



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Friday 25 January 2019
Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ**

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

In attendance: Chris Carron, Scottish Government
Kerry Chalmers, Scottish Government
John Harvey, Scottish Government **(Support)**
John Malone, Scottish Government **(Minute)**
Susan B Russell, Scottish Government

Apologies: Jane Anderson, Unison
Sean Neill, Scottish Government

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.

- SWAG Secretariat congratulated Malcolm Summers on his promotion to another role within Scottish Government. On behalf of SWAG Secretariat Malcolm was thanked for his contribution over the years and wished him well in his future career. It was also acknowledged that Jane Anderson will be retiring shortly and the Secretariat thanked her for her contribution over the years and wished her a happy retirement.
- Sean Neill, Deputy Director, Health Workforce will take over the role of Co-Chair of SWAG from Malcolm, and Simon Watson, Unison, will take over the role as Co-Secretary of SWAG from Jane. SWAG Co-Chair's indicated that they will write to Malcolm and Jane to thank them both personally for their contributions.

Action: Letter to be sent to Malcolm Summers and Jane Anderson from the Co-Chairs.



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Agenda Item 2 – Minute and Summary of Action Points of meeting held on 29 November 2018 and matters arising

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

Matters arising

3. It was highlighted that there was a pre-staff side meeting which was due to finish before SWAG Committee, however, this meeting ran late and staff side apologised for any inconvenience this may have caused to Committee members.

4. It was also highlighted that letters issued by the co-chairs of SWAG Secretariat in mid-December, about the Adverse weather policy had not been considered by full SWAG Committee and that this did not make clear that it was regarding national Guidance. This was acknowledged by Secretariat.

5. It was felt that it would be helpful, within the Terms of Reference for the Once for Scotland workforce policies, that it is clarified that the Cabinet Secretary has final sign-off on Workforce Policies, as recommended by SWAG Committee, as is currently the case with PIN Policies.

Action points

5. Action Point 1 – Annual Reviews, National Staff Side

- Norman Provan highlighted that he would like to have some input from HRD's on how to improve the process of the Ministerial annual reviews. The next HRD's meeting is taking place on 30 January 2019 and Susan Russell will speak to Barbara Anne Nelson regarding this.

6. Action Point 2 – Clarify who will be representing the trade union act 2016, recording of facility time.

- Caroline Sharp will take the lead on behalf of the NHS Employers in the development of the recording mechanisms for facility time in relation to the Trade Union Act 2016.

Agenda Item 3 – HR Working Group - Integration

7. Chris Carron led a discussion on the HR Working Group. The following points were raised:

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- The HR Working Group was formed in 2015, to consider workforce issues for the NHS and local government employees, arising from the integration of health and social care and the introduction of joint management arrangement within Health and Social Care Partnerships.
 - The membership includes local authorities and COSLA; NHS Boards; local authority directors of personnel (SPDS); NHS and local authority staff-side representatives and other stakeholders.
 - During 2016 the group discussed a number issues of and activity focussed on the development of a Joint Working Arrangement document which provided procedures to be followed for the management of staff working within the integrated health and social care space.
 - Due to changes in personnel within the SG Workforce Directorate the HRWGI did not formally meet during much of 2017 however the group was re-established towards the end of 2017 initially looking to ratify the draft Joint Working Agreement. At this time a number of key stakeholders noted that many of the issues raised previously had been resolved through the establishment of local procedures during the time that the HRWGI had been inactive. This being the case they felt that there was no need for joint working arrangements to be issued.
 - Much of the activity in 2018 involved clarify appropriate group membership reporting responsibility and revising the HRWGI's terms of reference. The last meeting took place in October 2018. At this meeting it was agreed that Laura Simpson, on behalf of SPDS would lead work surveying the Chief Officers and Directors of HR to identify key issues requiring HRWGI discussion. This work is in progress and the survey results and a formal report of outcomes will be finalised and presented to the next HRWGI meeting in April 2019.
8. The Chair gave SWAG Secretariat the opportunity to ask questions and offer feedback. The following points were raised:
- Members thanked Chris for the update. There is now an opportunity for Health Boards and IJB's to help shape the agenda although, it may be complex to deliver within realistic timescales as certain wish lists might not be achievable. However, there is now a better relationship between Boards and Local Authorities to allow them to tackle issues raised.

