



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Wednesday 3 May 2017
Conference Room E, St Andrews House, Edinburgh**

Present: Jane Anderson, Unison
Anna Gilbert, Scottish Government
Anne Gent, NHS Highland (**Teleconference**)
Pauline Howie, Scottish Ambulance Service
Norman Provan, Royal College of Nursing
Susan B Russell, Scottish Government (**Minute**)
Kenneth Small, NHS Lanarkshire
Malcolm Summers, Scottish Government (**Chair**)
Dorothy Wright, NHS Education for Scotland

In Attendance: Sean Neill, Scottish Government

Apologies: Anne Thomson, Royal College of Nursing

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. The Chair also outlined the new arrangements for Scottish Government representation on SWAG Committee

Agenda Item 2 – Minute and Summary of Action Points of meeting held on Wednesday 18 January 2017 and matters arising

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

Matters Arising

3. Dorothy Wright advised that she had written to the Chair and Secretary of HRD's regarding the Employer Supported Policing but was unable to provide an update. After the meeting it was agreed to contact Kenneth Small to ask for an update at the next meeting of SWAG Secretariat.

4. The draft Joint Working Agreement Guidance was to be circulated to the HR Working Group for further consideration and agreement prior to it being disseminated to NHS Boards. Malcolm Summers to liaise with Billy McKenzie, Head of Workforce Policy on the progress of this and will provide an update at the next meeting of SWAG Secretariat.

Agenda Item 3 – Health and Social Care Workforce Plan Consultation Update

5. Sean Neill outlined the key timescales in the lead up to the publication of the National Health & Social Care Workforce Plan. The following points were raised:

- The Consultation on the National Workforce Plan generated 79 responses and there remains a commitment to publication in Spring 2017.
- It is anticipated that COSLA will publish jointly however it has own timelines up to publication deadline.
- It will focus on the 6 key questions linked to the strategies in the Health & Social Care Delivery Plan with more detail on National, Regional and Local Workforce Planning.
- There is broad agreement on the workforce strategy recognising that data is held by different organisations. They are looking to refine both the data and the planning process identifying gaps and making improvements on Guidance for NHS Boards with an emphasis on how to plan at different levels.
- There is ongoing discussion around having a workforce group which would look at recruitment & retention issues.
- The National Workforce Plan will be practically based with a need to get other stakeholders involved in the planning process.

Outcome: SWAG Secretariat members welcomed the discussion. It was agreed that there would be an ideal opportunity for further discussion at the next meeting of SWAG Secretariat on 7th June following publication of the National Workforce Plan on 31 May 2017.

Agenda Item 4 – Staff Experience Update

6. Anna Gilbert tabled a paper which indicated progress to date and explained that in accordance with SWAG Secretariat's previous decision the remit of the iMatter Implementation Group's remit is to be expanded to incorporate the roll out of the complementary questionnaire as part of its work. The following points were raised:

- There was agreement that the paper reflected SWAG Secretariat's previous discussions.
- It was important that there is uniformity with iMatter in relation to the Dignity at Work Questionnaire and the branding.
- In relation to the proposed demographics it was felt that the 9 protective characteristics would have to be measured at some point. It was hoped that eESS would be the dominant source of information however it was acknowledged that having a large number of demographic questions can lead to a low response rate.



SWAG

- The re-introduction of survey communications were deemed to be crucial. SWAG Secretariat were advised that a Communications Strategy is being developed.

Outcome: SWAG Secretariat noted the update and agreed that the iMatter Implementation Group should take forward the detail of this work as well as agreeing the direction of travel. SWAG Secretariat asked to be kept informed with progress updates.

Agenda Item 5 – Once For Scotland PIN Policies

7. Malcolm Summers gave a verbal update explaining that there had been a number of discussions within SWAG Secretariat regarding the move to single PIN Policies for NHSScotland which would ensure greater consistency.

8. The PIN compliance exercises show a positive movement towards NHS Boards meeting the minimum standards of the PIN Policies. Further discussion has now taken place with HRD's and it has been proposed that a small working group carry out a technical exercise looking at a) Management of Employee Conduct and b) Supporting Worklife Balance policies from all 22 NHS Boards which would produce an exception report outlining any variances from PIN for SWAG Secretariat to consider and advise on the way forward.

Outcome: SWAG Secretariat noted the update and agreed that SG would request the aforementioned local policies from the NHS Boards and liaise with the Deputy HRD's on who will carry out the technical exercise. SWAG Secretariat asked to be kept informed of future progress.

Action: SG to request the policies and convene the small working group

Agenda Item 6 – Agenda setting for SWAG Committee Meeting on 7 June 2017

9. The following items were agreed for the SWAG Committee meeting on 3 May 2017:

- Update on Whistleblowing to include Confidential Alert Line Contract & Independent National Whistleblowing Officer for NHSScotland
- Update on National Staff Experience
- Update on Once for Scotland PIN Policies for NHSScotland
- Update on Uniform Policy
- Update on Board Reform & Transformational Change to include National Workforce Plan

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- Update on Health & Social Care Targets and Indicators

Agenda Item 7 – Agenda setting for SWAG Secretariat Meeting on 7 June 2017

10. The following items were agreed for the SWAG Secretariat meeting on 7 June 2017:

- Update on Youth Employment Targets for NHSScotland
- Update on Recruitment of Ex-Offenders in NHSScotland
- Review of SWAG Committee Meeting held on 7 June 2017
- Agenda for SWAG Secretariat Meeting held on 2 August 2017
- Forward Planning for Future SWAG Committee & Secretariat Meetings

Outcome: Members agreed the agenda's for the June 2017 meetings.

Agenda Item 8 – AOB

11. The following items were discussed under AOB.

- SWAG Secretariat discussed the lack of progress regarding Nurse Revalidation. It was agreed that a letter would be issued from SWAG Secretariat instructing Boards to implement the recommendations from the Short Life Working Group.
- Malcolm Summers provided an update on the work of the Mediation Working Group. SWAG Secretariat agreed to the Mediation Working Group looking at a test of change within a region with the purpose of presenting a business case later in the year.

Date of Next Meeting

SWAG Committee and Secretariat – Wednesday 7 June 2017 , Conference Room 4ER, St Andrew's House, Edinburgh.