

**Scottish Workforce & Staff Governance Secretariat Minute
Tuesday 24th May 2022
MS Teams**

Present:

Tracey Ashworth-Davies	NHS Education for Scotland
Margo Cranmer	Unison
Heather Gilfillan	Unite
Gordon Jamieson	NHS Western Isles
Pauline Howie	SAS
Steven Lindsay	Unite
Robin McNaught	The State Hospitals Board for Scotland
Sam Mullin	GMB
Norman Provan (Chair)	Royal College of Nursing
Linda Walker	GMB
Catriona Hetherington	Scottish Government

In attendance:

Name	Organisation
Niall Anderson	Scottish Government
Noel Jeffery (Observing)	Scottish Government
Natalie Muir (Secretariat)	Scottish Government

Apologies:

Caroline Cooksey	NHS Dumfries and Galloway
Jasmin Clark	Royal College of Nursing
Joyce Davison	BMA
Emma Curren	Royal College of Midwives
Victoria Bowman	Scottish Government
Anna Gilbert	Scottish Government
Ian Cant	Employee Directors Group
Jennifer Martin-Nye	Scottish Government
Yvonne Stewart	Society and College of Radiographers

Agenda Item 1 – Welcome, Introductions, Apologies, Minute and Summary of Action Points of meeting held on 22 February 2022 and matters arising

The Chair welcomed everyone to the meeting. Apologies were noted and the Chair advised that the Committee was quorate.

The chair informed members that in future attendance and apologies will be noted on the basis of acceptance of calendar invites.

The minutes of the meeting from 22 February 2022 were agreed as an accurate record and with reference to the points summary it was noted that:

- 1. Once for Scotland:** Anna Gilbert to explore the option of liaison with Employee Directors and Deputy HRD's in pushing forward the Once for Scotland programme of Work – **Ongoing.**

- 2. Once for Scotland:** Anna Gilbert to contact Jacqui Jones/Janice Butler regarding membership status of development Boards – **Ongoing.**
- 3. Once for Scotland:** Anna Gilbert to seek suggestions on prioritisation and produce an update paper for the SWAG secretariat on 26 April 2022 - **Ongoing.**
- 4. Workforce Strategy:** SG colleagues to provide an update on recruitment and retention aspects of workforce strategy at the next meeting on 26 April 2022 - **Ongoing.**
- 5. SWAG Agenda:** SWAG Committee/Secretariat to consider mapping a work plan based on the pillars of Governance as an item at the next meeting on 26 April 2022 – **Completed.**

Agenda item 2 – Partnership Working and Agenda Setting.

Norman presented a paper which outlined the remit of SWAG and provided a provisional list of agenda priorities for consideration by members.

Norman advised this paper will be put out to SWAG and welcomed any input or suggestions from the group. Members noted the following priority areas for discussion:

- Education and Training, it would be useful to specifically look at Leadership and Development.
- Midterm Financial Plan into SPF to enable or limit the ambitions of the Workforce plan.
- Care and Wellbeing Programme to be kept informed by SPF.
- How Workforce Planning fits in with SPF and Workforce Strategy areas need to be determined, SWAG should concentrate on implementation of the plan.

Members also suggested agenda setting for next Secretariat meeting for end of June.

- Update from Once for Scotland.
- Staff Governance monitoring process (including issues and partnership working at local and national level).
- Production of work plan for the next 12 months.

Action points for SWAG Secretariat

1. Production of Work Plan for next 12 months. Set agenda for priority areas and align work into SPF and Once for Scotland to provide continuity between groups.
2. Provide partners with remit for SWAG including decision making function.

Outcome

Members commented that the paper was helpful and clarifies the overlaps between SWAG and SPF and STAC. They continued that linking Once for Scotland Workforce Policy Work into Menopausal and Menstrual Policy is important to dovetail the plan into policies for approval. It was also agreed that partners can bring more issues to the table and participate more in the planning process.

Agenda item 2 – iMatter and Data Retention Paper**iMatter**

Viki Freeland presented an outline on iMatter reports which are recorded in full numbers. This process has been questioned by a Health Board and a suggestion was made to decimalise the recordings.

This enquiry has been fully investigated and Viki reported the following findings.

- It could be beneficial to introduce decimal place for large Health Boards to highlight changes which would be invisible in whole numbers.
- However on the other hand, non-significant issues within small boards could be unnecessarily highlighted due to decimal place.
- It is easier to record whole numbers and there are practicalities around adjusting previous reporting to provide comparable data.

Viki concluded that on balance it was better keeping the whole numbers system on iMatter and suggested that if anyone enquires about changing they can establish Partnership Working Group to look at the numbering system.

Outcome

All members advised that the value of iMatter is action planning, team conversations and seeing progress over time and they agreed that decimal points aren't a top priority. Members advised that they are content with the way it's working at the moment.

Data retention paper

Viki also presented a paper regarding the 5 years data retention system in response to a Webropol query regarding storing the data after 5 years.

Viki responded with the following findings, risks and considerations to the enquiry.

- After 5 years the data is of minimal use to boards and SG but it can have significant historical value.
- There is also little risk of individual personal data coming through as it will be stored anonymised up to board level.
- FOI requests could be made, however information is at Board Level so will have already been published in National Report in relevant year.
- GDPR is considered and all individual information is deleted from Webropol system.

After consideration, Viki made the following recommendations for storing the data after five years.

- Remove the data from Webropol System after 5 years and plan to reach out to boards to give timings for this.
- Securely transfer the data onto SG record management system until it's appropriate to transfer onto National Records.
- When NRS take on the Data they will make an announcement in the Media.

Outcome

Committee members advised they were happy with the recommendations, considerations and risks presented today. They commented that 5 years is appropriate timeframe and confirmed that information will be stored at aggregate board level and will be deleted from SG after 15 years.

Agenda Item 5 - AOB

1. The chair and SWAG members would like to thank John Malone for his tremendous support and hard work supporting the Chair, Committee and Secretariat over the last few years. They said he will be missed in the SWAG Committee and Secretariat meetings and would like to say thanks for his help over the last 5 years.

There was no further business to report and the Chair closed the meeting.

The next meeting will take place on the 30th June 2022 at 14:00 – 15:00 by MS Teams.