

**PARTNERSHIP FORUM MEETING
HELD IN MEETING ROOM 4/5, GYLE SQUARE
ON THURSDAY, 11 OCTOBER 2016**

Present:

Michael Craig	-	Employee Director/Staff Side (Chair)
Steve Bell	-	Director of Health & Work Directorate
Steven Daire	-	Staff Side Representative
Gerry McCartney	-	Head of Public Health Observatory (representing Director of PHS)
Andrew Patience	-	Executive Finance & Procurement Manager
Cath Denholm	-	Director of Strategy
George Dodds	-	Director of Health Equity
Wendy Hearty	-	Staff Side Representative
Irene Hamilton	-	Staff Side Representative

In Attendance:

Jim Carruth
Shonaigh Dyer
Peter Watson
Kenny McLean
Marie Kerrigan (minute)

ACTION

1. Apologies

Apologies were received from Gerry McLaughlin and Andrew Fraser.

2. Minute of meeting held on the 30 June 2016

The minute of the meeting held on 30 June 2016 was agreed as a correct record.

3. Matters Arising

The action note was updated.

4. **Thematic discussion: Safe and Improved Working Environment (PF Paper 29/16)**

The purpose of the paper was for the PF to discuss and agree amendments to the report, agree areas for improvement in the 2016/17 Action Plan and highlight work undertaken over the past year.

There were 9 appendices to the report and in discussion the following points were made :

Appendix 1: *Health & Safety Annual Report*
ACTIONS:

- near miss reports to be put onto cards in social areas; KMcL
- ensure that corporate requirements (surveys, mandatory training etc.) are spread reasonably over the year; PW
- Facilities to feed back to managers on those who have not completed training and supply updated list KMcL

Appendix 2: *Health Scotland's approach to Occupational Health and Employee Counselling Services*

It was noted the NSS Occupational Health will no longer be providing Health Scotland with individual data for the Employee Counselling Service. Shonaidh Dyer (HR Team Manager) will be meeting with NSS and will keep the PF updated.

ACTIONS

- Keep the Partnership Forum updated on developments in respect of data for the Employee Counselling Service; S Dyer
- It was suggested revisiting the NICE recommendations contained within a paper which went before the Partnership Forum 5 or 6 years ago around mentally healthy workplaces. P Watson

ACTION

Appendix 3: *Healthy Working Lives Update*

New members have been recruited to the group. Conversations are taking place in relation to the HWL Gold Award.

ACTIONS:

- Take forward the HWL health and wellbeing aspect in relation the HWL Gold award; HWL Group
- Bring back a paper to the next PF on HWL/Co-ordinating rolls. JW

Appendix 4: *Agile Working Framework*

ACTIONS:

- The Agile Working Framework be reviewed in January 2017, checking this against workforce/workplace plans/PAMS. JW

Appendix 5: *Flexible Working Policy – Flexi Time Implementation*

There have been drop in sessions (two in Gyle Square and two in Meridian Court), with five people attending each. Further work will be undertaken around directorates. Frequently asked questions are continuously being updated before the final version is put on source.

Appendix 6: *IT and Digital Support*

ACTIONS:

- Ask Monica to prepare 10 tips on good practice around technology; GD
- Prepare a blog on lync; GD
- Position statement on where the organisation is going with lync to be prepared. M Rennick

Appendix 7: *Property Asset Management and Office Improvement Work*

We have now moved from 6th floor to the 5th floor. There have been issues around ways of working. Plans are being looked at for Gyle Square and feed back will be taken from staff.

ACTION

ACTIONS:

- Look at money we spend on external facilities as a result of not having room availability.

AP

Appendix 8: *Travel Guidance*

Monitoring continues on the usage of flexi passes from Queen Street to Edinburgh Park and Queen Street to Waverley.

Staff Governance Standards 29/16a

- Stress and wellbeing will be put into the Action Plan for next year;
- The length of the Action Plan to be looked at and email to be sent out.

