



SWAG

**Scottish Workforce & Staff Governance Secretariat Minute
Tuesday 27 September 2022
MS Teams**

Present:

Name	Organisation
Norman Provan (Chair)	Royal College Nursing
Anna Gilbert	Scottish Government
Jennifer Martin-Nye	Scottish Government
Caroline Cooksey	NHS Dumfries and Galloway
Steven Lindsay	Unite
Gordon McKay	Unison
Pauline Howie	Scottish Ambulance Service

In attendance:

Name	Organisation
Niall Anderson	Scottish Government
William Adam (Secretariat)	Scottish Government

Apologies from:

Name	Organisation
Victoria Bowman	Scottish Government
Tracey Ashworth-Davies	NHS Education for Scotland

Agenda Items

1. Minutes and Actions
2. Hybrid working and future SWAG meetings
3. 2023 Agenda Setting
4. Membership and Succession Planning
5. Any Other Business

Item 1 – Minutes and Actions

- Norman Provan welcomed attendees and noted apologies.
- Minutes from SWAG secretariat on 30th June were agreed
- Action **25052022 (2)** was marked as ongoing, action **30062022 (1)** was marked as complete

Item 2 - Hybrid working and future SWAG meetings

- Members recognise the value of face to face meetings, but we need to account for workload, travel and financial considerations.

- For those outside the central belt, its unsustainable and inappropriate to have regular in room meetings where virtual meetings are satisfactory.
- Those travelling from the likes of D&G, Grampian etc. will have to commit c. ½ day to attend meetings, and there must be hybrid options to attend virtually.
- St Andrew's House and RCN Edinburgh offices are equipped to host hybrid meetings.
- Proposal to meet in-person next year, at a time when pressures on boards is less intensive (probably spring/summer).
- April or June dates are an opportunity for an in-person meeting, with in depth discussion designed to cover complex issues, for instance on the reform agenda.

Outcome: In-person meeting to be scheduled for spring/summer next year. Programme team to propose potential themes for in depth discussion as part of edited workplan (see Item 3).

Item 3 - Agenda Setting

- We are trying to take a partnership approach to agenda setting and a blank template was circulated to members, to enable contributions.
- SWAG were content with the draft workplan for next year, subject to adjustments illustrating which items are time sensitive.
- SWAG approved the proposal for additional meetings in November this year to discuss publication of the iMatter report, and May 2023 to review the Once for Scotland Work life Balance Policies.
- The November meeting should include an item on the Integrated Workforce Plan.

Outcome: Changes to the Workplan will be incorporated into an updated document, with colour coding to establish items that can easily be moved between meetings. This Workplan will be circulated to SWAG secretariat, and then committee members.

Item 4 – SWAG Membership

- SWAG membership list has a number of incorrect names.
- There are NHS Employer seats currently vacant.
- SG colleagues have been dependent on the role that they fill – although this is under review.

Succession Planning

- Succession planning may soon become an important issue.
- Individuals can be invited to attend committee meetings, and committee members to observe the secretariat group, to assist with succession planning.
- Observers should be incorporated into the chairs brief, and made to feel welcome at the meeting, while making it clear that they cannot actively participate.



SWAG

Outcome: Co-chairs to review their respective memberships. Conversations on succession planning to be initiated. Facilitate observers at future meetings.

Item 5 - AOB

- SWAG receive numerous queries about the interpretation of policy. Response should be applied consistently and efficiently.
- Escalation policy to be reviewed to define SWAG process for arbitration of policy.

Actions

27092022(1) Meeting Schedule: In-person meeting for spring/summer next year, with reference to the adopted workplan **Sara Eccles**

27092022(2) Share current membership with SWAG co-chairs for them to review names and their current allocation of seats **Niall Anderson**

27092022(3) Explore an approach to integrate observers into future SWAG meetings **Niall Anderson**

27092022(4) NHS Employer representatives to meet to discuss succession planning **Caroline Cooksey/ Pauline Howie**

27092022(5) Draft escalation process for the interpretation of Once for Scotland policy and circulate to SWAG committee/secretariat **Catriona Hetherington / Lorraine Stronach**