

Health and Care (Staffing) (Scotland) Act 2019 Annual Report Annex A (Part 3) for Period 1 April 2024 to 31 March 2025.

(1) Please detail the steps you have taken as an organisation to comply with section 3(2) of the Health and Care (Staffing) (Scotland) Act 2019.

The Safe Staffing Act came into force on 1 April 2024, following revocation of Regulation 15 of the Public Services Reform Act 2010. The Fife Health and Social Care Partnership (HSCP) convened a safe staffing implementation group for adults, comprised of operational leads with responsibility to compile any staffing analysis for the Care Inspectorate to ensure the services / area is compliant with the new Act. A significant part of the work in this area including completion of a self-assessment in each service to enable each area to confirm their readiness and compliance of the Act.

This report has been prepared using information gathered from a range of sources during 2024/2025, including:

- Internal Self-Assessments aligned to the duties within the Act, by operational leads, service managers, risk compliance managers and heads of services
- Parallel work was undertaken by the Independent Sector.
- Service based feedback at strategy group meetings.
- Inspection data compiled by the Care Inspectorate.
- Informal discussions.

Assurance has been provided via our governance route to provide assurance of readiness for the Act implementation. Care Inspectorate inspection reports are also shared via the governance route. External providers are required to submit compliance records in accordance with the contract terms and conditions.

Duty 7 Care services to ensure appropriate staffing: The HCSA clause has been added to the standard terms and conditions so any new or renewal of a contract will have this incorporated and placed the requirement on the service provider to be compliant.

- One (1) new contract was awarded in 2024-25 and issued with the standard Terms & Conditions in the Health and Social Care Partnership. The new contract is registered as **Adults Support Service** and is in Fife.
- There were no Children & Young People (CYP), or Early Learning and Childcare (ELC) contracts issued in the period.
- There were no Adult, CYP or ELC contracts rejected or not approved in the period. All the other contracts in place prior to April 2024 have had a minute of variation to their existing contract issued covering 2024-25.

Duty 8 Training Staff: The workforce has access to a range of training / learning programmes relating to the Act via Fife Council Oracle learning portal which includes a

direct link to the materials housed on the 'MyTuras' learning portal. Information has also been shared with External providers to access directly.

The Health and Care Staffing in Scotland Knowledge and Skills Framework has been developed by National Education for Scotland (NES) to reflect the guiding principles for health and care staffing and has been widely promoted across the workforce. The training is set out as:

- Domain 1 fundamentals of health and care staffing.
- Domain 2 workload and workforce planning
- Domain 3 managing and using workload and workforce planning data

Chapter 3A Develop staffing methods: Providers are required to develop and use tools / systems to support adequate staffing analysis, ensuring there is sufficient skills and workforce to deliver care safely. This may include but is not limited to digital staff rota systems, service devised dependency tools.

(2) Please detail any ongoing risks that may affect your ability to comply with the duty set out in section 3(2).

The risk is still present in terms of some providers may not being fully aware of the Act so ensuring coverage of all relevant areas, is recorded via contract terms and sharing of news updates via the Care Inspectorate to improve the position.

The revised contract terms and conditions include: 'The Service Provider must ensure compliance to the Health and Care (Staffing) (Scotland) Act 2019. The Service Provider shall provide any data and information requested in relation to governance and reporting arrangements that are in place to provide assurance to the Council of adherence to this Act.'

The implementation group, originally a cross services approach with Health and Social Care Partnership and Fife Council services, continues to evolve in terms of engagement and participation with relevant updates and newsletters shared from the Care Inspectorate Safe Staffing team via the local MS Teams Channel.

An Equality Impact Assessment (EQIA) for implementing Part 1 (Principles) and Part 3 (Staffing in Care Services) in line with the Public Sector Equality Duty (Equality Act 2010), has been created with this report which requires us to assess the impact of policies and decisions on people with protected characteristics.

Declaration

Name of local authority / integration authority-Fife

Report authorised by:

Name

Designation

Date