



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Thursday 28 June 2018
Conference Room 3, Victoria Quay, Edinburgh**

Present: Anna Gilbert, Scottish Government
Pauline Howie, Scottish Ambulance Service **(Chair)**
Norman Provan, Royal College of Nursing
Malcolm Summers, Scottish Government
Anne Thomson, Royal College of Nursing

In attendance: John Harvey, Scottish Government
John Malone, Scottish Government **(Minute)**
Dr Robert Stewart, Strathclyde University

Apologies: Jane Anderson, Unison
George Doherty, NHS Tayside
Julie Nicol, NHS Orkney
Susan B Russell, Scottish Government
Caroline Sharp, NHS Dumfries & Galloway
Kenneth Small, NHS Lanarkshire
Dorothy Wright, NHS Education for Scotland

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 Thursday 3 May 2018 and matters arising

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

Agenda Item 3 – Trade Union Act 2016, recording of facility time

3. The Chair referred to papers which were provided in advance by George Doherty on the Trade Union Act 2016. The following issues were highlighted:

- The provisions of the Trade Union Act 2016 were discussed, specifically the requirements for employers to initiate the collation of and commence publication this year of data recording Trade Union facility time.

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- Following discussion at the Scottish Partnership Forum (SPF) Secretariat on 27 March 2017, a small working group was commissioned through the HR Director's Strategic Group to draft proposals on reporting requirements to support a "Once for Scotland" approach. The approach sought to build on existing PIN guidance.
- Proposals were subsequently brought back to SPF for consideration. In discussing these proposals, concerns were raised by SPF Staffside colleagues on the degree of staffside engagement in the development of the proposed framework.
- Concerns were also expressed, in context of these proposals being modelled on a NHS Greater Glasgow & Clyde framework, that the sign off of that framework had been agreed in partnership. Following discussion at SPF Secretariat, it was agreed that this matter was best placed for consideration by SWAG.
- It is recommended that the best method of recording facility time and its cost is via the SSTS payroll system. This would also facilitate the reporting of the other provisions such as the percentage of the cost of activities in relation to the total pay bill.
- Currently within NHS Greater Glasgow & Clyde, facility time is captured by means of the Facility Time Request Form. Once agreed this is recorded on SSTS by means of a single payroll code
- It is recommended that this form is amended to provide a more detailed confirmation of the activity for which time off is being requested. More payroll codes will be required to facilitate proper recording of this more extensive range of activities and payroll colleagues.

Outcome: Following discussion SWAG Secretariat members acknowledged the finding from the Short Life Working Group. Members agreed the best way to progress would be to for the Co-Chairs to write to Unions endorsing the use of the form now with a view to evaluating at a later date.

Action – SWAG co-chairs to draft letter, and issue to George Doherty for final comment prior to distribution to the Unions/Professional Organisations.

Agenda Item 4 – Review of SWAG Committee meeting on 28 June 2018

4. All members agreed that it had been a very positive meeting with good discussion on all Agenda Items.
 - In relation to the update on Youth Employment, all agreed the approach is more of a strategic one. NES is due to publish their report, likely November 2018. It was agreed that an update would be sought after the published report, January 2019 was suggested.

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- In relation to Once For Scotland, all agreed it was a helpful discussion and there was a lot of contribution from SWAG Committee members. 0.5 WTE resources can be achievable however, other areas may hit barriers. Good engagement with Boards is the key. There needs to be a consideration role and remit of the Programme Board and Development Groups as well as the representatives that populate these groups. The three co-chairs will discuss this further. The next step is for the Cabinet Secretary to agree the approach set out in the proposal paper.
- In relation to National Staff Experience, all agreed it was a helpful discussion which recognised the benefits of taking time to consider a more tailored approach to measuring Dignity at Work issues. It was also felt that there would be benefit in developing a long term strategic plan for measurable staff experience to allow boards to plan for the future. Option 1, run iMatter in 2018 was agreed and SWAG Secretariat members welcomed this outcome.
- In relation to the role of INWO, SWAG Secretariat acknowledged the direction and pace the work is progressing.

Action – Scottish Government to brief the Cabinet Secretary for Health and Sport in seeking consent on the approach to measuring National Staff Experience for 2018; and, seeking agreement on the Once for Scotland approach.

Agenda Item 5 – Set agenda for SWAG Secretariat meeting on 6 September 2018

5. The following items were agreed for the SWAG Secretariat meeting on 6 September 2018:

- Adverse Weather Policy
- Once for Scotland Workforce Policies - update
- Staff Governance Monitoring - update
- Global Citizenship
- Youth Employment

Agenda Item 6 – Set agenda for SWAG Committee on 7 November 2018

6. The following items were agreed for the SWAG Committee meeting on 7 November 2018:

- INWO update
- Once for Scotland Workforce Policies
- Staff Governance Monitoring
- Partnership Research Update



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Agenda Item 10 - AOB

7. Kenny Small has now retired. SWAG Secretariat members asked that it be noted in his absence that they wished him good luck for the future and thanked him for all his work over the years. Kenny's replacement has not been confirmed yet. When this person takes up post, Norman Provan has kindly agreed to give them an overview.

Action – John Malone to draft a letter to Kenny Small, thanking him for his contributions. John Malone also to write to Annie Ingram to confirm the upcoming dates of the next SWAG Committee and Secretariat meetings.

Date of Next Meeting

SWAG Secretariat – Thursday 6 September 2018, Conference Room A, St Andrews House, Edinburgh 14.00 – 16.00.