



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Friday 26 January 2018
Conference Room 3, Victoria Quay, Edinburgh**

Present: Jane Anderson, Unison
Anna Gilbert, Scottish Government
Pauline Howie, Scottish Ambulance Service
Norman Provan, Royal College of Nursing (**Chair**)
Caroline Sharp, NHS Dumfries & Galloway
Malcolm Summers, Scottish Government
Anne Thomson, Royal College of Nursing
Dorothy Wright, NHS Education for Scotland

In attendance: Graham Paxton, NHS Education for Scotland
Susan B Russell, Scottish Government (**Minute**)

Apologies: Kenneth Small, NHS Lanarkshire

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 Wednesday 13th December 2017 and matters arising

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

Outcome:

- SWAG Secretariat agreed to rearrange the December meeting to end November/early December.
- Susan B Russell to send details of the Employer Supported Policing to Caroline Sharp for HRD's to progress.

Agenda Item 3 – NHS Reviews – Role of National Staffside

3. The Chair led a discussion on NHS Board Annual Review Process and the role of National Staffside. The following issues were highlighted:

Health Workforce and Strategic Change₁ Directorate

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- Previously the role of the National Staffside member attending Annual Reviews had been as part of the Minister's Panel. About 5 years ago the status changed and it is felt that the role is not properly understood or clearly defined.
- The National Staffside member attending Annual Reviews is usually someone who holds a seat on a National Partnership Group (SPF, SWAG, STAC).
- There is a lack of consistency on a) which parts of the review they should attend, b) their role at the meeting with the Area Partnership Forum and c) the amount of information they receive prior to the meeting. In addition the dates for the Annual Reviews come out at really short notice.

4. The Chair gave SWAG Committee the opportunity to ask questions and offer feedback. The following points were raised:

- Some members have found the meetings uncomfortable and feel that there has not been much challenge or discussion. Previously they have always found the meeting with the Area Clinical Forum to be very important.
- It was acknowledged that the role does need to be defined in order that National Staffside members use the opportunity to influence the discussions.
- The meeting with the Area Partnership Forum should provide assurance of the Staff Governance Standard being met within NHS Boards as well as providing a link to national partnership working
- It is important to keep the Annual Review Process meaningful for National Staffside in relation to a) connection with the national context, b) providing support to Area Partnership Forums and c) gaining a sense of the effectiveness of partnership working within each NHS Board

Outcome: Norman Provan and Susan B Russell to draft a paper for SWAG Secretariat which can make recommendations to the Minister for Health & Sport for her consideration as well as engaging with the SG Performance Team on how the process could be improved.

Agenda Item 4 – Review of SWAG Committee on 26 January 2018

5. All members agreed that it had been a very positive meeting with good discussion on all Agenda Items.

6. In relation to the update on Once For Scotland PIN Policies all agreed that the discussions went well and approved the direction of travel of the working group. SWAG Committee agreed with the suggested vision and the key principles outlined in the

SWAG

paper. It was agreed that a revised procedure, including a business case, would be presented to SWAG Committee in June.

7. The National Staff Experience Report is due to be published in February and SWAG Secretariat suggested that there should be a full discussion at their next meeting in order that they can consider their options for 2018. Since there is no SWAG Secretariat meeting scheduled for March it was agreed to hold a single subject teleconference on 19th March 2018 from 1pm-2pm.

8. SWAG Secretariat agreed that the update on Effective Leadership Development was well received. It was acknowledged that there is a need to have assurance that managers participate in the Programme and it was suggested that the Programme could have the ability to have documentation as evidence of participation.

Action Points:

- Concerns were raised about the IT failure in relation to the National Staff Experience Presentation. SWAG Secretariat have requested that all presentations are to be sent in advance of the meeting.
- SWAG Committee Co-chairs to write to Janice Lennen & Liz Mitchell wishing them well on their retirement.

Agenda Item 5 – Agenda for SWAG Secretariat on 3 May 2018

9. The following items were agreed:
- Update on Role of INWO
 - Once For Scotland PIN Policy – Update
 - Safe Staffing in Law - Update
 - Agenda setting for SWAG Committee meeting on 28 June 2018
 - Agenda setting for SWAG Secretariat meeting on 28 June 2018

Agenda Item 6 – AOB

10. Whistleblowing Standards & Policy – It was agreed that the Standards Working Group which includes 2 Staffside Representatives, 2 Employer Representatives and 2 Scottish Government Representatives would develop this policy which needs to be completed by November 2018. SWAG Secretariat gave consideration to the possibility of a Once For Scotland Whistleblowing PIN Review Group running in parallel with the Standards Working Group. There was a discussion in relation to regional redeployment opportunities and the employment rights of staff who are employed by 22 individual employers.



SWAG

Action Point: Anna Gilbert to draft a communication to the Standards Working Group.

11. Concerns were raised about the continuing difficulties in relation to Partnership Working within IJB's and the equitable treatment of staff. It was highlighted that this could be particularly relevant in the development of Once For Scotland PIN Policies. It was agreed that this would be included in the discussions at the Partnership Business Planning meeting on 15th February. It was also highlighted that there is a need for the previously prepared guidance to be agreed and circulated.

12. SWAG Secretariat asked for an update on the publication of the Promoting Attendance PIN. It was explained that the review group were awaiting feedback from the HRD's on behalf of the NHS Employers.

Dates of Next Meetings

SWAG Secretariat Teleconference – Monday 19th March, GN.07, St Andrew's House, Edinburgh 13.00 – 14.00.

SWAG Secretariat – Thursday 3rd May, Conference Room A, St Andrew's House, Edinburgh 14.00 – 16.00.