

**Scottish Workforce & Staff Governance Secretariat Minute**

**Tuesday 27 January 2015**

**Conference Room 4ER, St Andrews House, Edinburgh**

**Present:** David Forbes, UNISON  
Jane Hamilton, Scottish Government  
Pauline Howie, Scottish Ambulance Service  
Norman Provan, Royal College of Nursing  
Ian Reid, NHS Greater Glasgow & Clyde  
Shirley Rogers, Scottish Government (**Chair**)  
Malcolm Summers, Scottish Government  
Anne Thomson, Royal College of Nursing  
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 (**Due to technical issues whilst  
Video Conferencing**)

**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 18 November 2014 and matters arising**

The minute of the meeting was agreed as an accurate record.

The status of the action point on the non-executive cultural change/whistleblowing champion was changed to reflect that it had been completed. The group now has Employer, Staff-side and Scottish Government representatives and the first meeting of the working group is now being arranged.

**Outcome:** Minute and status of action points were agreed as an accurate record.

### **Agenda Item 3 – PIN Update**

A general PIN update paper had been issued at the SWAG Committee meeting and this will be updated to reflect the current position. Susan Russell led the discussion and the following points were covered:

- Supporting the Work-Life Balance PIN: The section of the PIN concerning 'Additional Paternity Leave and Shared Parental Leave' needs developed. Once complete the PIN will come back to SWAG for final sign-off;
- Redeployment PIN: Confirmed this has been published in December 2014. An issue was raised relating to the access period for redeployment set out in the policy and whether this contradicted the policy of non-compulsory redundancy.
- The interpretation of this was discussed, and it was confirmed that this had been fully consulted upon and the policy written to accommodate both national and local commitments, including the Cabinet Secretary's commitment to no compulsory redundancies;
- This led to a wider discussion on the interpretation of PIN policies where SWAG Secretariat explored the possibility of setting up a SWAG advisory function to potentially resolve specific PIN issues pan NHSScotland if they arose. The Scottish Government agreed to give this suggestion some more thought.

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

### **Agenda Item 4 – Review of SWAG Committee on 27 January 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:

#### **NHSScotland 2014 Staff Survey**

- SWAG Committee Members welcomed the update on the results of the 2014 NHSScotland staff survey and the arrangements for the 2015 NHSScotland staff survey;
- Capita to provide a further (drilled down) summary report to Boards along with the Investigate tool;
- The Scottish Government to give some thought to provide a narrative on how iMatter and the Staff Survey fit together.

## SWAG

### NHSScotland iMatter Implementation Update

- SWAG members noted the progress and supported the direction of travel in implementing iMatter across NHSScotland. The Governance Structure will be re-visited to include Partnership Working arrangements.

### KSF Update

- SWAG Committee members noted the update and supported the direction of travel for the refresh of KSF Core Dimensions and revised KSF Guidance;
- NES to ensure KSF messages are cascaded wider to HRD Forum and Director of Nursing meeting – Dorothy agreed to take message back to NES.

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

### Agenda Item 5 - Agenda for SWAG Secretariat on 10 March 2015

The cover sheet for this item was circulated in advance of the meeting, highlighting potential agenda items:

The following items were agreed for the SWAG Secretariat meeting on 10 March 2015:

- NHS Event 2015
- HR Shared Services Case for Change;
- Supporting the Work-Life Balance PIN – Update on Shared Parental Leave;
- eESS Update;
- Paper – Role & Remit of SPF going forward;
- Paper – Soft/Hard Facilities Management;
- Paper – Revalidation of Nurses and Midwives;
- Paper – Ebola.

Chair – Norman Provan

The following items were also agreed as agenda items for the SWAG Committee/Secretariat meetings due to be held on 28 April 2015:

- Sustainability, 7 day services;
- Freedom to speak up review
- Whistleblowing Discussion

**Outcome:** SWAG Secretariat agenda agreed for the meeting on Tuesday 10 March 2015.



**SWAG**

## **AOB**

- **SWAG Co-Chairs meeting with patients First**  
This was a very positive meeting with NHSScotland demonstrating that Employers, Staffside and Scottish Government work together to shape policies and ensure the direction of travel is right for NHSScotland;
- **Centre for Independent Living**  
This is an opportunity for Boards to help people with disabled backgrounds the opportunity to work in NHS Boards under the Graduate Management Scheme. This is currently at an early stage of development and will be discussed further in the HRD forum.
- **Modern Apprenticeship Healthcare Support Worker**  
SVQ Level 2 for non-clinical healthcare support workers has now been approved verbally across Boards.

## **Date of Next Meeting**

SWAG Secretariat - Tuesday 10 March 2015 in Conference Room A, St Andrew's House, Edinburgh from 14:00 to 15:30.