



**SWAG**

**Scottish Workforce & Staff Governance Secretariat Minute**

**Tuesday 28 April 2015**

**Conference Room 1, Victoria Quay, Edinburgh**

**Present:** David Forbes, UNISON  
Jane Hamilton, Scottish Government  
Pauline Howie, Scottish Ambulance Service **(Chair)**  
Norman Provan, Royal College of Nursing  
Shirley Rogers, Scottish Government  
Malcolm Summers, Scottish Government  
Dorothy Wright, NHS Education Scotland

**In Attendance:** Anna Gilbert, Scottish Government  
Janice Lennen, Scottish Government **(Minute)**  
Robyn McCormack, Scottish Government **(Minute)**  
Susan Russell, Scottish Government

**Apologies:** John Connaghan, Scottish Government  
Anne Gent, NHS Highland  
Ian Reid, NHS Greater Glasgow & Clyde  
Anne Thomson, Royal College of Nursing

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

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 Tuesday 10 March 2015 and matters arising**

The minute of the meeting and summary of action points were agreed as an accurate record.

**Outcome:** As above.

### **Agenda Item 3 – Review of SWAG Committee on 28 April 2015**

The Chair led the Secretariat through a discussion of the key issues and action points from the SWAG Committee meeting earlier in the day. The following points were noted and actions agreed:

#### **Shaping the Future of Shared Services**

- SWAG Committee Members recognised the need to have these presentations regularly;
- Carolyn Low to be invited to the July SWAG Committee meeting.

#### **2015 Staff Survey Update**

- SWAG Committee members noted the update, agreed to continue with the questionnaire used in the 2014 national staff survey, with the addition of two questions designed to measure progress in implementing Everyone Matters, and agreed to give flexibility to Boards to decide on local questions.
- SWAG Secretariat had an initial discussion about the future of national staff experience measures and the relationship between iMatter and the national survey. Key questions were, should both systems continue to operate or should a national survey be run through iMatter? What do we want the staff survey to establish and what do we want from iMatter? One view was that they weren't a direct substitute for each other and perhaps the staff survey should be done every 3 years going forward. Another suggestion was to take one year out from the national staff survey to spend time merging the two projects together before the next procurement exercise; Another member wanted to wait until iMatter had been sufficiently tested;
- The Scottish Government agreed to give some thought and to provide a narrative on how iMatter and the Staff Survey may fit together for further discussion at a future SWAG Secretariat meeting..

#### **iMatter Update**

- SWAG members noted the progress, signed off the revised Governance Framework Diagram and the revised National Implementation Plan.

#### **Whistleblowing Discussion**

- SWAG noted the update and acknowledged that a proposal for an Independent National Officer (INO) role would be developed in partnership.

#### **Employing People with Convictions**

- SWAG, while generally supportive of this work, asked that all Boards staff side representatives, in particular all Trade Union/ Professional Organisation

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representatives be invited to the summit. SWAG also echoed and raised further complex issues that need to be addressed as the work progresses.

**Outcome:** Key issues discussed and action points from SWAG Committee noted and allocated.

### Agenda Item 4 - Agenda for SWAG Secretariat on 18 June 2015

The following items were agreed for the SWAG Secretariat meeting on 18 June 2015:

- Revalidation of Nurses and Midwives;
- Way forward for the Staff Survey and iMatter;
- Whistleblowing – Role of an Independent National Officer;
- National Uniform Policy;
- Update on SPF moving forward;
- Agenda for SWAG Committee on 21 July 2015;
- Agenda for SWAG Secretariat on 8 September 2015.

Chairs

- Norman Provan – SWAG Secretariat on 18 June 2015;
- Shirley Rogers – SWAG Committee on 21 July 2015;
- Pauline Howie – SWAG Secretariat on 8 September 2015.

**Outcome:** SWAG Secretariat agenda agreed for the meeting on 18 June 2015.

### Agenda Item 5 – PIN Policies

David Forbes led the discussion and the following points were covered:

- At its last meeting SWAG Secretariat explored the possibility of setting up a SWAG advisory function to potentially resolve specific PIN issues across NHSScotland;
- The Secretariat further explored this issue; One member thought this would be helpful going forward into the Integration of Health and Social Care environment and would provide a mechanism for Local Authority Employers to gain assistance in understanding and interpreting PIN policies; Another member thought that it may send out a message that SWAG will resolve all issues rather than resolving them locally;
- It was agreed that if SWAG was to put this mechanism in place then the process will only be used in times of significant dispute within Scotland; It could also be used to clarify the intent of a Policy as was the case with the recent Redeployment PIN Policy.



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- The Scottish Government agreed to give this suggestion some more thought and work up SWAG Terms of Reference for this type of mechanism going forward.

**Outcome:** SWAG Secretariat noted the update.

### **AOB**

The National Uniform policy was raised and it was agreed that this would be added to agenda items for discussion at SWAG Secretariat in June.

### **Date of Next Meeting**

SWAG Secretariat - Thursday 18 June 2015 in Conference Room D & E, St Andrew's House, Edinburgh from 10:00 to 11:30.