



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Monday 16th November 2020
MS Teams**

Present: Tracey Ashworth-Davies – NHS Education for Scotland
Victoria Bowman – Scottish Government
Pauline Howie – Scottish Ambulance Service
Bob McGlashan – Royal College of Nursing
Gordon McKay – Unison
Norman Provan – Royal College of Nursing (**Chair**)
Suzanne Thomas – Scottish Government

In attendance: Catriona Hetherington – Scottish Government
John Malone, Scottish Government
Lynn Rance - Scottish Government (**Minute**)
Liz Reilly – Scottish Government

Apologies: Anna Gilbert – Scottish Government
Caroline Cooksey – NHS Dumfries and Galloway

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 09 October 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 Discussion

3. Liz Reilly advised that the National Report should be published 4th December so thought it would be useful to have an extraordinary meeting early December to view the report and look at action points. The Strathclyde report and the Carnegie Trust presentation are pieces of work that form a whole system approach, staff monitoring would also be key to that discussion, and members were asked for views.

During the discussion, the following points were raised:

- the outcomes from the national report should be discussed with the full committee and be a single agenda item although it was acknowledged that given the time of year there may not be full attendance.
- the proposed meeting date 10th December raised concern whether there was adequate time after publication on the 4th December but Liz confirmed that it was feasible

Outcome: SWAG Secretariat agreed to an extraordinary meeting on 10th December 2020

Action point: SG Secretariat to arrange meeting and invite full committee members on 10th December 2020.

Agenda Item 4 – Review of SWAG Committee 16th November 2020

- **Everyone matters and iMatter** – aggregated outcomes from the survey and actions for SWAG will be convened on 10th December
- **Wellbeing – helpline** - what are the actions for SWAG and was there a plan on how metrics are measured and will there be qualitative data.
- **Wellbeing – Sickness Absence and Psychology Services** – concerns were raised about the impacts of high levels of sickness absences and with psychology services already stretched will these dedicated services for staff have a detrimental effect on other services and where will the staffing resource come from.
Reassurance also sought on whether there is a mechanism to ensure that the funding being used will deliver the expectations for Mental Health services
- **Carnegie Trust** – members acknowledged the connection between staff well-being and kindness and the links to the everyone Matters update slides shown at the earlier meeting.
- Work plans going forward early in the new year should embrace these themes as Dignity at Work resumes and the evaluations from the pulse survey are built into policy and practice.
- As remobilisation gets underway, kindness should be part of the mind-set and whilst already part of Scottish Government agenda kindness and wellbeing will be progressed further.

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- **Brexit** - members recognised that issues with supply chains may be out-with the influence of SWAG committee but should still be considered.
- Concerns that EU workers are not coming forward was raised and members felt that SWAG committee should promote the message that EU workers are encouraged and welcomed to stay within the workforce.

Action point: Victoria will take forward with Gillian Russell about promoting EU workers being welcome to stay within the workforce.

- **Testing** – It was felt by members that evident issues will be around the staff testing process moving to twice weekly and now including all health and social care staff.
- It was highlighted that risks to capacity within the service if a high number of staff test positive and how this will be managed.
- RCN staff sickness absence is currently at 25% and with downtime / annual leave, considerations as well as testing this will impact upon remobilisation.
- Uptake of student nurses for testing and their availability was raised and whilst there is a temporary register for nurses, the balance between practice and study for nurses nearing course completion should be sought.
- Staff may not agree to testing but a punitive approach is not favourable and voluntary take up is preferred.

Agenda Item 5 – Work plan for 2021

SWAG Secretariat members discussed any future agenda items for 2021 and suggested the following items:

- 28th January 2021 SWAG Committee:
 - Update on vaccination programme
 - Testing of staff
 - Post- Brexit review
 - iMatter / Dignity at Work
- 28th January 2021 SWAG Secretariat:
 - Pausing of work update
 - Staff Governance Monitoring
 - Once for Scotland Workforce Policies update
- 15th April 2021 SWAG Committee:



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- Honours

Agenda Item 6 – Set agenda for SWAG Secretariat 1st December 2020

A meeting previously proposed for 1st December 2020 will no longer go ahead as an extraordinary SWAG Committee meeting has been scheduled to take place on 10th December to discuss the Everyone Matters pulse survey national report for 2020.

Agenda Item 7 – AOB

There were no further items for discussion

Date of Next Meeting

SWAG Committee – 28th January 2021, MS Teams – (14.00 – 15.30).

SWAG Secretariat – 28th January 2021, MS Teams – (15.30 – 16.30)..