

**Scottish Workforce and Staff Governance (SWAG) Secretariat**  
**Tuesday, 26 September 2023**  
**15:45 - 16:45**

**Meeting Minute**

**Chair:** Fiona Hogg

**Venue:** St Andrew's House, Conference Room A and B

| <b>Name</b>                 | <b>Organisation</b>           |
|-----------------------------|-------------------------------|
| Tracey Ashworth-Davies      | NHS NES                       |
| Mary Morgan                 | National Services Scotland    |
| Steven Lindsay              | Unite                         |
| Gordon McKay                | Unison                        |
| Norman Provan               | Royal College of Nursing      |
| Fiona Hogg ( <b>Chair</b> ) | Scottish Government           |
| Anna Gilbert                | Scottish Government           |
| Jane Hamilton               | Scottish Government [Virtual] |

In attendance:

| <b>Name</b>                           | <b>Organisation</b> |
|---------------------------------------|---------------------|
| Emma Weedon                           | Scottish Government |
| Gordon Mason                          | Scottish Government |
| Victoria Beattie                      | Scottish Government |
| Niall Anderson ( <b>Secretariat</b> ) | Scottish Government |
| Suzanne Thomas                        | Scottish Government |

## Agenda Item 1

### **Welcome:**

- Attendees were as listed above.
- Members agreed the **Minutes** of the meeting on 29 June 2023.

### **Actions:**

The Chair noted that two actions from the last meeting are now complete:

**29062023(1):** Introduce records management policy team to deputy HR Directors and HR Director groups.

**29062023(2):** Share advice from SWAG Secretariat outlined above on Job Description and Job Evaluation for Partnership Lead Roles with NHS Lothian

## **Agenda Item 2 - Agenda Item Enhanced Psychology Practitioners – Working Group Update**

- Gordon Mason and Victoria Beattie provided an update on the progress of the Enhanced Psychology Practitioners SWAG Subgroup.
- Following discussion at SWAG Committee in December 2022, a short life working group was established in March 2023 to consider the implementation of the new Enhanced Psychological Practice (EPP) programme, as developed by NHS Education for Scotland (NES).
- The group have made significant progress towards agreeing job descriptions, but were not yet in a position to agree these with SWAG.
- Policy leads requested that once these were finalised, they could be circulated to SWAG Committee or Secretariat for agreement.

### **Comments**

- The group was established last year to agree job descriptions in Partnership for enhanced psychology practitioner roles.
- Therefore SWAG were content that as the subgroup working in partnership, with delegated authority from SWAG the group could agree job descriptions for the programme, before those in turn went to MSG and the Job Evaluation Group for approval.

## **Agenda Item 3 - Menopause Menstrual Health Policy**

- Emma Weedon provided an update on the Menopause and Menstrual Health Workplace policy which was shared alongside an accompanying position paper.
- The NHS Scotland Menopause and Menstrual Health Workplace Policy, which will be embedded within Once for Scotland policy, under the Managing Health at Work strand. It is set to launch on the 31<sup>st</sup> October at NHS Lothian to meet medium term commitments set out within the Women's health plan.
- Having attended the 29<sup>th</sup> June SWAG Secretariat meeting the Scottish Government Policy team have incorporated feedback, and circulated the policy to SWAG Committee for approval.
- The policy did not receive substantive comments from SWAG Committee, and the policy team sought SWAG Secretariat agreement on the final version of the policy

### **Comments**

- SWAG secretariat approved and welcomed the Menopause and Menstrual Health Workplace policy. The group recognised the significant engagement that the policy team has undertaken ahead of the publication of the policy.

## **SWAG Secretariat – Governance and Agreement of Core Principles**

- Gordon McKay raised concerns following an arrangement by SWAG Co-chairs regarding the necessary criterion for an ED appointment. Concerns relate to governance around to decision making, and under what circumstances information is distributed within the SWAG Secretariat group.

- Concerns were raised when a decision was made by co-chairs regarding the appointment of an Employee Director at NHS Lanarkshire, with a request for advice directed to SWAG co-chairs only, rather than the full secretariat group.
- The question was raised over whether decisions could be made by Co-chairs on behalf of the entire secretariat group.

## Comments

- The request was directed to SWAG Co-chairs, who then directed the request to documents outlining a national policy position, rather than a direction on behalf of the group.
- Noted the role of co-chairs and co-secretaries in decision making on behalf of SWAG as set out in the ToR, referring similar instances where advice has been provided by co-chairs, in their position representing a wider stakeholder interest.
- Concerns were noted, and members acknowledged the need for a clear determination over how SWAG provides advice, with inclusion of secretariat members in advice issued from SWAG secretariat.

## AOB

- Co-chairs noted that policy leads attending SWAG should be clear about their reason for presenting to the forum. This was not always clear.
- This may require the secretariat meeting with policy leads in advance of the SWAG meeting.
- Policy teams show a variable awareness of the requirements to engage in partnership, and it appears are often engaging at a late stage.
- The Scottish Government will consider the criteria for presenting at meetings so that agenda items are taken to the appropriate forum.
- The Scottish Government will also review the remit of each of the partnership Group, and assign items to the relevant workplans.

## Actions

**26092023(1)** – Scottish Government Secretariat team to map out headline issues for SWAG for the coming year (what/who/why/) for further consideration by SWAG Secretariat.

**26092023(2)** Co-Chairs agreed to issue a letter reiterating guidance on escalation to Boards.

**26092023(3)** AHP agenda item – ToR were to be sought to ensure trade union involvement.

**26092023(4)** Extraordinary meeting to be arranged to discuss national iMatter results with dates trawled (**complete**- meeting arranged for 6 December).