next cycle of meetings.

### **Value of reps project**

13. An engagement exercise is being rolled out across the organisation to seek feedback from a wide range of members.
14. Five key areas of work will take place this year with the aim of encouraging more engagement from the wider membership and to share the good work that is already taking place:
  - Looking at how we teach organising skills to our wider membership
  - Reviewing our awards for representatives to ensure we fully celebrate their contribution
  - Improving the accreditation process for new reps
  - Considering ways to increase members' engagement through other roles such as equality champions and links for specific issues or areas of expertise
  - How to record work carried out by representatives beyond case management
15. We discussed the feedback that has been received from our members on creating new roles for members who want to engage and be active, but do not want to take on the full representative role. We agreed that there is an appetite for this kind of activity and discussed how best to improve our communications with members.

### **Violence against Healthcare staff**

16. We discussed and agreed a project proposal to take forward the work on violence against Healthcare staff.
17. This work has recently gained momentum due to media interest in England. We congratulated the work of the UK Safety Reps committee members who influenced MPs participating in the petition debate on 27 February.

18. We have asked for the stakeholder included in the project proposal to be expanded to include the UK Stewards committee and to ensure that the work has a four country perspective.

### **MRSPB and case management report**

19. We agreed that the UK representative committees would join task and finish groups looking at the standards for mentorship and supervision for all representative roles and how to record rep activity beyond casework.
20. We were very interested to receive the report on outcomes from Legal services for our members. This work is an excellent advertisement of the benefits of RCN membership.

### **Congress reports**

21. Our lead members confirmed the reports on Congress 2016 agenda items.
22. We discussed how staff could work more effectively with the member leads and how the new arrangements for delegating the lead on items to the UK reps committees could be strengthened.
23. We have asked for the guidance on the role of member leads to be reviewed and re-circulated ahead of Congress 2017.

### **TUGG and UK reps Committee reports**

24. We received our regular report from TUGG and the UK reps committees which highlighted the main activities and feedback from the UK reps committees.
25. The annual report from each committee is **attached**.
26. Our next meeting is on 21 June 2017.

### Appendix A

#### UK Stewards Committee

#### Annual Report to RCN Council 2016

##### **Introduction**

This report gives assurance to RCN Council that the UK Stewards committee is fulfilling its terms of reference and demonstrates the successes and challenges faced by the committee from 1 January 2016 to end December 2016.

##### **Committee Membership**

London – Michael Smith

Eastern – Marcia Turnham

South East – Ngaire Cox (Vice Chair)

East Midlands – Michael Hayworth

West Midlands – Phil Noyes

Northern – Michael Appleby

Yorks and Humber – Anne Penny

North West – Catherine Leach

Scotland – Graham Revie (Chair)

Northern Ireland – Joanne McGillin

Wales – Jane Carroll, succeeded by Ann Thomas

The committee is supported by Gerry O'Dwyer, Senior Employment Relations Adviser and has benefited from presentations from a range of staff leads throughout the year.

##### **General Information**

The full terms of reference for the committee are found on the RCN website. [Link.](#)

During 2016, the committee has held three quorate meetings, and has also held two joint meetings with the UK Learning representative and the UK Safety representative committees.

##### January 2016 – 83%

10 committee members attended the meeting.

The Yorkshire and Humber seat was vacant at this point of the year and apologies were given from one member.

May 2016 – 67% attendance

8 committee members attended the meeting.

Apologies were given from four members but no vacancies remained.

September 2016 – 58%

7 committee members attended the meeting.

4 committee members were unable to attend and one member contributed to part of the meeting by teleconference. No vacancies remained.

### **Committee achievements**

The committee started its work for the year with a development session focusing on the committee's contribution to the delivery of Council and MRC priorities. Our work programme was therefore refined to focus on three areas of work:

- Pay terms and conditions
- Support for RCN Stewards and Committee
- Succession planning.

The committee's main area of work for 2016 has been the RCN Pay Campaign. We fed into the preparation of the RCN evidence that was submitted to the Pay Review Body and we are continuing to disseminate key messages from that evidence through our local networks.

The committee ensures attendance at the Trade Union Governance Group (TUGG) and Membership and Representation Committee (MRC) meetings and the Pay subcommittee (PSC). Committee members have also been involved in task and finish and project groups set up to take forward specific areas of work in partnership with other parts of the organisation, including the Joint reps conference planning group, work to produce the guidance 'Supporting you to Support members'.

