

Scottish Workforce and Staff Governance (SWAG) Secretariat**Wednesday, 24th of January 2024****15:00 - 16:45****Meeting Minute****Attendance List**

Present:

Name	Organisation
Norman Provan (Chair)	Royal College of Nursing
Anna Gilbert	Scottish Government
Fiona Hogg	Scottish Government
Jane Hamilton	Scottish Government
Mary Morgan	National Services Scotland
Steven Lindsay	Unite
Gordon McKay	Unison

Also present:

Name	Organisation
Maruf Kadiir (Secretariat)	Scottish Government
Kirstie Campbell	Scottish Government
Jenny Pope	NHS Golden Jubilee
Suzanne Thomas	Scottish Government
Stuart Falconer	RCN Officer

Apologies received from:

Name	Organisation
Catriona Hetherington	Scottish Government

Agenda Item 1: Welcome, Minutes and Actions

- Norman Provan welcomed SWAG Secretariat attendees.
- With the attendees listed above, the meeting was quorate.
- Norman Provan noted that action **05122023(1)** from the meeting on 5th of December 2023 should be Mary Morgan, and Norman Provan, to engage with their respective groups to identify any additional items for discussion.
- The chair advised to copy what has gone out to SWAG Secretariat on action **26092023(2)** Co-Chairs agreed to issue a letter reiterating guidance on escalation to Boards.
- Minutes of the meeting of 5th of December 2023 were agreed and approved.

Agenda Item 2: Staff Governance Monitoring exercise results – *emerging themes*

- In Catriona Hetherington absence Anna Gilbert gave an overview of emerging themes from the 2023 Staff Governance Monitoring Responses.
- Anna highlighted that there is a notable improvement in the percentage of staff with completed appraisals on Turas Appraisal.
- Anna also noted that there is a slight decrease in early resolution cases of bullying and harassment and increase in formal cases of bullying and harassment.
- Furthermore, it was highlighted that there is an increase in formal cases of bullying and harassment but decrease in average number of cases.
- It was brought to attention that there is an ongoing consideration of various methodologies for conducting the Staff Governance Monitoring (SGM) Exercise. Catriona will engage with the SWAG Secretariat and HRDs to gather perspectives regarding how often this exercise should be carried out i.e., every year or every two years.

Comments

- Norman emphasised that when considering alternative methods for conducting SGM Exercise, the decision-making process will extend beyond the SWAG Secretariat alone. Instead, a decision of this magnitude, representing a fundamental change, will be deliberated and made during a full SWAG meeting.

Action:

24012024 (1) (Secretariat): to issue prepared presentation by correspondence and add Staff Governance Monitoring as an agenda item for the next meeting

Agenda Item 3: A Five-Year Forward Plan for Maternity and Neonatal Services - Kirstie Campbell

- Kirstie Campbell introduced an item on a Five-Year Forward Plan for Maternity and Neonatal Services. Noted that the Best Start was published in January 2017, and Ministers accepted all 76 recommendations, including the introduction of continuity of carer and the new model of neonatal care, including changes to neonatal intensive care (reducing the number of

intensive care units from 8 to 3, with the units being redesignated as local neonatal units).

- The Implementation Programme Board (IPB) was established mid-2017 with Jane Grant as Chair, and implementation taken forward through a number of subgroups, and with local leads in each Health Board.
- It was noted that Boards have some responsibility in implementing some of the programme i.e., currently around 30 recommendation is sitting with board for a delivery.
- Some projects require a national level delivery and have been taken by the Scottish Government or Special Health Boards (NES, NSS and PHS).
- RCM have had a seat on the IPB since it was convened and has a focus on professional side and not the staffside.
- Due to the COVID emergence, Best Start was paused and reconvened in 2021.
- It was noted that the Ministers announced the location of the three neonatal intensive care units in July 2023.

Comments

- Norman Provan appreciated the update provided in regard to the timeline and involvement but noted the issue of having no reps from the staffside on the Neonatal Subgroup and further stressed why there was no Trade Union representative in that particular group. There is a well-established approach to ensuring representation (via Norma's office) and there needs to be clarity that representation is not solely to cover professional impact, but workforce issues and on behalf of all 14 staffside organisations.
- Kirstie noted that regional infrastructures are in the process of being developed and expectations can be made clear as to how staffside is appropriately represented at this level, there may also be opportunity to have this on the Board too.

Outcome

The Chair agreed to note, for the record, that we accept, by error, that the original group didn't have appropriate representation. There is concern that the regional approach may repeat the same problem, but via Kirstie and Norman's office, they can look to ensure regional groups are aware of partnership expectations.

Agenda Item 4: National Endoscopy training programme; Employment Checks – Jenny Pope

- Jenny Pope introduced an item on National Endoscopy training programme (NETP), Employment Checks which allows the movement of staff using an electronic onboarding process.
- It was noted that the process will be based on the National Elective Coordination Unit (NECU) SharePoint site and will be confirmed by the substantive Health Board.

- It was noted that Goldeen Jubilee will run this work and the other Health Boards i.e., wherever the staff goes to have an access through HR Department.
- Jenny noted that she has provide HRDs, Deputies, Employer Director and also spoken to Norman prior to the meeting.
- It was also noted that the funding has been secured from the NHSS Academy.

Comments

- Mary Morgan emphasised her support for this work and highlighted the importance of working together to make Turas work for boards. She also raised a question around when the occupational training passport will come to effect?
- Fiona highlighted that topics related to occupational health and training have been thoroughly discussed and identified as key areas for advancement, particularly in the context of the current climate. This strategic focus is intended to streamline processes and facilitate smoother transitions and operations, aiming to adapt to and address the challenges posed by the existing environment efficiently.
- Norman noted that the learning passport was to have it in place for April 2024 but has been delayed since December due to the change in First Minister and Health Secretary. Once confirmed, SWAG will set up a group to take that work forward.
- Mary raised her concerns of different approaches being introduced across different areas. There is a need to move to a central approach for addressing problems in a once for Scotland approach.

Outcome:

- SWAG Secretariat endorse the proposal.

AOB:

- No issue has been discussed under AOB.
- The chair noted that the next meeting of SWAG Secretariat will take place on the 7th of March 2024 via Teams.

Action (SG): In person meeting

24012024 (2) (SG) - It was noted by Norman that – SG to propose a date in regard to in person meeting which can be shared with the group taking into account the suitability of the agenda.