



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Thursday 20 October 2016
Conference Room 2, Victoria Quay, Edinburgh**

Present: Jane Anderson, Unison
Anne Gent, NHS Highland **(VC)**
Norman Provan, Royal College of Nursing **(Chair)**
Malcolm Summers, Scottish Government
Anne Thomson, Royal College of Nursing
Dorothy Wright, NHS Education for Scotland

In Attendance: Naureen Ahmad, Scottish Government (observer)
Elaine Garrick, Scottish Government (observer)
Sarah Jones, Scotland Office
Janice Lennen, Scottish Government **(Minute)**
Luke McPherson, Scottish Government
Susan Russell, Scottish Government
Jayne Sturmey, Health and Safety Executive
Rob Vondy, Health and Safety Executive

Apologies: Anna Gilbert, Scottish Government
Pauline Howie, Scottish Ambulance Service
Shirley Rogers, Scottish Government

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 21 September and matters arising

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

Agenda Item 3 – Managing work-related stress in NHSScotland

Rob Vandy and Jayne Sturmeay from the Health and Safety Executive (HSE) provided a joint presentation. During the presentation and subsequent discussion the following points were covered:

- HSE Advisors (not Inspectors) are wanting to work in partnership with NHSScotland to tackle work-related stress;
- The HSE executive will provide the model and facilitate the work but it will be for Boards to deliver;
- The model is tried and tested and is based on the Management Standards (launched 10 years ago) in tackling work related stress. The approach will be non-prescriptive but will involve finding out how the Management Standards have been applied and help Boards account for their performance in this area. The aim is to reduce sickness absence and make referrals to NHSScotland Occupational Health specialists;
- Some members raised concerns around resource capacity;
- The presentation covered the rationale for proposed project with NHSScotland, the project aims, the project benefits, HSE Strategic Outcomes and Stress in law;
- NHS Ayrshire and Arran has already volunteered to pilot the project and the learning from this pilot will be shared with other Boards.

Outcome: SWAG Secretariat noted the update and asked to be kept sighted as this work moves forward in NHS Ayrshire and Arran.

Action: Scottish Government to cascade the HSE power-point slides around members. **Completed**

Action: Scottish Government to note the SWAG Secretariat business plan for periodic progress reports as this work moves forward in NHS Ayrshire and Arran.

Agenda Item 4 – PIN Review and Development

This was a general discussion on the future of PIN review and development led by Malcolm Summers. During the discussion the following points were noted:

- SWAG agreed that the time is now right to look at how PINs are developed and reviewed going forward.
- Members raised concerns about the time taken to review the PINs under the current system and amount of resources involved. There was an appetite amongst members to move towards national PIN policies under 'do it once for Scotland'.

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- It was agreed that further thought to be given to 'doing it once for Scotland' and the Co-Chairs of SWAG agreed to discuss the strategy going forward in a separate meeting.

Outcome: SWAG members had a full and frank discussion.

Agenda Item 5 – Review of SWAG Committee on 20 October 2016

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:

Safe staffing in Law – Nursing and Midwifery Tools

- SWAG members noted the update and the future challenges;
- Norman Provan to contact Diane Murray and make recommendations for Staffside representation on the Strategic Board;
- HRDs have already been asked for representation on Strategic Board separately.

NHSScotland iMatter Implementation Update

- SWAG members noted the update and the future challenges.

National Staff Experience Measure

- SWAG Committee agreed to recommend to the Cabinet Secretary that the national staff survey be replaced with the staff experience measures (as pilot) which includes the iMatter questionnaire and additional pulse surveys;
- SWAG to continue to monitor progress and ensure seamless and integrated pulse surveys are produced and delivered.

Outcome: Key issues discussed and action points from SWAG Committee noted and allocated. Members agreed that this has been a successful meeting with lots of good discussion.

Agenda Item 6 - Agenda for SWAG Secretariat on 9 December 2016

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

- Review of Health and Social Care Indicators:
- Employer Supported Policing;
- Update on revalidation (Paper or Agenda item)
- Paper – Health Promoting Health Service – supporting NHS Staff Health and Wellbeing;
- Paper – Update on Additional Employment PIN policy



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Outcome: SWAG Members agreed the agenda for the November 2016 Secretariat meeting.

AOB

Revalidation of nurses and midwives

- Secretariat were disappointed that the revalidation position has still not been clarified and urged the Scottish Government on behalf of SWAG to request an update from HRD and SEND communities.

Update on Promoting Attendance PIN Policy

- This PIN is at the final stages, however, the review group cannot agree on two issues;
- Employers are in the process of reflecting on the appeals process and staffside are reflecting on the triggers position, however, it was noted that these issues were in the original PIN policy and have not been changed;
- It was agreed that the Co-Chairs of SWAG will discuss how they can help the PIN Review Group understand the issues better and see if something can be done to help unblock and move the these issues on.

Health Promoting Health Service – supporting NHS Staff Health and Wellbeing

- Noreen Ahmad to email Norman Provan for staffside representative to sit on group.

Date of Next Meeting

SWAG Secretariat – 9 December 2016 in Conference Rooms E, St Andrews House, Edinburgh from 10:00 to 11:30.