



Scottish Workforce and Staff Governance (SWAG) Secretariat
Tuesday, 5 December 2023
15:00 - 16:00
Meeting Minute

Confirmation of attendees at time of writing:

Name	Organisation
Mary Morgan (Chair)	National Services Scotland
Tracey Ashworth-Davies	NHS NES
Steven Lindsay	Unite
Jane Hamilton	Scottish Government
Anna Gilbert	Scottish Government

In attendance:

Name	Organisation
Niall Anderson (Secretariat)	Scottish Government
Harry Dozier	Scottish Government
Sarah Wood	Scottish Government
Azita Jabbari-Arabzadeh	Scottish Government
Tai McLennan	Scottish Government
Jack Ashton	Scottish Government
Suzanne Thomas	Scottish Government

Apologies have been received from:

Name	Organisation
Fiona Hogg	Scottish Government
Norman Provan	Royal College of Nursing
Gordon McKay	Unison



Welcome and Introduction

Welcome, introductions, minutes of meeting 29 June 2023, action points and matters arising.

- Apologies were noted from Norman Provan and Gordon McKay
- The meeting was quorate with more than 1 NHS Employer, 1 Trade Union representative, and 1 Scottish Government representative.
- Members confirmed that they were content to approve the minute circulated for SWAG Secretariat 26 September.
- The following actions were marked as complete:

26092023(1) – Scottish Government Secretariat team to map out headline issues for SWAG for the coming year.

26092023(3) AHP agenda item – Terms of Reference sought to ensure trade union involvement. Complete

26092023(4) Extraordinary meeting to be arranged to discuss national iMatter results.

Complete Meeting taking place on 6 December.

CRER Resources Update

- Sarah Wood introduced an item on CRER Anti-racism training resources, and an associated survey.
- Following recommendations from the Expert Reference Group on Covid-19 and Ethnicity, as well as reports from EHRC, BMA and Mental Welfare Commission, we committed to delivering anti-racist training resources for NHS staff in 2021.
- Informed SWAG on 24 May 2022 of plan to create anti-racism training resources, with the Coalition for Racial Equality and Rights (CRER) the delivery partner.
- The team will distribute a one-off survey to the health and social care workforce working within NHS Boards on their experiences of racism. It will contribute towards creating anti-racism training resources shaped by real experience.
- The team intend to distribute the Survey in January, to assist with design of resources in April and June, for distribution at the end of Summer 2024.
- The Equalities team will seek to return to SWAG to share progress with CRER resources and survey development at April or June meetings.

Comments

- Members of SWAG acknowledged and welcomed progress on this work.
- Policy leads were invited to return later in project delivery and asked that this was noted in the 2024 SWAG workplan.



- Steven Lindsay highlighted that NHS Grampian are currently in the process of exploring anti-racism training resources and asked that the team involve those involved in developing resources locally.
- Members noted significance of links between Race, Faith and Discrimination.
- They also requested that the policy team look at mentoring and 'safe spaces' where senior leaders can explore race equality issues more fully.

SWAG Workplan

- A SWAG Workplan was circulated alongside the papers, by co-ordinated with teams across the Scottish Government Health Workforce Directorate and the Chief Nursing Officers Directorate.
- Responses have been used to provisionally populate the plan, with key dates for approval, engagement and formulation of policy, to allow active engagement.
- There is flexibility to adapt in future to new priority areas, and there remains some space on the agenda later in the year.
- Niall provided a brief summary of items featuring on next year's workplan.
- Secretariat members were invited to contribute their thoughts, in particular on
 1. Whether areas been missed or moved to more appropriate times?
 2. Whether a finalised work plan should be shared with the committee?
 3. And, any comments on the agenda setting process?

Comments

- Finance, and our budgetary position, in relation to our workforce was an area of interest.
- Workforce Pandemic Guidance was identified as an area where SWAG and SPF may have an interest, and it may be that a joint working group can be used to deliver this work.
- Once for Scotland Central Learning Platform also identified as a relevant item.
- Steven Lindsay welcomed the presence of gaps on the 2024 workplan, which is preferable to holding extraordinary meetings that discuss individual items.
- The group supported the idea of keeping the plan under review at secretariat meetings throughout the year.
- Members approved of the 2024 Agenda being shared with SWAG Committee.
- SG policy confirmed that we want to get the right balance between updates versus actively taking forward programmes of work.
- SG are also doing work to raise a wider awareness of partnership with the teams presenting at SWAG.

Outcomes and Actions

05122023(1) Mary Morgan, and Steven Lindsay, to engage with their respective groups to identify any additional items for discussion.



05122023(2) SG/Mary Morgan to arrange a meeting to take place for induction of new NHS Employer members.

05122023(3) Secretariat to produce document distinguishing areas of SPF/SWAG and STAC work

05122023(4) Secretariat to circulate 2024 SWAG workplan.

Vaccinations Legislation

- Pandemic protocols passed at Westminster allowed unregistered staff to come in and contribute to COVID-19 and flu vaccination programmes through an amendment to legislation which is contingent on COVID-19 being pandemic, under Regulation 247A of the Human Medicines Regulations (2012)
- This was used to allow retired and returning staff to contribute to our Flu and COVID-19 vaccination programme, but also provides provisions for Healthcare Support Workers (HCSWs) to deliver vaccines under supervision by a registered member of staff.
- They continue to represent approximately 40% of the seasonal vaccinator workforce.
- DHSC are currently putting an amendment in place to protect the current arrangements until 1 April 2026 regardless of pandemic status.
- Scottish Government will work on a four nations basis to develop a permanent replacement for Reg 247A before this date.
- We are keen that the permanent replacement also allows HCSWs to deliver other similar routine programmes to support capacity and make it easier for staff to be employed on a permanent basis out with the peaks of the flu and COVID-19 programme.

Comments

- For completeness it would be helpful to share this with the wider committee, including representatives from a range of trade unions, to identify any pockets of concern.
- The chair acknowledged that it is useful for staff who wish to provide vaccinations but do not wish to retain their registration, and support the work.

Outcomes and Actions

05122023(5) Information on legislation to permanently allow HCSW to deliver vaccinations to be circulated to SWAG Committee.

AOB

- The SG Secretariat requested advice on whether a copy of a letter from the Cabinet Secretary regarding Medical Associate professionals should be shared with the group.



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- Niall will share the BMA's draft letter with SWAG and SPF co-chairs for consideration.