

<p>Scottish Workforce & Staff Governance Secretariat Minute Friday 9 October 2020 MS Teams</p>

Present:

Tracey Ashworth-Davies – NHS Education for Scotland
Caroline Cooksey – NHS Dumfries and Galloway
Anna Gilbert – Scottish Government
Pauline Howie – Scottish Ambulance Service - (Chair)
Bob McGlashan – Royal College of Nursing
Gordon McKay – Unison
Norman Provan – Royal College of Nursing
Suzanne Thomas – Scottish Government

In attendance:

Alison Carmichael – Scottish Government
Catriona Hetherington – Scottish Government
John Malone – Scottish Government
Lynn Rance – Scottish Government **(Minute)**
Liz Reilly – Scottish Government

Apologies:

Victoria Bowman – 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 29 July 2020 and matters arising

2. The minute of the meeting and summary of action points were agreed as an accurate record. No action points recorded as outstanding.

Outcome: SWAG Secretariat agreed minutes as accurate and action points.

Agenda Item 3 – Everyone Matters – Pulse survey

3. Liz Reilly provided members with an update on the Everyone Matters pulse survey. During the discussion the following points were raised:

- Liz thanked all NHS Scotland staff that completed the Everyone Matters Pulse Survey which ran from 1 to 23 September 2020. Currently, there's a total of 43% response rate. Liz highlighted that this was a low response rate however, explained it was a good level of return, in the current climate. However, paper

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copies that were received before the 23 September are still being input into the system and will update the total response shortly.

- In terms of next steps:
 - Boards and Directorates reports (Part A) were delivered by 24 September for fully electronic responses and by 19 October for electronic/paper responses.
 - Scottish Government officials are to brief the Cabinet Secretary on the outcomes during w/c 9 November
 - Letters to NHS Scotland Senior Leaders with Embargoed National Reports should be delivered by 19 November
 - The National Report should be published on 20 November 2020.
- The Social Care Sector are having discussions with a view to adopting the Everyone Matters Pulse Survey across the wider sector. The recently ran survey already included HSCPs, with a total of 28 HSCP have undertaken this. The results from the wider Social Care Sector survey would be expected to publish in early December 2020.

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

- Members welcomed the update from the Pulse Survey. It was questioned if there could be a breakdown in the responses from the paper copies by occupational group as this could inform the continuation of paper copies. It was highlighted that work will commence to explore paper copies as well as SMS. Members also raised that the results were disappointingly low for Doctors in Training. It was highlighted that this is the first time that DiT have been included and development work is scheduled to build on this.

Outcome: SWAG Secretariat noted the update.

Agenda Item 4 – Independent National Whistleblowing Officer (INWO)

5. Catriona Hetherington provided members with an update on the INWO. During the discussion the following points were raised:

- The Scottish Government is working closely with the Cabinet Secretary about the communications of how to announce when the implementation date will be. There will be a parliament announcement in the coming weeks. There has also been a lot of work in the background with the Scottish Public Service Ombudsman as they will be creating communication materials to Health Boards.
- The Whistleblowing recording mechanism was presented to HRD's on 2 October and we are currently awaiting feedback.

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

- Members welcomed the update. It was highlighted that the second wave of the pandemic is around the corner along with additional winter pressures on Health Boards. Brexit is also imminent which will also bring along significant challenges. It was acknowledged that the implementation date has changed several times to accommodate winter pressures.
- It was highlighted that HRD's are committed to the soft launch in January 2021 and noted that the training material from the SPSO will take time.
- It was raised that some Health Boards do not have the Datix system and questioned what systems would they use instead to record any whistleblowing concerns. It was highlighted that the working group gave assurances that all Health Boards have recording mechanisms in place which will be consistent with the Standards.

Outcome: SWAG Secretariat noted the update.

Agenda Item 5 – Testing

7. Alison Carmichael provided members with an update on testing. During the discussion the following points were raised:

- The latest draft guidance on COVID-19 Asymptomatic Weekly staff testing was shared with key stakeholder. Following feedback, there was a clear opinion from Employers and Staff side that staff should not be disciplined for not undertaking tests. Scottish Government recognised this and has amended the guidance reflecting the feedback.
- Following SWAG Secretariat agreement to the draft guidance that was circulated prior to the meeting. The next step is for the recommendations to be sent to the Cabinet Secretary.

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

- Members welcomed the update and welcomed the amendment to the draft guidance. Members supported the approach in the paper and were content for it to progress to final approval from the Cabinet Secretary.
- It was questioned by members why staff are unwilling to undertake the test and if there was a specific reason why. It was also highlighted that it would also be helpful to understand why the tests are uncomfortable. It was confirmed that the

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weekly returns don't have this information however feedback will be given to the testing and performance team.

Outcome: SWAG Secretariat consented to the guidance paper.

Agenda Item 6 – Agenda setting for SWAG Committee on 16 November 2020

9. The following items were agreed for the SWAG Committee meeting on 16 November 2020

- Everyone Matters pulse survey
- Wellbeing
- Carnegie Trust
- Brexit
- Workforce Planning

It was suggested that paper update could be submitted to SWAG Committee for information only on the following:

- Staff Governance monitoring
- Whistleblowing recording mechanism
- Update on pausing of work

Agenda Item 7 – Agenda setting for SWAG Secretariat on 16 November 2020

10. The following items were agreed for the SWAG Secretariat meeting on 16 November 2020

- Review of SWAG Committee meeting of 16 November 2020
- Work plan discussions (sickness absence hearings going forward)

Agenda Item 8 - AOB

11. The chair opened up for any items that was not discussed at the meeting. The following was raised.

- It was raised by staff side members that there was a concern over the number of meeting cancellations of late and the concern over the priority being placed on national partnership working. It was confirmed that there has been a couple of meetings re-scheduled to ensure co-chairs would be in attendance. It was questioned if co-chairs were unable to attend that a substitute could attend and it was agreed that this would happen going forward.



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- Prior to the meeting a Workforce planning paper was circulated to members. Staff side questioned the plan asking when the next plan would be published as it quoted “Autumn”. It was confirmed that Scottish Government colleagues would look into this and get back to Norman Provan directly.
- Members raised a question when the high level details on the Covid Supplement with regards to trainee placements would be published. It was confirmed that Scottish Government colleagues would get back to Tracey Ashworth-Davies directly following consultation with colleagues.

Date of Next Meeting

SWAG Committee – 16 November 2020 – 10.00 – 12.00 – by MS Teams

SWAG Secretariat – 16 November 2020 – 12.30 – 13.30 – by MS Teams