

Scottish Workforce and Staff Governance (SWAG) Committee

Tuesday, 26 September 2023

14:00 – 15:30

Meeting Minute

In attendance

Name	Organisation
Fiona Hogg (Chair)	Scottish Government
Anna Gilbert	Scottish Government
Jane Hamilton	Scottish Government
Tracey Ashworth-Davies	NHS NES
Mary Morgan	National Services Scotland
Robbie Pearson	Health Improvement Scotland [Virtual]
Sybil Canavan	Health Improvement Scotland [Virtual]
Emma Currer	Royal College of Midwives
Heather Gilfillan	Unite the Union
Niall Hermiston	British Medical Association
Steven Lindsay	Unite
Sam Mullin	GMB
Gordon McKay	Unison [Virtual]
Norman Provan	Royal College of Nursing
Jasmine Clark	Royal College of Nursing
Una Provan	Unison
Susan Robertson	Unite the Union
Claire Ronald	Chartered Society of Physiotherapy
Linda Walker	GMB
Margo Cranmer	Unison
Lyndsay Hunter	Royal College of Podiatry

Also present

Name	Organisation
Daniel MacDonald	Scottish Government
Sarah Cartwright	Scottish Government
Kathryn Brechin	Scottish Government
Alison Moore	Scottish Government
Jasmin Page	Royal College of Nursing [Observer]
Niall Anderson (Secretariat)	Scottish Government
Lynn Rance	Scottish Government
Suzanne Thomas	Scottish Government
Simon White	NHS NSS

Apologies have been received from:

Name	Organisation
Robin McNaught	The State Hospital
Jennifer Wilson	NHS Ayrshire and Arran
Jacqui Jones	NHS NSS
Gordon Jamieson	NHS Western Isles
Ian Cant	Unison, Chair of Employee Directors
Yvonne Stewart	Society of Radiographers
Kate McDermott	Unison

Welcome, Introduction, Apologies and Minutes

- The SWAG Committee meeting was confirmed as quorate
- The minutes from the meeting on June 29th were agreed.
- Apologies were noted from those unable to attend, as above.
- The action: 'SG to distribute e-mail regarding the escalation process for Workforce Policy Issues', was noted as complete.

Item 1 – Agenda for Change Review : Overview

- Daniel MacDonald Provided an overview of the activities being taken forward as part of the Agenda for Change Review.
- This commitment is being taken forward by 4 Working Groups which have been established under the aegis of the Scottish Terms and Conditions Committee (STAC):
 - Reduced Working Week
 - Protected Learning Time
 - Review of Band 5 Nursing Profiles
 - Pay and Reward
- Each group has an NHS Employer, and a Trade Union co-chair, and will present the conclusions of their work to STAC, before a report encompassing the entire AfC review programme goes to the Cabinet Secretary for final agreement.

Item 2 – Protected Learning Time Proposals

- Norman Provan (Staffside Co-chair) and Tom Power (Depute NHS Employer co-chair) were invited to provide an update on the activity of the Protected Learning Time subgroup. Activity was summarised in a supporting paper.
- The Protected Learning Time group have drafted policy changes to make clear that all mandatory learning should be completed within NHS Employer time. Which will go to the Cabinet Secretary for agreement and then subject to agreement, issued as a DL to the Health Service.
- The DL encompasses mandatory training, and core role specific training. Employers will be asked to identify mandatory training requirements by job family.
- A record of performance against these mandatory training objectives will feed into the Staff Governance Monitoring exercise for 2024-25.

- The Personal Development Planning Review (PDPR) template will be strengthened, to make sure that recording learning objectives and their completion is a required component of each review.
- The PLT group have recommended referring aspects of the work to a SWAG Subgroup, which will consider the appropriate mechanisms for monitoring and evaluation health board performance against the proposals.