The committee is also well represented externally, including NHS Staff Council, and Staff Side, and at the annual European Public Service Union conference.

The committee has been closely involved in work that has followed the progression of the Trade Union Bill through Parliament. We gave feedback on the parliamentary briefs that were prepared on the cost and value of facilities time and fed into the research work on the impact of facilities time. More recently we have discussed how we can help reps and employers capture and understand the value of facilities time to ensure we are well positioned to react strongly to any challenge to facilities times under the Trade Union legislation. We will continue to feed into work in response to consultations on the specific regulations that underpin the Act as and when they are published.

### **Congress**

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The committee successfully submitted a resolution on Safe Staffing (8) to the Congress agenda and contributed constructively to the debate and discussion on many other Employment Relations issues on the floor of Congress.

Throughout Congress week, committee members supported rep recruitment from the Reps stand, working with staff from the regions and countries who followed through locally on expressions of interest from individual members.

Following Congress 2016, work on specific Congress items was delegated directly to the UK Stewards committee. For the first time, the committee asked for responsibility to lead on additional items to those we had submitted. MRC asked the committee to lead on Agency Nursing (7) and Pay (12) and we have been involved throughout the year in the work that has contributed to these Congress workstreams.

We also asked to feed into the work on Bullying allegations (18) and Political Engagement (25e).

### **Work in Progress**

At the start of the year, we identified succession planning as a priority area for action. We recognised that several experienced committee members would retire or come to the end of their term of office in 2016. We are very grateful to the committee members who worked hard throughout the year to identify and develop potential successors to their elected committee roles. Succession planning is an ongoing commitment for the committee and looking ahead to 2017, we now have the responsibility to support new committee members to be successful in their role.

We contributed to a scoping session for the development of the new Member Communication Centre and all committee members have now been invited to complete their training for the new Member Communication Centre. This will enable us to communicate directly with our local reps for the first time.

Throughout the year, we have shared our experiences as we work with our Country and Regional Boards to build and lead local networks. There are a range of activities across the Countries and Regions and we have experienced positive engagement from local Stewards. We are keen to achieve more consistency in this work and feed in our experiences of successes and barriers to effective networking activity in our regular reports to TUGG and MRC.

We have been involved in ongoing work looking at the recruitment and retention of reps. We have also been discussing different organising models, in particular examples from the Independent sector and will be exploring ways to strengthen our links with reps in the Independent sector in 2017.

### **Committee work to support and develop their respective representative role**

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Our committee members play a vital role in feeding intelligence into the RCN governance structure and cascading key messages back to our representatives on the front line. Regular attendance at committee meetings and reports on local issues enables us to ensure we are addressing the issues faced by reps locally and shaping RCN positions and policy to better support the representative role. We have kept ourselves well informed through our committee meetings with regular updates on the NHS Staff Council discussions, the work taken forward by the staff side and the Agenda for Change review.

The Stewards handbook has been finalised and uploaded to the Reps Hub on the new RCN website and the committee continues to work with our staff lead to refine and update this important resource.

We have been working with staff leads to prepare timely material for Bulletin and Activate, promoting the work of our committee and commenting on issues of importance to Stewards.

We feed into the annual review of the reps role descriptors to ensure they accurately reflect the evolving role of our reps.

We have been pleased to note the start of the roll out of new training for RCN Officers to successfully deliver the new process for support and mentorship of our Stewards. This partnership model is designed to support and equip our Stewards in their day to day role, bringing RCN staff and Stewards together through a structured framework.

Committee members have played an important role in signposting members to resources to help with revalidation and linking with local Learning reps where possible. We have been reporting back to our country and regional offices where individual issues arise.

We have participated in the Valuing reps work, and given feedback on the consultation exercises that will continue to develop in 2017.

The committee agreed to support the development module of the pathway for reps and members have been attending their regional/country development day to meet and support new Stewards.

### **Effectiveness Review**

The committee carried out its second effectiveness review at the start of the year. It was agreed to use technology to support more effective ways of working in between meetings, to utilise the process to enable reps to observe committee meetings, to develop more guidance to build relationships between Boards and UK reps committee members, and to build the profile and effectiveness of the committee.

The committee has made progress on all these fronts and in particular has welcomed observers from across the countries and regions to many of our meetings during 2016. We warmly encourage reps who would be interested in this opportunity to contact their elected committee member.

