



**SWAG**

**Scottish Workforce & Staff Governance Secretariat Minute**  
**Thursday 25 July 2019**  
**4ER, St Andrews House, Edinburgh**

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

**In attendance:** Lynn Hunter, Scottish Government  
John Malone, Scottish Government **(Minute)**  
Roxanne Van Zyl, Scottish Government

**Apologies:** Anna Gilbert, 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.

**Agenda Item 2 – Minute and Summary of Action Points of meeting held on 19 June 2019 and matters arising**

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

- Action point 1 (Annual Reviews, National Staff Side) is on-going.
- Action point 2 (Staff Governance Monitoring Future Model) is on-going.

Secretariat members were advised that a meeting is scheduled to take place on 26 July 2019 to discuss Annual Reviews and Staff Governance Monitoring Future Model. SWAG Secretariat will be updated at the next meeting.

**Agenda Item 3 – ‘Once for Scotland’ Workforce Policies**

3. Norman Provan lead a discussion on ‘Once for Scotland’ Workforce Policies. This was in order to prepare for the SWAG Committee meeting that afternoon. During the discussion the following points were raised:

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- It was highlighted that within the papers circulated to SWAG Committee members, the key points are easy to identify. It is hoped that Committee members will appreciate the structure of the papers and understand what is required to final sign off.
- It was questioned what will happen, within Boards, when Committee members sign off the policies and would there be a 3 to 6 month implementation plan? It was confirmed that following final sign off, national support for implementation should include: digital integration, 'early bird' access and a communications toolkit. There will be a requirement to allow a 3 month period for refreshed policies to be implemented with oversight from the 'Once for Scotland' Workforce Policies Programme. This will allow time for the refreshed policies to settle in. It is proposed that the formal publication of the refreshed policies by the Scottish Government will take place at the end of 2019.
- It was highlighted that at the start of the OFS programme, there has always been representatives from staff side, employers and Scottish Government who have engaged throughout the process. Also, there have been 7 engagement events over the last 5 months which were attended by staff side, employer, Scottish Government and staff from different band levels.
- It was acknowledged that the Programme Development Groups have undertaken a substantive amount of work in a short period of time. The work undertaken to date was welcomed by Secretariat members.
- It was raised that the supporting documents haven't been circulated to Committee members and this may present issues prior to final sign off at SWAG Committee. It was highlighted that staff side, employer and Scottish Government have worked together in creating the supporting documents. The documents are currently being finalised before being presented to the Programme Board for final sign off. It is anticipated that the supporting documents did not require full SWAG Committee to sign off.
- It was highlighted that there are some new Committee members who may not have been involved from the start of this programme of work and may not understand how the Programme Board have produced the final papers. It was felt that it is unfair for the Committee to go through the papers line by line as they've had a reasonable period of time to review the papers.
- It was raised that an Equality Impact Assessment (EQIA) has not been undertaken. It was confirmed that the EQIA was undertaken last week and the document will be available in due course. It was also raised that there was a lack of trade union (TU) representation referenced within the refreshed policies and that staff have the right for their TU representative to attend any work



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related issues as and when required. It was pointed out that staff have the fundamental right to have TU representation and access to TU at any time and that this is highlighted within the supporting documents.

**Outcome:** SWAG Secretariat had a productive discussion and looked forward to Committee sign off.

### **Agenda Item 4 – Set Agenda for SWAG Secretariat 4 September 2019**

4. The following items were agreed for the SWAG Secretariat meeting on 4 September 2019

- 'Once for Scotland' Workforce Policies
- Staff Governance monitoring
- Ministerial SLWG update
- Whistleblowing / INWO update

### **Agenda Item 5 - AOB**

5. No other business matter arose.

### **Date of Next Meeting**

SWAG Secretariat – 4 September 2019, 4E.01 St Andrews House, Edinburgh (14:00 – 16:00).