



SWAG

Scottish Workforce & Staff Governance Committee

Friday 16 January 2009

Argyle Room, Barcelo Carlton Hotel Edinburgh

Present:

- Paul Martin - SGHD (Chair)
- Pat Dawson - NHS Lothian
- Anne Campbell - SGHD
- Hugh Sweeney - NHS Lanarkshire
- Lynne Khindra - NHS Lanarkshire
- Jane Anderson - Unison
- David Forbes - Unison
- Wilma Brown - SGHD
- Michael Fuller - Unite
- Jacqui Jones - SGHD
- David Steel - NHS QIS
- Norman Provan - RCN
- John Callaghan - Royal College of Chiropodists & Podiatrists
- Elizabeth Stow - Royal College of Radiographers
- George Brechin - NHS Fife
- Ian Reid - NHS Greater Glasgow and Clyde
- Anne Gent - NHS Highland
- Christine McCole - NHS Education
- Mary Trivasse - GMB
- Jackie Mitchell - Royal College of Midwives

In Attendance

- Alan Milbourne - SGHD
- Mini Mishra - SGHD
- Sylvia Korn - SGHD
- Marilyn Barrett - SGHD
- Heather Johnstone - SGHD (minute secretary)
- Anne McPherson - NSS National Procurement

Apologies:

- Frances Elliot (NHS Fife)
- John Davidson (SGHD)

1. Item 1 - Welcome, introduction and apologies

Paul Martin Welcomed everyone to the meeting and we introduced ourselves.

2. Item 2 - Minute of meeting held on 10 October 2008

Action:

3. Item 3 - Patient Safety/Staff Governance

Mini Misra gave a presentation on Staff Governance issues in Primary Care.

There is a lack in consistency in standards, as independent contractors do not have to follow NHS rules. Small and single-handed practices need help to follow the standards and Whistleblowers need encouragement. Closer working with Workforce and Primary Care Directorate need to be made. There is short life working group looking at Good Practice in Primary Care.

Support from SWAG is crucial to help NHS boards with there Staff Governance Work.

It was agreed that the principal is sound. Questions were raised regarding constraints and which other groups should me involved in setting contractual arrangements. What are board's responsibilities regarding outside contracts?

Action: Mini to provide a paper to SWAG Secretariat

4. Item 4 -KSF Implementation - Progress Report

Jacqui has spoken to every board and has been assured that the HEAT targets will be met. A board has asked for extra resources and this has been agreed.

E-KSF will continue to produce monitoring data.

Action:

5. Item 5 -NHS Scotland Uniform

The launch of the uniform on 16 December went very well.

There are six bids from UK companies.

SWAG are concerned that the rights of the people who are making the uniforms and the employers fulfil their responsibilities.

There was concern that boards may end up with a large claim for uniform laundering.

When the preferred bidder is chosen a couple of members from SWAG will attend a meeting with the company so that they can raise any concerns.

Action:

6. Item 6 -Pre Employment Documents

There has been work ongoing on this for some considerable time.

The paper should not say that it is a minimum standard it should state that it is the Standard.

Action: Wilma to follow up

7. Item 7 -Career Framework

There has been a number of groups involved with this. The paper is still in Draft.

KSF should be fully working before the paper is issued. For clarification there should be some diagrams added.

The paper should not be sent under a CEL but sent out as guidance and stated that the guidance will be looked at and reissued as necessary.

Go over the covering letter and check that the language used follows KSF guidance.

Action: Marilyn Barrett

8. Item 8 -Workforce response to Better Health, Better Care

BHBC has been given a new name, which is Force for improvement.

The paper will be launched on the 21 January at the same time as the Staff Survey. There is going to be a planning conference on the 24th March in the Glasgow Marriott Hotel.

SWAG will have a role in the Implementation of this initiative.

Action: Marilyn Barrett to come back to SWAG with a forward plan after the conference.

9. Item 9 - Attendance Management

There was no paper tabled. Wilma Brown informed the group the there will be a conference in March. The boards who are involved in the pilot project will be asked to share good practice. Boards are to continue to reporting in the same way.

Action:

10. Item 10 Staff Survey

The results are to be announced on 21 January by the Cabinet Secretary.

There has been a good response to the survey and it was noted that a few boards might have difficulty responding at a local level (rural areas).

Action:

11. Pin Policies

Groups are being set up and the SGHD are looking for representatives to attend the meetings.

Action:

12. Any Other Business

Paul noted that this is David Steel's last meeting and thanked him for his contribution to the committee and the NHS in large.

David noted that Paul is leaving the Scottish Government and thanked him for his contribution to the committee and the NHS.

Action:

13. Date of Next Meeting

The next committee meeting will be held on Friday 24 April 2009 from 10:00 -13:00 in Conf room A & B, St Andrew's House, Regent Road, Edinburgh.



SWAG

Heather Johnstone
Scottish Government Health Directorates
Wednesday 21 January 2009