

**Scottish Workforce & Staff Governance Committee**  
**Thursday 29<sup>th</sup> June 2023**  
**14:00 – 16:00**  
**Meeting Minute**

Attendees:

<b>Name</b>	<b>Organisation</b>
Caroline Cooksey	NHS Dumfries and Galloway
Pauline Howie	Scottish Ambulance Service
Jacqui Jones	NHS National Services Scotland
Mary Morgan	NHS National Services Scotland
Linda Walker	Public Health Scotland
Margo Cranmer	Unison
Heather Gilfillan	Unite
Steven Lindsay	Unite
Kate McDermott	Unison
Gordon McKay	Unison
Norman Provan ( <b>Chair</b> )	Royal College of Nursing
Matthew Tucker	Chartered Society of Physiotherapy
Anne Armstrong	Scottish Government
Fiona Hogg	Scottish Government

Present:

<b>Name</b>	<b>Organisation</b>
Noreen Clancy	NHS Lothian
Lynn Rance ( <b>Secretariat</b> )	Scottish Government
Lorraine Stronach	Scottish Government
Catriona Hetherington	Scottish Government
Maruf Kadiir	Scottish Government

Apologies have been received from:

<b>Name</b>	<b>Organisation</b>
Jasmin Clark	Royal College of Nursing
Anna Gilbert	Scottish Government
Yvonne Stewart	Society of Radiographers
Una Provan	Unison
Claire Ronald	Chartered Society of Physiotherapy
Tracey Ashworth-Davies	NHS Education for Scotland
Sam Mullen	GMB

## **Agenda Item 1 – Welcome, Introductions, Apologies**

- Norman welcomed everyone to the extraordinary meeting with a special welcome to Mary Morgan as the incoming NHS Employer Co-chair for SWAG.
- Apologies are noted from Claire Ronald, Tracey Ashworth-Davies, Anna Gilbert, Yvonne Stewart, Una Provan, Jasmin Clark and Sam Mullen
- The meeting was confirmed as being quorate.

## **Agenda Item 2 – Once for Scotland; Work-life Balance Policies – Norman Provan and Jacqui Jones**

- Norman acknowledged that the full suite of Work-life Balance Policies being presented were the result of many months of work at pace involving current SWAG members of the Programme Board and PDG experts from the NHS and Scottish Government.
- Consultation on the refreshed Supporting Work Life Balance policies ran from 26 October to 25 November 2022, for the following policies:
  - Flexible Work Pattern Policy [covering previous Model Flexible Working Policy, Model Job-share Policy, Model Reduced Working Year Policy and Model Annualised Hours Policy]
  - Retirement Policy [incorporating the NHSScotland Interim National Arrangement on Retire and Return]
  - Career Break Policy
  - Special Leave Policy
  - Maternity Policy [previously known as the Model Maternity Leave Policy]
  - New Parent Support Policy [previously known as the Maternity Support (Paternity) Leave Policy]
  - Shared Maternity and Shared Adoption Policy [previously known as the Model Shared Parental Leave Policy]
  - Parental Leave Policy
  - Breastfeeding Policy
  - Adoption, Fostering and Kinship Policy [previously known as the Model Adoption Leave and Fostering Policy]
- Norman advised that the purpose of the meeting was to discuss and agree the individual policies and reiterated that the Flexible Work Location Policy, initially sent as a Directors Letter (DL) would, with SWAG members agreement, be adopted forthwith.
- Attention was also drawn to the inclusion of the Change log with the circulated papers, as these contain every question and decision made alongside any contentious points escalated to PDG and subsequent incorporated changes.

## **Comments and Questions**

- Grateful thanks was given to all who were involved in the Once for Scotland Programme Board and the partnership governance groups for the robustness of the processes. It was recognised that these enabling policies would be hugely welcomed in the service if agreement and soft launch was given the go ahead.

- Attention was also drawn to the wording added to the Flexible Working policies about policy impact on females. Whilst the policies have been developed adopting a gender neutral approach to ensure they are as contemporary as possible, it is right to recognise that the NHS is a predominantly female workforce, and this is reflected in the policies.
- Members were also reminded to explore the broader nature of the test website with enhanced useful links to, terms and conditions, online calculators and Agenda for Change links etc with the overall aim of future proofing upcoming policies.
- A question was raised on the review process and the chair reminded members of the “soft launch” 3-month preparatory period for HR Departments and Staff side to ensure NHS Board readiness for launch with staff and managers following agreement of the policies.
- Implementation concerns and interpretation queries would inevitably be part of the soft launch but a reminder was given of the escalation process, previously communicated from SWAG to Boards in December 2022, which would also be recirculated to the Service for promotion and awareness.

### **Outcome**

- As there were no issues to record, SWAG members approved the 11 draft policies submitted under Supporting Work Life Balance and that the soft launch of these policies would commence on the 12 July.

### **Agenda Item 3 – AOB**

- The Chair gave personal thanks to Pauline Howie on the occasion of her forthcoming retirement and acknowledged that Pauline had been a real champion working across the major infrastructure committees. SWAG members also thanked Pauline for her significant contribution to the growth and development of the forum.
- Pauline then took the opportunity to share some fond reflections including humorous memories on how she initially became the Co-chair.
- The group were reminded that the next meeting is planned as an in-person meeting. Members were asked for suggestions on venue but it was thought that St Andrews House would be most suitable.
- Apologies for the next meeting were given from Caroline Cooksey as she will also be retiring from the group. Tributes were offered to Caroline for diligence with SWAG processes and her compassion and kindness demonstrated as a member. Grateful thanks was also noted by many members towards Caroline and the chair brought the meeting to an early close.

**Outcome: Next meeting: SWAG Committee – 26 September 2023 – 14:00-15:30 – In Person**

### **Actions:**

1. **SG colleagues to distribute reminder e-mail regarding the escalation process for Workforce Policy Issues to all SWAG members.** (completed)