



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Wednesday 18 January 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 (**Chair**)
Kenneth Small, NHS Lanarkshire
Malcolm Summers, Scottish Government
Anne Thomson, Royal College of Nursing
Dorothy Wright, NHS Education for Scotland

In Attendance: Susan B Russell, Scottish Government (**Minute**)

Apologies: Shirley Rogers, Scottish Government

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 Friday 9 December 2016 and matters arising

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

Matters Arising

2.2 Dorothy Wright has written to chair and secretary of HRD's regarding the Employer Supported Policing and will provide an update at the next meeting of SWAG Secretariat.

2.3 Anna Gilbert updated the meeting on the progress of the template which has been developed to capture whistleblowing cases. This content is currently being considered by colleagues in analytical services to determine whether or not the template constitutes a central source of statistical data. Following this, it is intended to be piloted in 4 NHS Boards (Forth Valley, Grampian, Lothian and NHS 24) with a view to it being rolled out for use by all NHS Boards.

Agenda Item 3 – Standardisation of PIN Update

3. Malcolm Summers explained that previous discussions had indicated that there was agreement that there should be a consistent approach to PIN Policy development/review. However, it was necessary to have further engagement with NHS Employers in order to reflect their views on potential costs and benefits associated with a “Once for Scotland” approach. The following points were raised:

- Standardisation would provide consistency with PIN Policies being issued once for Scotland.
- Costs associated with this, to NHS Boards, should be minimal with evidence from a stocktake being discussed at SWAG Secretariat.
- Need to have a way forward which spreads the burden of PIN review/development and incorporates a plan for any failure to agree.
- Need for a process which has the right people in the room and that PIN Policies don’t take longer to review than the time taken to develop.
- There is an opportunity for local partnership mechanisms within NHS Boards to have a different role in making sure that the policy works in practice rather than spending time re-negotiating a new policy, when the central aspects have already been agreed nationally.
- Acknowledging the need for consistency, the key factors will be how the NHSScotland PIN Policies are developed, consulted upon, and subsequently implemented.
- Standardisation of PIN Policies should be considered within the context of the Health & Social Care Delivery Plan.

Outcome: SWAG Secretariat members welcomed the discussion. It was requested that current local policies and published PIN Policies are assessed for compatibility with a view to having a further discussion on the ‘Once for Scotland’ approach at the next SWAG Secretariat meeting.

Agenda Item 4 – eESS Update

4. Kenny Small presented a verbal update and issued the most recent eESS Programme Board Highlight Report – December 16. During the discussion the following points were covered:

- NHSScotland Board Chief Executives commissioned a new Programme Board who have appointed a new Programme Director;
- The Programme Board is linking in with the HR Shared Services Recruitment Group;
- NHS Forth Valley are currently live testing the payroll interface. It is proposed that NHS Lanarkshire pilot the system with a view to becoming an exemplar



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Board for data migration and implementation of the core system. This will allow other aspects to be demonstrated in the other exemplar Boards;

- The new implementation programme has a timescale of 2-3 years with a key milestone for the Programme Board agreeing the overall approach, plan and finance bid through to March 2019;

Outcome: SWAG Secretariat noted the update and asked to be kept informed with progress updates.

Agenda Item 5 – Draft Joint Working Agreement

5. Norman Provan led a discussion on the papers which had been issued prior to the meeting and invited questions from members of SWAG Secretariat regarding 'Joint Working Agreement between Councils and Health Boards', 'Joint working Agreement Guidance' and 'Draft Letter to Affected Employees'. The following points were raised:

- There was a need for guidance to be issued from the HR Working Group to Integrated Joint Boards regarding Human Resource and industrial relations issues. The Agreement and Guidance were developed by a sub group of the HRWG
- The Agreement and Guidance were issued to SWAG Secretariat for comment with the draft agreements going back to the next HRWG prior to being issued to the service.
- It was agreed that these would be really helpful in managing staff, however, it was highlighted that Councils and NHS Boards are not obliged to adopt the Agreement.
- It was noted that Partnership Working and Staff Governance Arrangements are not covered in the Agreement and Guidance.

