



**SWAG**

<p style="text-align: center;"><b>Scottish Workforce &amp; Staff Governance Secretariat Minute</b> <b>Tuesday 26 September 2017</b> <b>2<sup>nd</sup> floor 2 West Rear Meeting Room 1, St Andrews House, Edinburgh</b></p>
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**Present:** *Jane Anderson, Unison*  
*Alison Carmichael, Scottish Government*  
*Anna Gilbert, Scottish Government*  
*Pauline Howie, Scottish Ambulance Service*  
*Stephen Lea, Scottish Government*  
*Norman Provan, Royal College of Nursing (Chair)*  
*Liz Reilly, Scottish Government*  
*Malcolm Summers, Scottish Government*  
*Anne Thomson, Royal College of Nursing*  
*Dorothy Wright, NHS Education for Scotland*

*Stephanie Igoe, Scottish Government (Minute)*

**Apologies:** *Kenneth Small, NHS Lanarkshire*

**Agenda Item 1 – Welcome, introductions and apologies**

1. The Chair welcomed everyone to the meeting and noted the apologies. The Chair advised that the Secretariat was quorate.

**Agenda Item 2 – Minute and Summary of Action Points of meeting held on Wednesday 7 June 2017 and matters arising**

2. The minute of the meeting was agreed as an accurate record. Malcolm Summers advised that action points 4 and 5 were still on-going. Dorothy Wright advised that action point 3 was now completed.

**Matters Arising**

**Agenda Item 3 – National Staff Experience**

**iMatter**

3. A paper had been circulated to members in advance of the meeting proposing 5 options for the 2017 Staff Experience Reporting Arrangements. Liz Reilly led a discussion based on the paper and SWAG Secretariat confirmed that they would support option 5 going forward.

## Dignity at Work

4. The dignity at work survey was also discussed and the following points were covered:

- The survey goes live on the 6 November 2017 and runs for 3 weeks;
- The Scottish Government is continuing to engage with Dignity at Work Survey Leads;
- Further discussions about reporting arrangements were discussed during the iMatter part of the agenda;
- Communications materials such as Posters, Pyramid Cards, Banners will be distributed to sites w/c 18 September and a Managers Briefing Pack containing comprehensive information and frequently asked questions will be sent to Boards;
- Electronic materials will be uploaded to the Staff Governance Standard web site on the Employee Experience Page next to iMatter;
- Looking for staff side support in utilising tools available e.g. twitter. Web banner has been specifically designed for this purpose.

Outcome: SWAG members noted the updates and supported option 5 for the 2017 Staff Experience Reporting Arrangements.

**Action:** Anna Gilbert to email Jane Anderson with further information on the distribution of paper copies and confidentiality issues. - **Completed**

## Agenda Item 4 – Whistleblowing Update

5. A paper had been circulated to members in advance of the meeting. Alison Carmichael led a discussion based on the paper.

- Members views were sought on proposals to give the Independent National Whistleblowing Officer for the NHS (Scotland) a role in setting standards for the handling of whistleblowing cases with responsibility for the whistleblowing policy remaining with the SWAG Committee – that takes account of the standards set by the INWO.
- It was agreed that a discussion paper should be drafted and circulated to the SWAG Secretariat so they could understand the extent of impact on current policies and make an informed decision on this work going forward.
- Members' views were also sought on the launch of the standardised recording template for formal whistleblowing cases and it was agreed that the Scottish



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Government should seek the views of the HRD community before launching the template nationally.

**Outcome:** Members noted the update and agreed to discuss the issues further at a future meeting once the action points below have been completed.

### Action:

- The Scottish Government to circulate a paper to SWAG Secretariat members and the SPSO. **Completed**
- The Scottish Government to arrange a meeting between SWAG Co-Chairs and SPSO. **Completed**
- The Scottish Government to circulate the Whistleblowing template around the HRD network for their comments.

### Agenda Item 5 – Revalidation of Nurses and Midwives

6. The Chair led a discussion on the Revalidation of Nurses and Midwives. There has been strong views on this from the start, and a process had been agreed which should be implemented. It was agreed that SWAG Secretariat would issue another letter to restate the position.

### Action:

- Draft letter will be drafted for SWAG Secretariat consideration.

### Agenda Item 6 – Agenda Setting for SWAG Committee meeting on 1 November 2017

7. The following items were agreed for the SWAG Committee meeting on 1 November 2017:

- Independent National Whistleblowing Officer Standard Setting
- eKSF/ TURAS Implementation
- Staff Governance Standard Monitoring Update
- Staff Health and Wellbeing
- Paper - Dignity at Work survey update
- Paper – safe staffing in law update
- Paper – Once for Scotland PIN update
- Paper – Regional Health and Social Care Delivery Plan

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### **Agenda Item 7 – Agenda Setting for SWAG Secretariat meeting on 1 November 2017**

8. The following items were agreed for the SWAG Secretariat meeting on 1 November 2017:

- Effective Leadership Development update
- Review of SWAG Committee on 1 November 2017
- Agenda setting for SWAG Secretariat on 13 December 2017.

### **Agenda Item 8 – AOB**

9. Jane Anderson raised the issue that there is a lack of funding for Modern Apprenticeships. Malcolm Summers suggested that it should be put on the a future agenda so that there could be a full discussion around this.

10. There was discussion on the Recruitment of Offenders additional paper. Stephen Lea to follow up with Ruth Ellis with a view to updating members at a future meeting.

### **Next Meeting**

SWAG Committee and Secretariat – Wednesday 1 November 2017, Conference Room 4ER, St Andrews House, Edinburgh, 10.00 – 12.30 and 13.00 – 15.00