Outcome: SWAG Secretariat noted the update.

Agenda Item 4 – NHS Scotland Global Citizenship

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9. Kerry Chalmers led a discussion on the papers which had been issued prior to the meeting. These papers included the following key points:

- International development is a key part of Scotland's global contribution. For many years members of staff from across all staff groups in NHS Scotland have made significant personal and professional contribution to global health work in low and middle income countries.
- In 2017 the Royal College of Surgeons and Physicians of Glasgow (RCPSG) produced a report on global citizenship in NHS Scotland. Their report contained eight recommendations, describing how Scottish engagement in supporting healthcare in developing countries can be enhanced to maximise the reciprocal benefits of global health work.
- Health and Social Care Management Board and NHS Chairs and Chief Executives are actively supporting the introduction of a more structured approach to the management of global citizenship activities across NHS Scotland.
- The Official launch of the unique NHS Scotland approach to Global Citizenship was on 19 June 2018 at the NHS Event. The approach builds on the work that NHS Borders has developed over the last 20 years with their twinning arrangement with St Francis Hospital, Zambia.
- The Scottish Global Health Co-ordination Unit has been established with a facilitation and co-ordination role for health partnership work in NHS Scotland. Includes identifying opportunities, gathering best practice, intelligence and information. Phase 1 of web presence has been launched www.scottishglobalhealth.org Phase 2 of the website will be delivered by March 2019.
- Established NHS Scotland Global Citizenship Champions' Network with a key role in inputting to the development of the NHS Scotland Programme as well as being visible ambassadors and local champions for global health work in their Boards. Approximately 180 NHS staff including: doctors, nurses, procurement specialists and technicians, GPs and retired colleagues have already signed up.
- Established People Register for staff who are interested in supporting global health work both in Scotland and abroad. Includes supporting local health projects, fundraising or supporting staff from overseas who are working in Scotland.

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- Baselined the current NHS global health contribution including mapping current health partnerships, international medical training fellowships and medical electives, aligned to the United Nations Sustainable Development Goals. There will be support to future impact assessment work that International Development colleagues undertake. Finally the Health Partnership Database was launched on 2 November.
- The next steps include: Drafting the NHS Scotland Global Citizenship Framework to pull all the different projects and progress together into one Framework. Plan to publish by Spring 2019. Volunteer Guide being developed by NHS Board Lead Champions due to be published shortly.
- Working with NHS Education for Scotland (NES) to develop ways in which we measure Organisational Benefit and the impact of global health work on NHS staff, our healthcare system and in our host countries.
- Developing an NHS Scotland approach to surplus medical devices so that we can better meet local needs in Scotland and NHS Scotland global health work.
- Undertaking an Emergency Medical Service Assessment and Situational Analysis in Central Province, Zambia, by March 2019. This is in response to the discussions between Dr Allan and the Zambian Health Minister Dr Chilufya in Lusaka on 13 February 2018, where Dr Chilufya had directly requested institutional support from Scotland for the Ambulance Service.

Draft HR Guidance

- Kerry Chalmers updated colleagues on the draft HR Guidance which had been developed by an HR Working Group, led by David Miller, Deputy HRD and nominated HRD representative on the NHS Scotland Global Citizenship Programme Board. Anne Thompson, RCN (also on SWAG) was part of the Working Group and was also on the Programme Board up until January 2019. The draft HR Guidance has been developed as a specific area where NHS Boards and staff have asked for support and guidance.
- The draft HR Guidance is in 2 sections:
 - The first is where there is no change to existing policies but they are pulled together into one place. Includes, Annual Leave, paid and unpaid leave, Study Leave and CPD etc)
 - The second is around New Initiatives that could be explored and tested (Annual Leave Donation, Job Plans with global health built in etc.) which will be developed further through a short-life working group to be established by David Miller.