K McLean

K McLean

Appendix 9: *Stress and Mental Health & Wellbeing*

It was felt this was an excellent and worthwhile reminder of some of the issues.

ACTIONS:

- look at ensuring there is a supporting approach to return to work interviews.

S Dyer

5. **Functional Realignment update and Review of Job Descriptions for PHS**

Cath Denholm, Director of Strategy (DoS), presented slides on functional realignment. The purpose of the presentation was to update on progress with functional realignment and to approve the approach to job description review within PHS.

Cath indicated that she has a meeting with PHS Management Team in November to discuss this approach/process.

On functional realignment, Cath indicated we are in the middle of phase 2. Job descriptions are in place. Moving into phase 2 includes evaluation of the process per directorate.

ACTION

The DoS proposed:

- there be a mini Change Advisory Group (CAG) approach to ensure the process is dealt with fairly and consistently;
- mini CAG be chaired by George Dodds;
- there be an overview to communicate to the whole of the organisation;
- the Workforce Planning Group (WPG) would continue to receive requests for changes to posts in the meantime;
- job descriptions be looked at by March 2017;
- the PF remain the governor of this process;
- Unions would be involved in the process.

In discussion the Partnership Forum proposed:

- Management of PHS have a say in the process;
- A paper be shared with staff on roles/responsibilities/processes;
- the table to be updated in slide 6;
- dates to be put in diaries;
- the March date a bit ambitious - alternative dates to be looked at and put in diaries;
- Discuss with Directors in preparing the Terms of Reference (ToR) for mini CAG;
- Karen Donnelly/Cath Denholm have a discussion on process.

It was agreed:

- a paper be prepared in terms of the mini CAG on roles/responsibilities/processes/meeting schedule to be discussed at the November PHS DMT meeting;
- to put forward a process approach;
- the process/job descriptions would be the same as the rest of the organisation;
- feedback would be received from discussion with PHS Management Team;
- the time of the DMT meeting on 7 November be put back one hour to allow Phil Mackie to attend.

CMD

6. **Review of Organisational Groups and Workforce Planning in the context of the Strategic Plan**

Cath Denholm presented her slides on the Workforce Strategy Group (WSG) and the Workforce Planning/Resource Group (WPRG).

The Workforce Strategy Group has a revised Terms of Reference with a 5 year strategic plan. Challenges include improving workforce planning (by become more strategic), getting the reporting right and proportionate to CMT and PF.

The Workforce Resource Group (originally the Workforce Planning Group) is a sub group of the PF, with links to both Workforce Strategy Group and Commissioning Group. Challenges include revising paperwork and processes, setting up and maintaining the information needed to support decisions. It has a revised membership and revised Terms of Reference.

ACTION:

- Work on ToR and its processes in terms of the WRG and the WSG including membership.

CMD

7. **Review and update from development session**

Wendy Hearty, Public Health Adviser, pointed out that items 8 and 9 discussed at the last Partnership Forum Development Day on Public Sector Reform mapped out some actions to be taken forward but there did not appear to be updates from Michael Craig, Gerry McLaughlin and Andrew Fraser.

MC/GMcL/AF

ACTIONS:

- Contact Erica Stewart Jones regarding the write up of the last Partnership Forum Development Day and actions to be followed up;

MC

ACTION

- Introduce future meetings 10.00am for a10.30am start.

MC

8. **Public Sector Reform**

In discussion it was agreed:

ACTIONS:

- Public Sector Reform should remain on the agenda;
- Discussion to take place between Michael Craig/Gerry McLaughlin/Cath Denholm to lay out our key principles around our organisational values.

Admin

MC/GMcL/CMD

9. **Shared Services**

○ **Public Health**

Sitting on the Health Professional Advisory group Gerry McCartney indicated that there had been robust discussions between the Shared Services Groups and Government sponsors around how this fits with the Public Health Strategy.