The timing of the next effectiveness review will be aligned with the other UK representative committees to ensure there is consistency in the progress we make with our ways of working.

### **Challenges and Barriers**

As the year has progressed, several members have experience challenges in attending full committee meetings. This is indicative of the pressures on time and resource all our RCN reps face in the workplace.

In response to this challenge, we will be looking for ways to lighten the burden of work on our committee members, further streamlining our work programme, and ensuring our responsibilities are shared fairly across the entire committee. We will also be looking for opportunities to use technology to support our work and to help us maximise the use of our time at full meetings.

### **Conclusion**

We believe that the Committees key achievements in 2016 were;

1. Ensuring that the voice of Stewards and members has been a key consideration in the RCNs campaign to ensure fair pay in the NHS
2. The contribution of the Committee to the RCNs work on the UK Governments Trade Union reform agenda. In particular our work on facilities time and the overall RCN response to the consultations on industrial action ballots, picketing and the use of agency workers

Work in 2017 will inevitably be focused on the issue of NHS pay. This however is a generic term for the full value of nurses pay and terms and conditions. Our work has a cycle of pre- Pay Review Body engagement (PRB), response to Government(s) recommendations on the PRB report, campaigning if the recommendation is unacceptable and finally supporting preparation for the 2018/19 PRB evidence.

NHS pay is seen as a 'marker' for nurses pay overall and rises in the NHS rate we will expect to feed through to nurses working in the independent and private sector.

Other work will be the consideration of any new proposals for NHS exit payments .

### Appendix B

#### UK Safety Reps Committee Annual Report to RCN Council 2016

##### Introduction

This report demonstrates the successes and challenges faced by the RCN UK Safety Reps Committee from January 2016 to end December 2016

##### Committee Membership

Denise McLaughlin (Chair) – Northern Region

Lesley Pallett (Vice Chair) – South West

Martin MacGregor – Scotland

David McKerr – Northern Ireland

Janet Hindle – North West

Neil Thompson – East Midlands

Alison Upton – South East

Mitzi Wilson – West Midlands

Michael Oyeleye – Eastern

Debbie Hammil – Yorkshire and the Humber

Billy Nicholls – Wales

Ian Norris – London

The committee is supported by Kim Sunley, Senior ERD Advisor.

##### General Information

Please see the committee terms of reference at the link below:

[www.rcn.org.uk/about-us/how-the-rcn-is-governed/rcn-committees-and-groups/safety-representatives-committee](http://www.rcn.org.uk/about-us/how-the-rcn-is-governed/rcn-committees-and-groups/safety-representatives-committee)

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The committee meets 3 times a year and in addition, we also meet jointly with the UK Stewards Committee and UK Learning Reps Committee twice a year.

### January 2016 – 100%

9 committee members attended the meeting.

The London, Scotland and North West seat remained vacant.

### May 2016 – 100% attendance

12 committee members attended the meeting.

No vacancies remained.

### September 2016 – 83%

10 committee members attended the meeting.

2 committee members were unable to attend due to personal commitments.

No vacancies remained.

The work plan developed by the UK Safety Reps committee contributes towards RCN Council and Member Representation Committee priorities, ensuring that health and safety matters are considered and addressed appropriately.

### **Committee achievements**

- Over the last year, the committee have been working closely with Member Support Services and the Employment Relations Department as part of work being completed to support reps in their roles. This work has developed and produced the guidance 'Supporting You to Support Members' which was shared at the Joint Reps conference in September. There have been articles published in Activate to inform reps of the work of the committee particularly in relation to the stress in reps work.
- More recently this year, the committee have begun to improve engagement with the Health and Safety Executive in order to discuss and influence their work in the health sector. Particularly in relation to work related stress.
- The committee have been involved in shaping new guidance regarding lone working and personal safety which was published this year. This work was completed as a result of the outcome of a Congress agenda item from 2015.
- Ongoing areas of work for the committee include involvement in Safety Reps module 2 training, being present at the training to give the new safety reps the opportunity to speak to a more experienced rep.

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- In summer this year, the committee became involved in a new project looking at how the RCN value our reps. As part of this work, delegates attending the joint reps conference in September were invited to give their ideas for the project. From this, valuable information has been received and collated which the project group are now working on progressing.

