



**SWAG**

**Scottish Workforce & Staff Governance Committee Minute  
Thursday 20<sup>th</sup> May 2021  
MS Teams**

**Present:**

Tracey Ashworth-Davies	NHS Education for Scotland
Victoria Bowman	Scottish Government
Jane Christie-Flight (on behalf of Ian Cant)	Employee Directors Group
Jasmin Clark	Royal College of Nursing
Julie Collins	Chartered Society of Physiotherapy
Caroline Cooksey	NHS Dumfries and Galloway
Emma Curren	Royal College of Midwives
Joyce Davison	BMA
Anna Gilbert	Scottish Government
Donald Harley	BMA
Pauline Howie	Scottish Ambulance Service
Gordon Jamieson	NHS Western Isles
Scott Keir	British Diabetic Association
Steven Lindsay	Unite
Kathryn McDermott	Unison
Caroline McDowall	College of Podiatry
Bob McGlashan	Royal College of Nursing
Gordon McKay	Unison
Robin McNaught	The State Hospitals Board for Scotland
Sam Mullin	GMB
Norman Provan (Chair)	Royal College of Nursing
Una Provan	Unison
Suzanne Thomas	Scottish Government
Linda Walker	GMB

**In attendance:**

Will Adam (observer)	Scottish Government -MA
Niall Anderson	Scottish Government
Harry Dozier	Scottish Government
Julie Forrest	Scottish Government
Catriona Hetherington	Scottish Government
John Malone (Secretariat)	Scottish Government
Connor McCorry	Scottish Government
Ellie McDonald (observer)	Scottish Government -MA
Angela McLachlan	Scottish Government
Lynn Rance (Minutes)	Scottish Government



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Liz Reilly	Scottish Government
Terri Thomson	Scottish Government
Laura Zeballos	Scottish Government

### Apologies:

Jane Anderson	Unison
Ian Cant	Employee Directors Group
Heather Gilfillan	Unite
Eleanor Harley	Unison
Jacqui Jones	NHS National Services Scotland
Diane Murray	Scottish Government
Susan Robertson	Unite
Yvonne Stewart	Society and College of Radiographers

### Agenda Item 1 – Welcome, introductions and apologies

The Chair welcomed everyone to the meeting and the two recently appointed Scottish Government Modern Apprentices, Ellie MacDonald and Will Adam who were attending as observers. Apologies were noted and the Chair advised that the Committee was quorate.

### Agenda Item 2 – Minute and Summary of Action Points of meeting held on 10 December 2020 and matters arising

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

Action point 1- Complete - Honours process to follow as agenda item 4.

Action point 2- Wellbeing - Ray de Souza to provide SWAG Secretariat members with updated dashboard information - still ongoing as work on the dashboard is not yet complete but will be circulated shortly.

Action points 3 and 4 are complete.

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

### Agenda Item 3 – iMatter- Staff Experience Measure 2021

Liz Reilly provided a paper and further update on the proposed approach for implementing the 2021/22 National iMatter Staff Experience Continuous Improvement Programme. Detailed feedback that was received by SWAG Committee members on the January 2021 paper following the cancelled 28 January meeting was collated and members were asked to:

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- Approve the final proposal on the framework for this year's questionnaire and greater detail on key developments proposed in respect to the continuous improvement methodology.
- Note the intentions for revisiting Dignity at Work

A presentation was shared with members showing some key developments proposed for 2021:

- Distribution schedule
- Reporting Levels
- Questionnaire
- Action Plans
- Thresholds
- Sub Reporting

Discussion:

- Members welcomed the presentation but it was acknowledged that further work was required on demographics.
- Removal of 60% threshold for larger teams is positive.
- Question over "What has changed for you?" discussed and confirmed that external analyst will deep dive the results.
- Some worries expressed over the 12 week action plan reduction to 8 weeks but consensus was that it meets with staff governance and demonstrates to the workforce, the importance of a staff experience measurement.

**Outcome:** The SWAG Committee members agreed to both proposals to be taken forward.

### **Agenda Item 4 - Honours.**

A paper providing an overview of the handling of the Scottish side of the Honours process, promoting the Honours system in Scotland and nominations process, with supporting letters and templates had been circulated to members prior to the meeting.

Julie Forrest and Terri Thomson provided a whistle-stop tour to convey the simplicity and explain some of the process. A presentation was shared showing members:

- Positive reasons to nominate.
- Timelines surrounding the process.
- Nomination received - Next steps.
- Who deserves an Honour?
- Raise awareness; be mindful of inclusion and diversity.
- Useful tips on what to write when nominating.
- Further guidance and Information.



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**Outcome:** The Chair thanked the Honours team for the timely information which, given the worthy efforts of many during the Covid pandemic, could result in some eligible future nominees.

**Action point:** SG Secretariat to share the slides on the Honours process with the group.

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

There was no further business to discuss and the Chair closed the meeting

### **Date of Next Meeting**

SWAG Committee – 1st July 2021 MS Teams- (14.00 to 15.30)

SWAG Secretariat – 1st July 2021 MS Teams – (15.30 – 16.30)