



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Wednesday 21 September 2016
Room GN:07, St Andrews House, Edinburgh**

Present: Anne Gent, NHS Highland (**By Video Conference**)
Anna Gilbert, Scottish Government
Pauline Howie, Scottish Ambulance Service (**Chair**)
Norman Provan, Royal College of Nursing (**By Teleconference
between 15.00 – 15.30**)
Malcolm Summers, Scottish Government
Dorothy Wright, NHS Education for Scotland

In Attendance: Colin Brown, Scottish Government
Catriona Hetherington, Scottish Government
Janice Lennen, Scottish Government (**Minute**)
Liz Reilly, Scottish Government
Susan Russell, Scottish Government

Apologies: Shirley Rogers, Scottish Government
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 Thursday 20 January 2016 and matters arising

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

Health Workforce and Strategic Change Directorate

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Agenda Item 3 – National Staff Experience Measure

This session built on previous discussions held at SWAG meetings Liz Reilly and Malcolm Summers presented a verbal update. During the discussion the following points were covered:

- Liz Reilly gave an update on the latest iMatter performance statistics;
- The National Staff Experience Measure was discussed at the June 2016 SWAG Committee meeting. A proposal was made to replace the national Staff Survey with iMatter as a pilot in 2018. Some SWAG members expressed concerns over perceived information gaps, information reporting and confidentiality and members agreed to revisit the proposal at the October 2016 meeting.
- Since the June meeting, the Scottish Government has explored the issues raised and have provided assurance that the areas of concern have been addressed. A paper covering these issues will be issued to members prior to the October SWAG Committee meeting;
- In addition Staffside members of the SWAG Secretariat have also done a lot of work to address the concerns of their colleagues.

Outcome: SWAG Secretariat members noted the updates and agreed to take this item back to the October 2016 SWAG Committee meeting for a further decision on replacing the national Staff Survey with a new National Staff Experience Measure which will include iMatter.

Agenda Item 4 – Management and Leadership

Colin Brown presented a verbal update. He described work which has started to consider how, in future, NHSScotland ensures that it can attract, recruit, develop and retain people in executive and non-executive positions. This will involve consideration of leadership development, talent management and succession planning, performance management and appraisal and values based recruitment. Currently, this work is being developed in conjunction with Chairs, Chief Executives and HRDs but with a view to ensuring wider engagement and discussion as necessary (including SWAG).

Outcome: SWAG Secretariat supported the direction of travel for NHSScotland Board-Level Leadership and Talent Management Development Programme and invited Colin to present at the January 2017 SWAG Committee meeting.

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Action: Scottish Government to invite Colin Brown to present on the NHSScotland Board-Level Leadership and Talent Management Development Programme at the January 2017 SWAG Committee meeting . **Completed on SWAG Business Plan**

Agenda Item 5 - Agenda for SWAG Committee on 20 October 2016

The following items were agreed for the SWAG Committee meeting on 29 October 2016:

- Review of Health and Social Care Indicators and Targets;
- iMatter Update;
- National Staff Experience Measure;
- Everyone Matters Implementation Plan (Paper for action).

Outcome: Members agreed the agenda's for the October 2016 meeting.

Agenda Item 6 - Agenda for SWAG Secretariat on 20 October 2016

The following items were agreed for the SWAG Secretariat meeting on 9 June 2016:

- PIN Review and Development;
- Managing work-related stress in NHSScotland;
- Review of SWAG Committee on 20 October 2016;
- Agenda for SWAG Secretariat on 9 December 2016;
- Paper – Workforce Planning Update.

Outcome: Members agreed the agenda's for the October 2016 meeting.

Date of Next Meeting

SWAG Committee and Secretariat – Thursday 29 October 2016, Conference Room 2, Victoria Quay, Edinburgh.

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