Comments

- It is necessary that NES are aware of digital development required to support progression of this work. Tom Power highlighted that Karen Wilson is on the group, and will look at how proposals are moved forwards.
- A request that information gathered on Protected Learning Time records whether learning is being taken within contracted hours.
- Work on a Learning Passport, will rely on activity initiated in 2017 regarding core statutory and mandatory training. This may require a longer lead in, and we need to be aware that this will not be complete within the timescales of the PLT group.
- A request that the data captured on completion of learning return to SWAG. PLT Leads noted this would be a large dataset, and it would be challenging for SWAG to interpret all this information, but a report would return to the group.
- Reporting will continue through the Staff Governance Monitoring exercise, and a SWAG Subgroup.

Item 3 : Health and Care Staffing Act

- Sarah Cartwright and Kathryn Brechin introduce an item on the development of the Health and Care staffing act, focusing on: Statutory guidance, eRostering, HCSA reporting, and the testing programme.
- Public consultation on the statutory guidance closed 19 September. Analysis from the consultation, results from testing, and feedback, continue ahead of final publication of draft guidance on 1 April 2024
- 10 NHS Boards are testing HCSA, with two territorial and one special Board testing all chapters. A Testing Steering Group has been formed which first met in February 2023
- SG working with NHS NSS and RLDatix to align use of eRoster with requirements of the Act. They will also consider how reporting features can be adapted to support organisations.
- Reporting has a number of key elements:
 - Quarterly reports from Health Boards, relevant Special Health Boards and NHS NSS regarding use of high-cost agency workers
 - Annual reporting from Health Boards, relevant Special Health Boards and NHS NSS on how they have carried out their duties under the Act
 - Annual reporting from local authorities and integration authorities on planning and securing care services.
- Policy leads explained the approach we are taking to the next round of Board engagement sessions. They also highlighted webinars and other training resources and work with NES to develop more resources.

Comments

- Some professional groups appear to be more engaged than others, members of SWAG asked if there was anything they could do to address this – SWAG could have a role in raising awareness where appropriate
- Training resources on the Act that are available on Turas and have much higher completion within nursing compared to other groups. This does not include all national and local resources, including face to face training.
- Quarterly reports returned by Boards to the HCSA implementation team provide additional detail. HCSA implementation team continue to promote resources to groups with low completion rates.

Item 4 : Scan for Safety

- Simon White introduced the work on Scan for Safety, following approval of a Scan for Safety Business Case, approved by HSCMB in October 21.
- The programme helps to collect implantable medical device data and link it to individual patients using barcode scanning technology.
- Priority specialties include implantable devices for interventional radiology, vascular, cardiology, and orthopaedics.
- The programme is aimed at improving working practices, by reducing clinical error rates when capturing data digitally, reducing administrative work for NHS Staff, and thereby increasing their capacity for clinical work.
- The programme has been trialled at NHS Lothian, Greater Glasgow and Clyde, and at the Golden Jubilee National Hospital. Rolled out to 4 more territorial boards in 24/25, and 5 more territorial boards in 25/26.

Item 5 : AHP Review

- Due to limited time remaining at SWAG Committee, and papers circulated ahead of the meeting, Alison agreed to provide a brief overview of the recommendations of the AHP Education and Workforce Review.
- The Programme for Government 2021 made a commitment to review Allied Health Professions (AHP) Education in 2022.
- The review was published in February 2023 by then Cabinet Secretary for Health and Social Care, Mr Yousaf, with a series of recommendations.
- The team are now commencing work on an implementation plan, details of which were summarised in the supporting paper.
- The group includes subgroups on Workforce and Recruitment; Advancing Practice; Education Solutions; Practice-Based Learning; and Research Innovation and Relationships subgroup.
- The review sought engagement from a range of stakeholders.

Comments

- Chartered Society of Physiotherapy representative Claire Ronald emphasised that the review has not engaged with Trade Unions.
- Engagement is taking place after the recommendations have been published, and should take place at an earlier stage, and throughout policy development.

- AHP policy team noted this, and will be seeking engagement through the chair of National Staffside to help shape the implementation of recommendations, which allows significant opportunity to influence policy direction.
- Expertise has been sought from some external professional organisations, but is predominantly from the Scottish Government, and is aimed at the professional organisation rather than union part of these bodies.

AOB

- No matters were raised under AOB