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

- Members thanked Kerry for the update. It was questioned what the role of SWAG is for signing off? It was clarified that the role of SWAG is not for signing off but more for engagement. It was suggested that it should be considered if the paper should go to the full SWAG committee for input and this would be considered at the next Agenda setting meeting particularly as there were no suggested changes at this stage to any policies.
- It was highlighted that Boards needed to have mechanisms to record the number of staff global health work. It was noted that it is not just medical staff that get involved in global health work. As part of the HR work, documentation for staff applying for leave and the need for Boards to record this on their local systems is incorporated.
- The development of Once for Scotland PIN policies will look at the use of Special Leave and it was particularly helpful that Anne Thompson who has been key in developing the NHS Scotland Global Citizenship Programme will be part of the OfS work. It was raised that in relation to looking at phased retirement as a way of supporting an individual's global health commitments that this would require careful monitoring.
- In any guidance, particularly around flexible working, staff health and wellbeing should be highlighted.

Outcome: SWAG Secretariat noted the update.

Agenda Item 5 – STAC Pay streams

11. Colin Cowie was due to lead a discussion on this however, due to unforeseen circumstances Colin was unable to attend the meeting. Norman Provan was able to provide an update and led a discussion. The following points were raised:

- The NHS Scotland Agenda for change pay deal agreed in 2018 is made up of two elements:
 - Pay and structural reform of the agenda for change pay bands
 - Agreement to discuss reforms in 4 key areas of wider terms and conditions
- The 4 agreed areas for reform discussions were:
 - Appraisal and incremental progression
 - TOIL (Time of in Lieu)
 - Promoting Attendance

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- Organisational Change Protection
 - The agreed changes are to be implemented from 1 April 2019. Negotiations were taken forward by 4 Working Groups, established by Scottish Terms and Conditions Committee (STAC). The working groups reported their recommendations to STAC on 3 December. A shared position had been reached on the first 3, but not yet on Organisational Change Protection.
 - The group was given another 8 weeks to arrive at an agreement, although the intention is still to implement reforms from 1 April 2019. There is a number of the outcomes from the groups which will need to be absorbed in the Once for Scotland Promoting Attendance Policy.

Outcome: SWAG Secretariat noted the update.

Action: Scottish Government to circulate Colin Cowie's presentation following this meeting. **(Completed)**

Agenda Item 6 – Honours

12. Due to unforeseen circumstances Debbie Livingston could not attend the meeting. This item will be added to the next SWAG Secretariat agenda.

Action: Add this item to next agenda

Agenda Item 7 – Review of SWAG Committee meeting on 25 January 2019

13. Members agreed that the Committee moved swiftly through the agenda items. It was unclear whether or not the agenda items were suitable for debating. It was mentioned that the meeting started 30 minutes behind schedule which had an impact on presenters and Committee members.

- In relation to the update on Youth Employment, it was agreed that the update was welcomed by the Committee and they would welcome future updates.
- In relation to the Once for Scotland Workforce Policies, it was felt that a lot of people have engaged through the engagement events during January and were aware of the current status.

In terms of actions:

- Once for Scotland workforce Policies: Phase three of the work should be added into any updates.
- Trade Union Act 2016: Norman Provan to source staff side representatives to help review the template.



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- Adverse Weather: The Working Group should reconvene.

Agenda Item 8 – Set Agenda for SWAG Secretariat meeting on 18 March 2019

14. The following items were agreed for the SWAG Secretariat meeting on 18 March 2019

- Honours
- Strathclyde Report Review
- National Staff Experience Report (Published 1 February 2019)
- Adverse Weather
- Feedback from Terms of Reference regarding Once for Scotland

Agenda Item 9 - AOB

15. There was no AOB and this concluded the meeting.

Date of Next Meeting

SWAG Secretariat – 18 March 2019, Conference room D, St Andrews House, Edinburgh 14:00 – 16:00.