Outcome: SWAG Secretariat noted the update and asked to be kept informed of future progress.

Action: Guidance to be circulated to HRWG, and consideration given to dissemination to Boards



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Agenda Item 6 – Review of SWAG Committee on 18 January 2017

Health & Social Care Delivery Plan

6.1 SWAG Secretariat agreed that the presentation was helpful but very strategic.

Outcome: SWAG Secretariat have requested an update on the Workforce Plan Consultation

Action: Billy McKenzie to be invited to provide an update at next SWAG Secretariat Meeting on 3 May 2017

Effective Leadership Development Update

6.2 SWAG Secretariat welcomed the update agreeing that it was important that they are kept aware of its progress. It was also agreed that it would be useful to get more detail on the Management Standards aspect.

Outcome: SWAG Secretariat have requested an update on the Management Standards which are currently being developed.

Action: Dorothy Wright to arrange for Sheena Grecco and Anne Campbell to provide an update at next SWAG Committee Meeting on 6 June 2017.

National Staff Experience Measure

6.3 SWAG Secretariat welcomed the update which gave a clear view overview of the proposed way forward.

Staff Governance Standard Monitoring Framework

6.4 SWAG Secretariat agreed that the presentation was well received. Members agreed to take stock about the framework for 2016/17 and agreed to think about the questions that were needed to inform the NHSScotland Annual Review Process.

Outcome: Letter sent to NHS Boards reflecting the agreed way forward (December 2016). SWAG Secretariat will discuss and agree future proposals for staff governance monitoring.

Action: Draft staff governance monitoring letter covering questions required for the annual review process for NHS Boards to be agreed electronically by SWAG Secretariat and thereafter issued to all NHS Boards.

[Health Workforce and Strategic Change Directorate](#)

Workforce Practice Unit

T: 0131-244-1718

E: Janice.Lennen@gov.scot

- 6.5. The following Papers for Information issued prior to the meeting were noted;
- PIN Update
 - iMatter Update
 - Safe Staffing in Law – Nursing & Midwifery

Agenda Item 7 – Agenda setting for SWAG Secretariat Meeting on 3 May 2017

7. The following items were agreed for the SWAG Secretariat meeting on 3 May 2017:

- Update from Shared Services Programme Board – Carolyn Low
- Update on Managing Health at Work PIN Policy
- Update on Confidential Alert Line Contract
- Update on Independent National Whistleblowing Officer for NHSScotland
- Update Revalidation of Nurses & Midwives
- Update on Once for Scotland PIN Policies for NHSScotland
- Agenda for SWAG Secretariat on 7 June 2017;
- Agenda for SWAG Committee on 7 June 2017

Outcome: Members agreed the agenda's for the May 2017 meeting.

Agenda Item 8 – AOB

8. The following items were discussed under AOB.

- Malcolm Summers provided an update on the work of the Mediation Working Group.
- Malcolm Summers explained that Paul Gray had been invited to attend the Petitions Committee in relation to Whistleblowing in NHSScotland. In preparation for this members were asked to provide examples of good practice to Malcolm Summers.
- SWAG & SPF Flash Reports – an example of these were provided and the members agreed on the format and layout with the first to be drafted from today's meetings. These would be approved by Co-chairs electronically and then issued to NHS Board Area Partnership Forums by way of an update.
- Kenny Small provided an update on Revalidation of Nurses & Midwives with a meeting taking place on 25 January 2017. Members will receive a further update following the meeting.
- Anna Gilbert advised that the Scottish Government were still awaiting employer nominations to look at demographic/staff grouping questions for the



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iMatter complementary question set. Kenny Small advised that this was currently being considered and that nominations would be sent shortly.

Date of Next Meeting

SWAG Committee and Secretariat – Wednesday 3 May 2017 , Conference Room 4ER, St Andrew's House, Edinburgh.