Each committee member leads a Health and Safety network in their region / country. The format differs in each area, some being virtual whilst others meet regularly. Via the networks, safety reps are able to inform their relevant UK committee member of health and safety issues they are facing in their area. This information is vital in informing the committee's work plan and ensuring we are addressing the issues faced by reps locally.

There are also two opportunities a year for reps who attend the joint reps conferences to raise issues with members of all three rep committees and inform the national joint reps work.

### **Congress**

All UK Safety Rep Committee members are supported to attend congress. There are 7 voting seats and the voting sessions are divided between committee members by way of a rota.

During Congress week, committee members support a variety of activity both within the debates and outside the main hall sessions.

Members of the committee over recent years have supported the development of a Reps Stand in the exhibition at Congress, the aim being to give members attending Congress the opportunity to discuss representative roles with UK committee members.

The UK Safety Reps Committee host the annual John Goodlad Lecture at Congress. The Committee are involved in the decision regarding speakers invited to deliver the lecture and the Chair and Vice Chair of the committee chair the session.

In 2016, the committee were successful in having a matter for discussion accepted onto the Congress agenda which now forms part of the committee work plan. All committee members are active during Congress and a number have spoken in or presented debates raising issues of Health and Safety importance.

This year at Congress, the committee also delivered a fringe event demonstrating the implementation of the Healthy Workplace, Healthy You Toolkit in partnership with an NHS employing organisation.

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Following Congress it is agreed via MRC (Membership Representation Committee) and the UK Safety Reps committee which work streams we will be involved in, thus ensuring appropriate input with Congress resolutions.

### **Work in Progress**

Members of the committee have recently commenced a joint project with the UK Learning Reps Committee considering access to and effectiveness of mandatory training offered to Nurses and Nursing Assistants by employing organisations.

Safe staffing has been discussed at Congress and is regularly an area of concern for all reps. The UK Safety Reps Committee have not been able to progress this work as quickly as was hoped and plans are in place to progress this work at our first meeting in 2017. Barriers in progressing the safe staffing work include the difficulty in achieving a four country perspective as each of the UK countries have differing approaches.

Work with the HSE will continue and the plan is to improve links with the committee and to be able to influence work in the health sector.

### **Committee work to support and develop their respective representative role**

As a committee member, you are representing your Region or Country on matters relating to Health and Safety Reps. Having the opportunity to network nationally and influence the work of the RCN relating to health and safety.

Committee members have this year again been involved in reviewing the role descriptors for RCN Health and Safety Reps and will continue to participate in this rolling programme.

### **Effectiveness Review**

At its meeting in September committee members completed the annual effectiveness review to examine how the committee functions and how we can measure success. The results of the review were extremely positive, clearly showing that Committee members feel that there have been improvements across the board in the way we work and our achievements over the previous 12 months. Most notably the work around the Committee work plan, which is now streamlined with clear outputs, outcomes, and responsibilities has been well received. The Committee also feels better supported in being able to achieve its goals and better informed on relevant issues. We noted that new ways of working between meetings has significantly impacted on our ability to achieve our growing aspirations.

There were naturally areas for development and as a result of the review we will be working to increase the profile of the Committee during 2017 through greater visibility at RCN events and more contributions to RCN and nursing publications. We have also agreed to work more closely with the UK Learning Reps Committee and the UK Stewards Committee on joint initiatives and we continue to push for access to the Case Management System for safety reps so that we can contribute to cases which involve health and safety issues and give us the ability to record and be recognised for our non-case work.

### **Challenges and Barriers**

The biggest challenge faced by the UKSRC this year has been the time to meet together as a committee to progress our work plan. This is challenging as there is generally a very busy, full agenda for our meetings which doesn't always allow for extended discussion of details to achieve outcomes from the work plan. This is currently resolved by additional teleconference meetings for task and finish groups to focus on specific work projects and the use of a shared ftp site to complete work between meetings.

The challenge of time has been identified within the committee effectiveness review.

### **Conclusion**

The UK Safety Reps Committee will continue to work with the UK Learning Reps Committee focusing on mandatory training. With the intention of developing some meaningful and useful guidance for workplace reps and members.

Other areas of work will include work to influence safe staffing, shift patterns and the use of e-rostering whilst maintaining safe working patterns and promoting employee wellbeing in the workplace.

