



**SWAG**

**Scottish Workforce & Staff Governance Secretariat Minute  
Thursday 9 June 2016  
Conference Room 1, Victoria Quay, Edinburgh**

**Present:** Jane Anderson, Unison  
Anne Gent, NHS Highland (**VC**)  
Anna Gilbert, Scottish Government  
Pauline Howie, Scottish Ambulance Service (**Chair**)  
Norman Provan, Royal College of Nursing  
Malcolm Summers, Scottish Government

**In Attendance:** Sybil Canavan, NHSGGC (Teleconference)  
Alison Carmichael, Scottish Government  
Kerry Chalmers, Scottish Government  
Janice Lennen, Scottish Government (**Minute**)  
David Morrison, NHS24  
Donna O'Boyle, Scottish Government  
Susan Russell, Scottish Government

**Apologies:** Anne Thomson, Royal College of Nursing  
Shirley Rogers, Scottish Government  
Dorothy Wright, NHS Education for Scotland

**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 28 April 2016 and matters arising**

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

### **Agenda Item 3 – Revalidation of Nurses and Midwives**

SWAG Secretariat commissioned a Short Life Working Group (SLWG) earlier in the year to consider the impact of the new model of revalidation for Nurses and Midwives (introduced by the Nursing and Midwifery Council (NMC)) and take forward any updates to PIN Policies that might be required. The SLWG presented an update to SWAG members and covered the following points:

- Pin policies are still fit for purpose and at this stage no updates are needed, however, when read in the context of the revalidation changes, there are sections within the 'Managing Employee Conduct' and 'Safer pre and post-employment check' that might now be incongruous when applied to the instance of a lapsed professional registration;
- Previously the timeframe for restoration to the NMC Professional Register was 2 days, however, this has increased to 8 weeks under the new model;
- In order to ensure consistent treatment of the Nurses and Midwives who have allowed their registration to lapse, the SLWG are suggesting, a 'Once for Scotland' model which if agreed by all Boards, would enable a consistent approach to the handling these cases;
- Potential Models have been developed and suggested by the SLWG taking into account the impact on service, impact on individuals, risk, costs and the negatives and positives for each model. Ultimately it is for HRDs, National Staffside and the Scottish Executive Nursing Directors (SEND) to agree the preferred model for Scotland;

**Outcome:** SWAG Members noted the update and agreed that the SLWG had completed it's work. It was also agreed that a meeting be convened with a small number of HRD's and SEND who should agree the way forward. Susan B Russell, Staff Governance Associate, SG, will give support to this meeting.

### **Agenda Item 4 – Equality Outcomes**

Davie Morrison led the discussion based on a paper he had submitted to SWAG in advance of the meeting. During the discussion the following points were covered:

- Equality legislation in Scotland required each Health Board to publish equality outcomes intended to achieve specific and identifiable improvements in people's life chances;
- All Health Boards are required to refresh their equality outcomes by April 2017;
- SWAG was asked for approval for Staffside colleagues to take part in 2 focus groups (one in the East and one in the West) in September 2016 to discuss the



## SWAG

issues that can influence an inclusive and diverse workforce. This approach was used during 2012/13 and worked well;

- Findings from the Focus Groups will be shared with all Boards.

**Outcome:** SWAG Members supported this proposal

### **Agenda Item 5 – Additional Employment PIN Policy Update**

This item builds on the discussion held at the October 2015 and April 2016 Secretariat meetings. Susan Russell led the discussion and during the discussion the following points were raised:

- Work on this PIN policy has been delayed due to additional comments for consideration by the review group. These comments had been submitted by a member of the review group who had been unable to fully attend the most recent meeting where the PIN Policy, subject to the agreed amendments had been signed off by all members present;
- A further meeting is planned in July 2016 and it is hoped that the PIN policy will then be finalised;
- As SWAG Committee is not due to meet until October 2016 it was requested whether this PIN policy could be submitted to SWAG Secretariat virtually requesting permission to go out to consultation.

**Outcome:** SWAG Secretariat agreed this PIN policy could be submitted to SWAG Secretariat virtually requesting permission to go out to consultation.

### **Agenda Item 6 – Review of SWAG Committee on 9 January 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:

#### **NHSScotland iMatter Implementation Update**

- SWAG members noted the update and the future challenges.

#### **National Staff Experience Measure**

- There were concerns expressed by some staffside colleagues on the proposal being put forward for agreement;
- The Scottish Government to develop a further proposal paper with particular reference to the anonymity of staff completing the iMatter questionnaire, National Pulse Surveys, Resourcing and Questions/Answers);



## SWAG

- Staffside colleagues to discuss the proposal for the new National Staff Experience Model with their members in preparation for a decision being taken on this at the October 2016 meeting.

### Whistleblowing Update

- SWAG members noted the update on the Independent National Whistleblowing Officer, the NHSScotland Confidential Alert Line and the Whistleblowing Champions.

**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 7 - Agenda for SWAG Secretariat on 8 September 2016

The following items were agreed for the SWAG Secretariat meeting on 8 September 2016:

- Management and Leadership Update;
- National Staff Experience Update
- PIN Review and development Update;
- Paper for information on Integration (workforce issues).

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

### AOB

#### Secretariat issues

- SWAG Members would find it helpful to have an annual work plan;
- SWAG Members agreed that it would be useful to provide Area Partnership Forums with a summary of SWAG meetings;
- SPF Secretariat to be asked if they would find it helpful for SWAG to start to tease out the workforce issues around the National Clinical Strategy.

### Date of Next Meeting

SWAG Secretariat – 8 September 2016 in Conference Rooms E, St Andrews House, Edinburgh from 10:00 to 11:30.