

**SWAG Committee**  
**Thursday 23 January 2025**  
**14:00 – 15:30**  
**MS Teams**

## Attendees

Confirmation of members in attendance at the time of writing:

Name	Organisation
Mary Morgan ( <b>Chair</b> )	NHS National Service Scotland
Jane Hamilton	Scottish Government
Anna Gilbert	Scottish Government
Anne Armstrong	Scottish Government
Alex Stephen	NHS Grampian
Jacqui Jones	NHS Lanarkshire
Elaine Watson	NHS Tayside
Jennifer Wilson	NHS Ayrshire & Arran
Robin McNaught	The State Hospital
Avril Keen	Scottish Ambulance Service
Norman Proven	Royal College of Nursing
Emma Curren	Royal College of Nursing
Tobias Kunkel	Royal College of Nursing
Scott Anderson	British Medical Association
Niall Henderson	British Medical Association
Simon Fevre	British Dietetic Association
Heather Gilfillan	Unite
Steven Lindsay	Unite
Susan Robertson	Unite
Una Provan	Unison
Ian Cant	Unison
Matt McLaughlin	Unison
Kate McDermott	Unison
Gordon McKay	Unison
Claire Ronald	Chartered Society of physiotherapy
Matt Tucker	Chartered Society of physiotherapy
Fiona Higgins	The State Hospitals Board for Scotland

Additional attendees:

Name	Organisation
Zachary Deponio (Secretariat)	Scottish Government
Catriona Hetherington	Scottish Government
James Vasey	Scottish Government
Laurie Whyte	Scottish Government
Scott Wood	Scottish Government
Kevin Barr	Scottish Government
Hilary Robb (Minute Taker)	Scottish Government
Gail Tait (Observer)	Royal College of Nursing
Lorna Low (Observer)	Royal College of Nursing

Apologies from:

Name	Organisation
Fiona Hogg	Scottish Government
Gordon Jamieson	NHS Western Isles
Lorraine Cowie	NHS Highland
Christina Buchan	NHS Education for Scotland
Paul Bachoo	NHS Grampian
Samantha Thomas	NHS Orkney
Pamela Jamieson	NHS Dumfries & Galloway
Yvonne Stewart	Society and College of Radiographers

## Agenda item 1: Welcome, Introductions and Apologies

- Mary Morgan (MM) welcomed attendees and confirmed the meeting was quorate.
- All agreed for the meeting to be recorded in order to produce an accurate minute.
- MM confirmed minutes of meeting on 24 September 2024 were agreed.

## Agenda Item 2: Business Standards of Conduct

- Laurie Whyte (LW) provided an update on the proposed Business Standards of Conduct, with reference to the paper that had been issued prior to meeting.
- LW discussed a proposal which was developed to support the recommendations on the Cumberland Report which was published in 2020. It identified some critical areas for improvement, transparency and accountability around patient safety, but also to support the implementation of the NHS Counter Fraud Standards.
- Following the recommendations from the Cumberland Report, SG established a UK Working Group, however this group hasn't progressed on pace on a publication of a Register of Interests.
- SG has been working alongside the Counter Fraud Service Team to look at Standards of Business Conduct and what practise currently exists. SG notes

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there is a lot of variation, policies and practices that are currently sitting with Health Boards.

- LW and team look to bring consistency across Health Boards in Scotland allowing the same policies to be applied.

### Comments

- The Chair invited SWAG Committee members for comments.
- Members agreed that the principles of it and having a Once for Scotland approach is appropriate to ensure consistency across Health Boards.
- It was felt by members that clarification is needed around what's in scope and what's not. It was also suggested that a Q&A document would be helpful.
- Members understood that there are big tasks ahead.
- It was highlighted that there was support by members of the Standard of Business Contact and that it was useful for protecting employees.

### Outcome

- Members would welcome this subject to be returned for a progress update.

### Agenda Item 3: Medical Associate Professionals

The Chair welcomed Scott Wood (SW) to present a update on Medical Associate Professionals (MAPs). This covered the following.

- The UK Government announced an **independent review of Physician Associate and Anaesthesia Associate professions** (Leng Review) on the 20<sup>th</sup> November 2024. The review is for NHS England only and will report in Spring 2025.
- The key areas of the enquiry will include
  - The relative safety of the roles.
  - The contribution to effective productive multi-disciplinary teams.
  - The delivery of good quality and efficient patient care across a range of settings.
- It will be an end-to-end review, covering selection and recruitment, training, day to day working, scope of practice, oversight supervision and professional regulation.
- Scottish Ministers have written to UK Secretary of State seeking engagement in the review, noting the cross-cutting nature of issues being considered.
- The review builds on concerns raised about:
  - Inconsistent scope of practice with implications for patient safety.

