

Scottish Workforce and Staff Governance (SWAG) Committee

January 24, 2024

14:00 – 15:30

Meeting Minute

Attendance List

Present:

| Name | Organisation |
|--------------------------------|------------------------------------|
| Norman Provan (Chair) | Royal College of Nursing |
| Anna Gilbert | Scottish Government |
| Jane Hamilton | Scottish Government |
| Fiona Hogg | Scottish Government |
| Alex Stephen | NHS Grampian |
| Tracey Ashworth Davies | NHS Education for Scotland |
| Christina Bichan | NHS Education for Scotland |
| Mary Morgan | NHS National Service Scotland |
| Jacqui Jones | NHS Lanarkshire |
| Gordon Jamieson | NHS Western Isles |
| Arvil Keen | Scottish Ambulance Service |
| Robin McNaught | The State Hospital |
| Jennifer Wilson | NHS Ayrshire and Arran |
| Emma Curren | Royal College of Midwives |
| Tobias Kunkel | Royal College of Nursing |
| Matt Tucker | Chartered Society of Physiotherapy |
| Niall Hermiston | British Medical Association |
| Susan Robertson | Unite |
| Steven Lindsay | Unite |
| Gordon McKay | Unison |
| Matt McLaughlin | Unison |

In attendance:

| Name | Organisation |
|-------------------------------------|---------------------|
| Maruf Kadiir (Secretariat) | Scottish Government |
| Valeria Filippi | Scottish Government |
| Isabella De Wit | Scottish government |
| Catriona Hetherington | Scottish Government |
| Lynn Hunter | Scottish Government |
| Suzanne Thomas | Scottish Government |
| Nicola Anderson | Scottish Government |
| Marita Buchanan | Scottish Government |
| Zachary Deponio | Scottish Government |
| Sarah Wood | Scottish Government |
| Stuart Falconer | RCN Officer |

Apologies received from:

| Name | Organisation |
|-------------------|--------------------------------------|
| Paul Bachoo | NHS Grampian |
| Elaine Watson | NHS Tayside |
| Alison Carmichael | Scottish Government |
| Yvonne Stewart | Society and College of Radiographers |
| Sam Mullin | GMB |

Agenda Item 1: Welcome, Minutes and Actions – Chair

- Norman Provan welcomed SWAG attendees.
- With the attendees listed above, the meeting was quorate.
- Apologies were noted from Paul Bachoo, Elaine Watson, Alison Carmichael, Yvonne Stewart and Sam Mullin
- The chair welcomed Tobias Kunkel (Emergency Nurse Practitioner, RCN), Matt McLaughlin (Unison), Avril Keen (HR director, SAS), Alex Stephen (Director of Finance, NHS Grampian) and Christina Bichan (Director of Planning and Performance, NES)
- Minutes of the meeting of 6th of December 2023 were approved.
- Update on the outstanding action from the 6th of December 2023 were provided.
- It was noted that there has no further communication from the Staffside regarding Best Start implementation.

Agenda Item 2: Update on SG Medical Associate Professionals (MAPs) Work – Isabella de Wit

- Isabella de Wit and Valeria Filippi introduced an item on the development, training and support for Medical Associate Professional roles, and agreed to share the presentation slide with the SWAG attendees.
- It was noted that there are three Medical Associate Professionals (MAPs) roles i.e., Physician Associates (PA); Anaesthesia Associates (AA) and Surgical Care Practitioners (SCP). Advanced Critical Care Practitioner (ACCP) no longer considered as a MAPs and will align with the centre for advancing practice.
- It was highlighted that the programme of work be taken forward to support the gradual, evidence-based expansion of these roles across NHS Scotland which will be delivered by the SG and NHS NES.
- It was noted activities will be delivered through four projects focussing on: Education and Training, Impact evaluation, Data quality and Workforce development.