Also, continuing the work to support reps in fulfilling their roles. All of which support the RCN Council and MRC priorities

Externally to the RCN, the committee will continue to build links and working relationships with leads at the Health and Safety Executive to inform and influence their work within the healthcare sector. Particularly in relation to the new work the HSE are embarking on to reduce work related stress.

Denise McLaughlin

Chair UK Safety Reps Committee

November 2016

### Appendix C

#### Annual Report to RCN Council 2016

UK Learning Representatives Committee

#### Introduction

This report seeks to demonstrate the activities, successes and the challenges faced by the RCN UK Learning Representative Committee from the 1st January 2016 to end December 2016.

#### Committee Membership

Greta Alleyne - West Midlands Region  
Melanie Barnard - Yorkshire & the Humber Region  
Paul Brown - Eastern Region  
Marva Duncan – East Midlands Region  
[Karen Dutton](#) (vice chair) – Northern Region  
Jean Rogers – North West Region  
Karen Sanders (chair) – London Region  
Chris Starnes - South East Region  
Sandra Robinson Clark – Wales  
Sindy King – Northern Ireland

Katy Welsh – South West Region (August 2016)

#### Vacant Seats – Scotland South West Region (until August 2016)

In an attempt to fill the two vacant seats at the beginning of the year an election campaign was held but produced no nominations for the vacant seats.

A new election period opened in March and ran throughout the Joint Representatives Conference in Liverpool; in the hope that interest could be garnered by members of the UK Learning Representatives Committee from the Learning Representatives attending but with no success.

The Scotland and South Eastern Boards were contacted in an attempt to seek their assistance in filling both vacant seats.

Members of the UK Learning Representatives Committee, at Congress 2016, sought to interest Learning Representatives who might be willing to fill the two vacant seats. As a result the seat in the South West Region was filled.

The seat in Scotland remains vacant.

Sue Antrobus (staff lead), Members of the Learning and Development Team, Amy Cole (governance), Siobhan Smyth (governance), and Jane Clarke have supported the Committee in its work throughout the year.

### General Information

Meetings were held on the following dates and attendance was

3<sup>rd</sup> February 2016 – 90% attendance

9 committee members attended the meeting.

1 committee member was unable to attend due to illness.

The Scotland seat and South West seat remained vacant.

24<sup>th</sup> May 2016 – 80% attendance

8 committee members attended the meeting.

1 committee member was unable to attend due to work commitments.

1 committee member was unable to attend due to illness.

The Scotland seat and South West seat remained vacant.

31<sup>st</sup> August 2016 – 73% attendance

8 committee members attended the meeting.

1 committee members was unable to attend due to work commitments.

2 committee members were unable to attend due to personal commitments.

The Scotland seat remained vacant.

At the meeting on the 3<sup>rd</sup> February it was agreed that the committee's present work-plan was too large and was unmanageable. Sue Antrobus and Maria Lewis worked with the Committee to further refine the work-plan; in an attempt to focus on fewer issues in order to better deliver measurable outcomes.

The UK Learning Representative Committee considered the ways of working shared by all of the UK Committees before reviewing the MRC Priorities and agreeing what the Committee's contribution to them should be over the coming 12 months. The Committee agreed the following priorities and actions towards each priority:

### **MRC PRIORITY - Pay, terms and conditions**

*Mandatory training in workplaces - access to, and appropriateness of, mode of delivery*

Members are having difficulty accessing mandatory training. Additionally in some workplaces the mode of delivery (e-learning) is not always appropriate for the intended learning outcomes. The UK Learning Representative Committee will work with the Health and Safety Committee who have safety issues regarding this, to undertake a scoping exercise to find out the extent of the problem and the evidence on best methods to deliver mandatory training.

### *Mentorship of learners in the workplace*

Nationally work is underway between the RCN, Council of Deans and the NMC to explore the challenges and problems associated with mentorship of learners in the workplace and to develop appropriate solutions. The UK Learning Representative Committee will work with the RCN Students

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Committee, Education Forum and RCN Nursing Department to inform the NMC consultation on the development of new Pre Registration Practice Standards on the Mentorship of Learners. The UK Learning Representative Committee held a successful Fringe Event at Congress 2016 addressing this issue.

### *Supporting the RCN's Pay campaign*

The RCN has a pay strategy group to decide on the RCN's approach to national pay negotiation. Part of this work may require the mobilisation of RCN members around the RCN's pay campaign. When the time is right the UK Learning Representative Committee will work with the Stewards Committee to provide leadership for Learning Representatives to organise and prepare members to campaign on pay, terms and conditions.