It was noted that the Scottish Directors of Public Health have a meeting with Gareth Brown and colleagues from Scottish Government with information expected to be forthcoming from that meeting. It was also noted that Phil Mackie, Consultant in Public Health/Head of ScotPHN, has a central role to play in this.

○ **HR**

Jim Carruth, Head of People & Improvement (HPI) indicated that HR has been looking at shared services for a number of years. Scottish Government has indicated that the pace of movement on the shared services agenda was quite slow. An all-day event was held which Michael Craig and Jim Carruth attended.

Jim pointed out that phase 1 looks at recruitment, medical trainees and HR services. There had been an initiative involving some special Boards looking at whether additional support could be provided to each other. Health Scotland expressed concern that there were no staff side involvement, and noted that this had been raised 3 times.

A small piece of scoping work is being looked at on what could be completed within special Boards which could run for 6 months.

10. **EFQM Update**

Jim Carruth (HPI) indicated that Improvement projects have been set up and templates developed for them. Four projects are being designed in that way. They are part of the Organisational Change Improvement Plan.

11. **NHS Health Scotland 2015 Staff Survey Improvement Plan and iMatter update (PF Paper 30/16)**

There were no concerns to report.

On iMatter, we have an outstanding plan from 20th May. We are talking to individuals yet to complete the Plan and this will continue to be monitored.

12. **Workforce Updates (PF Paper 31/16)**

The Partnership Forum was asked to note the paper which highlights key points and risks from the following routine reports.

This is the second meeting with the new format. It is broken into Risk, Workforce Statistics, Workforce Plan and Workforce Policy. The Workforce Policy element was sent out electronically for comment.

ACTION

On vacancies, Shonaidh Dyer (HR) will provide a breakdown of data on 'type', 'base', 'which directorate' and 'where they are in the process' for the next meeting and would welcome feedback.

SDyer

There had not been much change on risk in the Master Risk Register.

Jim Carruth (HPI) agreed to look at capturing, within the Workforce Plan Q3 update, on improved narrative for the next Partnership Forum meeting.

JC

It was also felt we should look at where this item sits on the agenda.

MC

13. **Resilience Statement (PF Paper 32/16)**

The Partnership Forum was asked to note and provide comment on the Resilience Statement that has been submitted to the Scottish Government.

In presenting the first draft of his paper Duncan Robertson (PRO) explained that this was drafted at the back of Scottish government ask about Safe Hands 2, a national exercise. It looks at how we could help out in the event of a serious incident or terrorist related mass casualties incident

It was noted there will be a Safe Hands 2 event this week which colleagues will be attending.

Appendix A looks at support we can offer in the event of such an incident. It is largely around social media, office space and IT and help we could offer in those circumstances. Looking into registered medical practitioners and compiling a list of those. People in HS could back essential roles in territorial boards which has not been captured here.

ACTION

- A list of people with appropriate skills should be compiled in the event of a catastrophic event and updated annually.

JC

The paper was noted.

14. **Catastrophic Events
(PF Paper 33/16)**

In presenting the paper Duncan Robertson (PRO) explained that the paper outlines steps we would take should a catastrophic event occur and appendix A highlights the process.

It was noted that following discussion at the CMT 'communications' was added as part of the process.

ACTION:

It was suggested there be a further addition and that 'internal communication' be added to the checklist.

DR

The Partnership Forum approved the proposed process.

15. **Update from HS/Staff side**

There will be a meeting on 12 October where the main item to be discussed will be function and approach.

16. **Sub-Group updates:**

- **Admin Leadership Group**
- **Healthy Working Lives**
- **Organisational Policy Sub-Group**
- It was agreed a vaping shelter at Gyle Square should be further investigated.

S Daire

ACTION

17. **Review of meeting**

It was felt having presentations worked well.

18. **Any other business**

There was nothing under this item.

19. **Date of next meeting**

1 December 2016, Meridian Court, Glasgow.