Comments

- It was observed by Norman Provan that in relation to the stakeholder's engagement represented on the board, no representative has been listed from the National Staffside and emphasised that this gap is noteworthy, especially considering the potential interest of the BMA in this matter.
- Isabella noted that membership is still being finalised and will look in engaging with all of the Workforce representative.
- Jacqui Jones also noted the necessity of HR Director's to be represented on the programme board.
- It was noted by Isabella that ACCP will be regulated by NMC as they are advanced practitioners, and she would write to confirm regulation of Surgical Care Practitioners.

- Mary Morgan noted that careful consideration is needed to ensure this diverse group of staff are appropriately represented across each organisation. Norman agreed to take this forward separately within National Staffside.

Outcome:

- The Chair noted that Isabella will be invited back to the SWAG Committee meeting to provide an update on MPAs work.

Actions:

24012024 (1) (Isabella De Wit): To share copy of presentation slides.

24012024 (2) (Isabella De Wit): To write and confirm plans for regulation of Surgical Care Practitioners.

24012024 (3) (Norman Provan): To consider wider representation within National Staffside

24012024 (4) (SWAG Committee): To review annual plan and consider best timeline for Isabella to be invited back for an update (potentially in 6 months).

Agenda Item 3: Once for Scotland: Tranche 2.2, pre-consultation – Lynn Hunter

- Lynn Hunter presented at the pre-consultation phase, for the delivery of the Once for Scotland workforce policies included in Tranche 2.2.
- For the benefit of newer members of SWAG, Lynn offered a summary of the programme that included: Programme vision, objectives, policy development process (Pre -Policy development, Mid - Policy development, public consultation and final draft policies).
- Lynn then provided an update on policy sequencing and status, consultation and timeline for delivery of current phase with the aim of final drafts being presented to SWAG around September/October 2024.
- Following the programme pause due to the Covid-19 pandemic, registered delegates were invited to provide feedback on the outputs of the discussions held during the 2020 regional engagement sessions. One of these sessions had been cancelled in March 2020 and this further stakeholder engagement ensured that current valuable insights and comments were gathered from all regions.
- Due to the new model of interactive engagement during the policy development process, and the fact these policies have already been agreed in partnership, public consultation on the draft refreshed policies will last for one month. All feedback will be fully considered by the Policy Development Group with changes being agreed by the Programme Board.
- Following SWAG approval of the final draft policies and supporting documents, there will be a three-month soft launch to enable HR departments and Staffside to prepare for implementation.
- Lynn highlighted to members that the consultation includes a list of proposed supporting documents with brief descriptors. The drafting of supporting documents will commence following consultation feedback and policies redrafted. The consultation on the refreshed policies in the current phase will run from 8 February to 8 March 2024. All stakeholders are encouraged to

submit a response. NHS Boards are requested to submit a collated organisational response.

Comments

- Although no questions were presented, it was acknowledged and appreciated the work undertaken by the Policy Development Group to reach this stage in delivering the next set of draft policies for consultation in a short time frame. Members commended the overall programme of work.

Agenda Item 4: Anchors Workforce Workstream – Rebecca Hunter

- Rebecca Hunter provided an overview of progress to delivering the Anchors Workforce Workstream.
- It was noted that Anchors Workstream of the place and Wellbeing Programme brings together a range of work to support local level action that has a long term, preventative focus on reducing health inequalities.
- All NHS Boards were asked to publish Anchors Strategic Plans in October 2023 and will return metrics by April 2024.
- It was noted that last time put forward to the SWAG in February 2023 to find an update on the establishment of the Anchors Workforce Strategic group which was chaired by David Miller (HRD, NHS Fife).
- It was noted that there are six sub-groups under the Anchors Workforce (I had noted 5, can you confirm with Rebecca? Or pick up from her slides) Strategic group and each group is tasked with different activities/tasks, of which Rebecca provided an overview.
- Updated questions for recruitment and HR equality and diversity monitoring have been approved for implementation in April 2024.