## **MRC PRIORITY - Accredited representatives, recruitment, retention and support**

### *Recruiting active learning reps and supporting them in role*

Learning Representatives continue to decline in number. Locally each region and country has a recruitment plan for representatives. Nationally the Valuing Representatives activity work is underway to highlight the importance of Learning Representatives in the workplace in an attempt to retain and recruit further representatives. The UK Learning Representative Committee will work with the Valuing Reps Group, Board Chairs, Regional and Country Directors, Sue Antrobus and the Learning and Development team to:

- Inform the development of a plan that highlights the importance of Learning Representatives in the workplace teams
- Develop a system of buddying for newly accredited Learning representatives to support them in their new role
- Work with the Board Chair and Director in every region and country to inform and support their local recruitment plan for Learning Representatives.
- Test a new link/support role as a way of recruiting to the LR role.

### **Committee achievements**

1. Members of the UK Learning Representative Committee have been involved in developing Local Learning Networks in their Country/Region alongside members of the Stewards and Safety Representatives Committee.
2. Members of the UK Learning Representative Committee were involved in the creation of a film outlining the roles of the three representatives, which was recorded at the Joint Reps Conference in March, this year and which has been shown as part of the Foundation Module of the Representative Pathway.

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3. Members of the UK Learning Representative Committee have been involved in the development of the Learning Representative Development Module alongside Maria Lewis, the pathway leader.

4. UK Learning Representative Committee members are now meeting newly accredited learning representatives during the development modules to enable new representatives to ask questions and to hear an experienced representative outline and discuss the learning representative role. A template letter has been created; to be given to newly accredited Learning Representatives during the Learning Representative Development Module. The letter introduces the newly accredited representatives to their local UK Learning Representative Committee Member and aims to create a link for support, facilitated by the Committee Member. The UK Learning Representative Committee have requested that this approach be shared by Safety Representatives and Stewards

5. In 2015, at Congress members of the UK Learning Representatives Committee began gathering evidence regarding the needs, the support needed and resources required by members as they use Information and communications technology (ICT) in their workplace. In June 2016, an ICT survey, developed by two members of the committee was circulated to 19,201 RCN members. The findings demonstrated that most respondents did not reclaim the time taken on I.T. training or use of I.T. equipment outside of their working hours for Mandatory Training. Notably, 50% of respondents felt that they had not received adequate training from their employers to use the equipment and software; that on-line training can be effective but that staff need to have the skills to use the I.T. equipment and software in order to carry out online training. One of the outcomes of the survey has been that the UK Learning Representative Committee and the UK Safety Reps Committee have agreed to work together to explore the issues raised by on-line mandatory training.

6. Two members of the UK Learning Representative Committee attended the Mentorship summit held on 29<sup>th</sup> April 2016 and hosted by the RCN with both the NMC and Council of Deans present. At this the NMC agreed that the NMC Practice Standards were no longer fit for purpose

Anne Corrin has kept the Committee informed of the ongoing work within the RCN and NMC addressing the Mentorship of Learners. When the NMC consults on the development of new Pre Registration Practice Standards on the Mentorship of Learners, the UK Learning Representative Committee agreed it would like to contribute to the RCN response.

7. The UK Learning Representatives Committee has responded to RCN consultations on Branch Funding, Congress Funding Allocation Process, Student bursary, the Nursing Associate role and the Apprenticeship Levy

8. UK Learning Representatives Committee members are members of the Membership and Representation Committee (MRC), Trade Union Governance Group (TUGG), Pay Review Sub Committee, Joint Representative Conference Planning Committee, Revalidation Task & Finish Group, Activist website Project, Diversity and Inclusion Group, Valuing the Representative Group, Valuing the Learning and Safety Representative Group and the Representative Role Descriptor Review Group.

9. The UK Learning Representative Committee proposed that a new link activist's role should be created, for those who do not want to commit to being an RCN Representative at present but could offer support locally and act as a communication resource. The Committee asked TUGG to support the testing of a link activist role in one area and to review the effectiveness of the role before considering wider implementation. The matter was referred to RCN Council.

