

**Scottish Workforce & Staff Governance Secretariat Minute
Wednesday 7 November 2018
Royal College of Nursing, 42 South Oswald Road, Edinburgh**

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

In attendance: John Harvey, Scottish Government **(Support)**
Lynn Hunter, Scottish Government **(Observer)**
Daniel MacDonald, Scottish Government
John Malone, Scottish Government **(Minute)**
Lianne Scott, Scottish Government **(Observer)**
Susan B Russell, Scottish Government

Apologies: n/a

Agenda Item 1 – Welcome, introductions and apologies

1. The Chair welcomed everyone to the meeting and noted there were no apologies. The Chair advised that the Secretariat was quorate.

Agenda Item 6 – Agenda for Change

2. Daniel MacDonald provided a verbal update regarding STAC short life Agenda for Change reform groups. The following issues were highlighted:

- Daniel attends all four groups and he reported that the work of each group is progressing with a view to meeting the deadline for reporting outcomes to STAC on 3rd December 2018. Where appropriate, links have been made with the Workforce Practice team to ensure links into the PIN policy work is made, including a member of the team attending the Promoting Attendance group. The four groups are TOIL, Promoting Attendance, Appraisal and Incremental Progression and Organisational Change.



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

- It was acknowledged that the work undertaken is challenging and may overlap with SWAG at some point. It was acknowledged there is a sensible approach towards reviewing PIN policies, by taking one at a time to ensure that they are correct.
- Members highlighted that the Agenda for Change group should be mindful of the work they are doing i.e. not rewriting PIN policies. They are making recommendations to update current PIN policies and any recommendations need to be presented to STAC group.
- It was proposed that a map should be created to highlight any areas of overlapping work and where work that has been completed, would be of use to both SWAG and STAC.

Outcome: SWAG Secretariat members acknowledged the update and the direction of travel.

Agenda Item 2 – Minute and Summary of Action Points of meeting held on 6 September 2018 and matters arising

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

Matters arising

5. There was a discussion around the Annual Review process. It was felt that staff side representation are not as involved as they should be or as they used to be at the Annual Review. Reception in Health Boards vary with some Boards recognising and welcoming staff side representatives, however, in some instances staffside have been made to feel unwelcome which can make the representatives feel uncomfortable. Junior Ministers tend to not know who staff side representatives are at the annual reviews and staff side often don't feel welcomed. Most of the questions at last years reviews were about pay and with some Boards confirming there was no issues that needed to be raised with the Minister albeit, given the problems we are now aware of in Boards, appear to be questionable. It was suggested that Whistleblowing Champions could attend annual reviews and SWAG could potentially make recommendations to the agenda with suggested items that could be discussed.

It was highlighted that all territorial Boards are having a full review this year. Ministers are sent briefings before the annual review date which is information taken from the Staff Governance Monitoring returns. As there is a new Cabinet Secretary, it is anticipated that Annual Review programme may change going forward. It was

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suggested that SWAG could make suggestions for the annual review process and could take this forward during next year.

Agenda Item 3 – Review of SWAG Committee meeting of 7 November 2018.

6. All members agreed that it had been a very positive meeting with good discussion, feedback and it was encouraging on all Agenda Items. Members aired their views & the actions were taken forward. It was also highlighted that the agenda had a bit too many substantial items for discussion on it .

- In relation to the update on adverse weather, all agreed it was the right time to bring this subject to SWAG Committee to discuss further.
- In relation to Trade Union Act 2016, it was highlighted that someone needs to lead on this subject due to George Doherty relocation and this needs to be raised with Annie Ingram. The monitoring process needs to be completed and published by 31 July 2019, which is in line with the law. Within this year's monitoring, there was no guidance to help Boards from Westminster which raised issues.
- In relation to iMatter, all agreed it was a helpful discussion however this subject should return to SWAG Committee regarding the information captured and how to use this information. This item needs to be added to the SWAG Secretariat agenda in spring.
- In relation to Whistleblowing, Bullying & Harassment, members highlighted that there is a difference between whistleblowing concerns and Public Disclosure Act. It is also important to understand the methodology i.e. define; identify; make change; and evaluate. Also highlighted was the proposed 20 day resolution turnaround time which it was felt would be challenging for the new INWO and it will take some time for the INWO to be fully settle into their new role. It was felt that it would also be useful to reconvene the short life working which previously developed the role and remit of the Whistleblowing Champions. This group could help shape the dedicated Whistleblowing Champion role which was recently announced as well as assist in mapping whistleblowing policies to ensure these are further strengthened and embedded.

Outcome: SWAG Secretariat members acknowledged all agenda items that was discussed during SWAG Committee meeting on 7 November 2018.

Action – John Malone to contact Annie Ingram to clarify who will be representing the Trade Union Act 2016 subject. iMatter subject to be added to SWAG business planner. Anna Gilbert to reconvene Whistleblowing Champion short-life working group.

Agenda Item 4 – Set agenda for SWAG Secretariat on 29 November 2018



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7. The following items were agreed for the SWAG Secretariat meeting on 29 November 2018:

- Honours
- Staff Governance Monitoring Arrangements
- Adverse Weather
- Brexit

Agenda Item 5 – Set agenda for SWAG Committee on 25 January 2019

8. This item will be discussed further at SWAG Secretariat on 29 November 2018 and an agenda will be agreed.

Agenda Item 7 - AOB

9. Susan B Russell would like to invite Naureen Ahmad, Head of Primary Care Workforce, Scottish Government, to attend the next SWAG Committee meeting as an observer. This was agreed by SWAG Secretariat members.

Date of Next Meeting

SWAG Committee – 25 January 2019, Room 4ER, St Andrews House, Edinburgh
10:00 – 12:30.

SWAG Secretariat – 29 November 2018, Room 4ER, St Andrews House, Edinburgh
13:00 – 15:00.