Comments

- Mary Morgan expressed her concerns regarding the physical challenges, specifically infrastructure and funding. She pointed out the lack of awareness and absence of funds for acquiring a new Jobtrain, suggesting that work in this area should be temporarily halted due to these financial constraints, and potential customisation requirements which in turn escalates the cost. The review of business systems is currently going through the National Planning and Delivery board to consider its size and shape; therefore, there should not be anything running along side that.
- Mary raised an additional concern regarding the need for increased data collection, which would demand additional resources and a streamlined, joined up approach for all Boards. Additionally, there is a lack of clarity about the specifics of the required report.
- Isabella noted that there is a systematic collation of data in place, which can be manually extracted using the existing system. NHS NES will be granted access to this data, enabling the aggregation and compilation of the necessary information. It was also clarified that the intention was to understand how the system currently works, potential barriers and user

perception that could be considered within future work, rather than commission a new system.

- Jacqui Jones also raised her concerns regarding Jobtrain, emphasising the need to modify the current systems, particularly through configuration changes. She mentioned a specific incident where the recruitment module faced issues due to the involvement of 22 HR directors, resulting in a significant waste of resources.

Agenda Item 5: Dignity at Work – Nicola Anderson

- Nicola Anderson provided a proposal for the delivery of a Dignity at Work survey in 2024.
- A DaW project was previously agreed (2019) to be undertaken by Nottingham Trent University (NTU) and this was part funded. Due to the pandemic the project was paused and has never been reinstated.
- She reiterated some of the previously raised discussions and concerns, particularly focusing on issues related to timing, potential confusion, and the impact on the iMatter survey. Additionally, she highlighted the financial impracticality of using Webropol for constructing and setting up the survey, including the costs associated with paper copies and envelopes, deeming these options unfeasible in the current financial climate.
- NTU has consented to encompass all the required tasks and has agreed to conduct the survey using their own survey platform. The distribution of the survey link to the staff would be managed by the board.

Comments

- Jacqui Jones recognised that the paper has comprehensively summarised the risks and challenges, particularly highlighting its detailed consideration of the situation's complexities. She also pointed out the possibility that the survey results might reveal that the staff are currently facing significant difficulties.
- Additionally, she raised a question about what new insights the DaW survey could provide that have not already been addressed by the iMatter survey.
- It was agreed that any survey must focus on what we really want to know in order to support staff. The survey should not be onerous.
- Concerns were raised about the decision not to provide a paper version of the survey. This approach could potentially exclude a significant portion of the population who rely on paper copies, potentially impacting the effectiveness and inclusiveness of the survey.
- The suggestion was made to explore the possibility of integrating some of the DaW survey questions into the annual Staff Governance Monitoring process, as a means to enhance data collection and efficiency.
- It was also pointed out that there will be an opportunity in coming years to review and potentially update the question set,

Outcome: -

- Agreed to proceed with the proposal in the paper.
- It was highlighted that as money has already been allocated to NTU, and there is no additional funding available, the survey would need to proceed without paper copies. An equality impact assessment will be undertake.
- A tri partite short life working group (SLWG) will be set up to develop the content of the survey and agree logistics. Subject matter experts may be invited as required but they will not have a decision-making role.

The Employer and Staff Side co-chairs will provide three representatives each for the SLWG.

Actions:

24012024 (5) (Nicola Anderson, SG): To take forward work with a SLWG and providing names for the short life working group for DaW.

24012024 (6) (SWAG Co-Chairs): To seek representation for the SLWG and confirm with Nicola.

AOB:

- Suzanne Thomas, National iMatter Lead updated SWAG Committee on the 2024 iMatter survey cycle timelines.
- Suzanne noted that a 6-week window for surveys to be issued, running from 13th May to 24th June. The final survey running from 24th June to 15th July.
- 8-week Action Planning window from 12th August to 23rd September.
- The chair noted that the next meeting of SWAG Committee will take place on Tuesday on 23rd of April 2024.

Action (Co-chairs and Secretariat): the co-chair and secretariat have been tasked with exploring the feasibility of conducting future meetings in person.