10. The UK Learning Representative Committee has concerns that there are not enough materials for Representatives to use in the recruitment of members and representatives. The UK Learning Representative Committee has requested that an up-to-date centralised resource for recruitment be created and that the UK Committees have their own 'bible' of information, which would be taken to the development module of the Pathway. This suggestion was put to the Steward and Safety Representative Committees at the Joint Reps Committee in September 2016.

### **Congress**

1. The UK Learning Representative Committee led a successful Congress Fringe Event addressing the  
Mentorship of Learners in the Workplace.
2. Members of the UK Learning Representatives Committee were involved alongside other Representatives on the Representatives stands at Congress 2016, in collecting the details of members who expressed an interest in becoming an accredited Representative.
3. The Committee chair supported the Student Committee during one of their Fringe Events.

### **Work in Progress**

It was agreed that the Committee needed to be more vocal after Congress 2016 to ensure that they were involved in work on relevant agenda items. The UK Learning Representative Committee agreed to be involved in addressing the following items post Congress 2016.

Item 5: That this meeting of RCN Congress asks RCN Council to lobby for mandatory domestic abuse awareness training for all health care workers.

Item 10: That this meeting of RCN Congress calls on RCN Council to promote the concept that every nurse should be an Enurse.

Item 15: That this meeting of RCN Congress discusses the impact of the Nursing Associate role.

Item 25e: In light of the statement made by Professor Patton this meeting of RCN Congress asks Council to consider the way the RCN engages in political decision making that impacts on nursing and health and well-being of the UK.

## Agenda Item 8.2

The UK Learning Representative Committee has reviewed and refined its annual workplan in order to focus on fewer issues and in order to better deliver measurable outcomes.

### **Committee Work to Support and Develop their Respective Representative Role**

UK Learning Representative Committee members are able to use their knowledge, understanding, skills and experiences to encourage other representatives and members to work collaboratively with their employers, in order to create an environment where learning is welcomed, encouraged and enabled and where RCN members, RCN representatives and colleagues work to ensure Gold Standard Patient Care, Safety and Respect for all. They do this by supporting and helping: develop new RCN networks, the Branch Activity, their Regional/Country Board and Director, Fellow Representatives and Committee Members. They attend Joint Representative Conferences, National, Regional/Country training events, meetings in their workplace and within the RCN. They review the role descriptors of accredited representatives, contribute to 'Bulletin' and 'Activate'. in order to promote their work. They develop resources in order to retain and recruit representatives and respond when appropriate via the media

### **Effectiveness Review**

This year's review, completed at the August meeting, revealed that all the scores have increased since 2015. The UK Learning Representative Committee is encouraged by this.

Great improvement was seen regarding the Committee members understanding of their own role on the Committee and what is expected of them. A lot of work has been done over the recent year to improve the representative role descriptors and a yearly induction event and induction packs for new members have been created.

Great improvement has also been seen regarding the annual work-plan. Sue Antrobus, Maria Lewis and the Committee have done a large amount of work to develop the work-plan, focusing on few issues and concentrating on the delivery of measurable outcomes.

The Committee meetings encourage a high quality of debate with robust and probing discussions.

### **Challenges and Barriers**

1. Not all members of the Committee understand the decision-making and reporting governance model that the RCN is building and use it effectively to raise issues and ensure that their member's voices are heard at Board, UKLRC and Council level.
2. Due to workload issues not all members of the UK Learning Representative Committee demonstrate an appropriate degree of involvement in the work of the committee both at meetings and between meetings. Some have insufficient time and as a result are unable to fulfil their responsibilities fully.

3. Members of the UK Learning Representative Committee feel that the number and the length of meetings is not sufficient to allow the Committee to discharge its duties as it would like to. The meeting agenda is usually very crowded.

### **Conclusion**

Three new members have been elected to join the UK Learning Representatives committee next year, including Katy Welsh.

In 2018 three committee members will step down having completed two 4-year terms. Interested learning representatives particularly from these three regions are to be encouraged to attend Committee meetings to observe the function of the Committee over the coming 18 months. This is a model successfully employed by Northern Ireland during the recent election process.

The Committee agreed a number of indicators, which could be used to show its effectiveness over the next 12 months:

- To continue to increase the profile of Learning Reps across the RCN and workplace.
- To ensure representation across all regions and countries on the Committee
- To complete the workplan successfully
- To continue building on recruitment and retention of Reps.
- To continue to develop collaborative working relationships between the UK Representative Committees and the Accredited Representatives.