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- Inconsistent/inappropriate supervision.
  - Impact of expansion on education opportunities for trainee doctors.
  - Confusion on the part of patients.
- Scottish Ministers are keen to respond to those concerns in a structured and inclusive way. They are clear that any further growth in the professions should be gradual, and evidence based.
- The Medical Associate Professions Programme Board was established in April 2024, chaired by Isabella de Wit from SG and Emma Watson from NES.
- The remit of the Programme Board is tasked with advising and overseeing activity with a view to ensuring:
  - NHS Scotland facilitates a consistent, high-quality education and training offer for MAPs.
  - NHS Scotland Boards are able to make decisions regarding the deployment of MAPs in a way which is evidence based, data informed and reflective of best practice as well as service need.
  - Robust systems are in place to support the governance of the NHS Scotland MAPs workforce.
  - Greater understanding of the role of MAPs.
  - A Scottish position on professional assurance.
- SG established a MAPs Stakeholder Group which sits underneath the MAPs Programme Board that is chaired by Dave Ceaser (NHS Lothian) and Sophie McDonald (represents PA's)). The role of the Stakeholder group is to provide SG the opportunity to engage fully around proposals. The group is also tasked with reviewing the Risk Register for the programme and advising on the content of that in advance of it being presented to the Programme Board.
- SG officials have been working with colleagues from GMC to prepare for statutory regulations of the PA's and AA's. The regulatory regime commenced on the 13<sup>th</sup> December 2024.
- Legislation requires GMC to
  - Maintain a register of qualified PA's and Anaesthesia Associates (AA's) and ensure only those meeting identified standard can join.
  - Investigate concerns about fitness to practice and take appropriate action when necessary
  - Set and review professional standards for education, training and practice.

## Comments

- Members thanked SW for the helpful update on the work undertaking. It was highlighted that Scotland has taken a different approach to England with ensuring that Staff side are represented.

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- **Outcome** : SWAG Committee members welcome the update.

#### **Agenda Item 4: NHSScotland 'Once for Scotland' Workforce Policies Update**

The Chair welcomed Catriona Heatherington (CH) to present an update on the NHSScotland 'Once for Scotland' Workforce Policies Programme. The update covered the following:

- Phase 2.2 list of policies include:
  - Employment Checks.
  - Equality, Diversity and Inclusion.
  - Facilities Arrangements for Trade Unions and Profession Organisations.
  - Fixed Term Contract.
  - Gender Based Violence.
  - Personal Development Planning and Performance Review (PDPPR).
  - Redeployment
  - Secondment.
- This phase also includes 4 Guides: Racism, Reasonable Adjustments, Sexual Harassment and Gender Transitioning.
- Phase 3 - Managing Health at Work list of policies include:
  - Adverse Weather.
  - Menopause and Menstrual Health.
  - Alcohol and Other Substances.
  - Smoking and Vaping.
  - Work-related Stress.
  - Work-related Violence and Aggression.
  - Work-related Driving.
  - Manual handling.
  - Lone Working.
  - Workplace Biological and Chemical Hazards.
- Phase 2.2 Progress Update
  - SWAG approval – October 2024 (complete).
  - Soft Launch – 15 October 2024 to 15 January 2025 (complete).
  - Soft Launch feedback considered by Policy Development Group (complete).
  - Themes and proposed final amendments were presented to Programme Board on 31 January 2025.

- Amendments were then made by the digital team.
  - Health Secretary approval and communications to Boards to follow.
  - “Go Live” expected date February/March 2025.
- Phase 3 Progress Update
    - First draft policies developed and proposed supporting documents identified (completed).
    - Drafts shared with subject matter experts for their feedback (completed).
    - PDG considering SME feedback.
    - Programme Board approval of draft policies for consultation, on 31 January 2025.
    - Consultation scheduled for 21 February – 21 March 2025.

### Phase 3 – Key milestones

Milestone	Start	Finish
Consultation analysis	(TBC) Apr 2025	(TBC) June 2025
Policy redraft, finalise supporting documents and prepare test site	(TBC) June 2025	(TBC) Sep 2025
Programme Board – key issues from consultation requiring discussion and steer	(TBC) October 2025	(TBC) October 2025
Programme Board final approval	(TBC) Nov 2025	(TBC) Nov 2025
Test site link issued to SWAG Committee	(TBC) Dec 2025	(TBC) Dec 2025
SWAG Committee review refreshed policies	(TBC) Dec 2025	(TBC) Dec 2025
Soft launch (2 months)	(TBC) Jan 2026	(TBC) Feb 2026
Health Secretary approval	(TBC) Feb 2026	(TBC) Feb 2026

Publication policies and NHS Board launch with staff and managers ('go live')	(TBC) March 2026	(TBC) March 2026
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## Comments

- MM commented that one month is a really short period for a consultation
- SL clarified that this was agreed previously by SWAG to enable a short focused consultation, that is intended to focus minds and help with response and project delivery timelines. This worked well in previous phases of this established programme..

## • Outcome

- Members of SWAG noted the update.
- CH to follow up with the group following completion of Phase 3 Managing Health at Work public consultation.

## Agenda Item 5: Staff Governance Monitoring (SGM)

- The chair welcome Anna Gilbert (AG) who provided an update on the SGM exercise.
- AG referenced the paper that was issued prior to the meeting which provides an overview of the position currently and the process going into next year. There was an agreement by SWAG that SG simplified/streamlined the process this year.
- SG have received returns from all Health Boards bar 1. An assurance template was sent out and which also asked to provide details on Whistleblowing and Bullying and Harassment numbers.
- SG are in the process of analysing these and will come back to SWAG with the themes and proposals for this exercise going forward.

## • Outcome

- SG to come back to SWAG with the themes and proposals for this exercise going forward.

## Agenda Item 6: AOB

- No other items were raised, the Chair brought meeting to a close advising next meeting will be Tuesday 22<sup>nd</sup> April 2025.