

**Partnership Forum Meeting
Thursday 25 January 2018
Room 23, Gyle Square, Edinburgh**

Present: Michael Craig (Chair)
Gerry McLaughlin
Cath Denholm
Andrew Fraser
Jane Weir (deputising for George Dodds)
Jim Carruth
Peter Watson
Irene Hamilton (staff side)
Steven Daire (staff side)
Teresa McDowall (staff side)
Agnes Allan (staff side)

In attendance: Ann Sweeney (observer)
Sharon Gorman (observer)
Duncan Robertson (item 6)
Marie Kerrigan (Minute)
Catherine Combe (Minute)

1. Apologies

Apologies were received from Wendy Hearty, Steve Bell, George Dodds, Andrew Patience

The chair welcomed Ann Sweeney, Senior HR Officer, and Sharon Gorman, OD Lead, to the meeting as observers.

2. Minute

The minute of the previous meeting held on 29 November 2017 was agreed as an accurate record subject to the following amendments:

Page 5, sentence commencing 'Wendy Hearty' had been updated prior to the meeting.

Top of page 4, "PF has noted...." at the top of page 4, remove the word 'email'.

3. **Action Note**

Item 5 – complete

Item 11 – draft not ready. To be brought back to PF when ready or if later to be circulated.

Item 14 - complete

4. **Thematic Discussion: Well informed**

(PF Paper 1/18)

The paper asks the Partnership Forum to discuss, agree amendments and propose further areas for focus in the year ahead under SGAP and includes 4 appendices.

Peter Watson indicated that staff had a responsibility to keep up to date and take advantage of the different methods of communication Health Scotland uses.

Peter indicated that:

- the main means of providing information on what is happening within the organisation is through Corporate Cascade;
- 'Heads up' was introduced this year;
- teams were encouraged to discuss issues at team meetings;
- office display screens were introduced
- the directors cut has approx. 200 "hits" per issue;
- Gerry McLaughlin attended sessions with every Directorate, discussing change and transition
- there have been various blogs, directors cuts, future directions and marketing services blog.

The Change Hub was introduced last year which supplies information around change and transition. This is a focal point for everything you need to know about the new public health landscape, the Public Health Oversight Board meetings, updates on shared services and the Change Oversight Group.

The internal communications calendar is now on Sharepoint and staff have input into this. It will be developed further and will include various health related days that are happening over the year.

In discussion it was felt further analysis should be included on what is working well and there should be further information on outcomes – do people feel informed etc. Peter Watson will cross check progress to ensure this is reflected in the workplan and circulated before the Staff Governance meeting. **(Action: PW)**

Peter pointed out that when he met with Colin Cook, Marketing and Communications Manager with NSS, he indicated that NSS is presently

looking at how their in-house newsletter, PULSE, is going to be published as it is currently produced as a printed copy.

5. **Workforce Draft, including Workforce Planning Assumptions**
(PF Paper 2/18)

Jim Carruth explained the vacancy management process. He advised that the plan is scheduled to be finalised in March and published in June and requested to bring this back to the Partnership Forum (electronically). It was noted that the structure of the plan remained the same in relation to 2020 plan, however a number of areas will be updated:-

- Secondment (Irene Hamilton and Ann Sweeney to review the policy, to bring it in line with the workforce assumptions) **(Action: IH/AS)**
- Vacancy Recruitment

Gerry McLaughlin indicated the requirement for a fluid state of capacity to enable Health Scotland involvement/influence the design of the new Public Health body.

Michael Craig to liaise with Jim Carruth regarding bullet point 1.
(Action: MC)

Voluntary redundancy was raised. It was noted that there is no plan for a voluntary redundancy scheme but individuals are entitled to apply and their request will be considered as per the policy.

Michael informed the group that SWAG is currently reviewing how we might achieve a “once for Scotland” PIN policy, although it was noted that the published PIN policies should form the basis and minimum standard of Health Scotland policies but it is within the scope for Health Scotland, in partnership to enhance the PIN for local implementation. Michael to liaise with Jim on wording. **(Action: MC)**

6. **Workforce Update**
(PF Paper 3/18)

Jim Carruth provided the Partnership Forum with an update on vacancy and absence statistics. There were no concerns.

Duncan Robertson highlighted three policies which were overdue on the policy tracker.

The two policies in appendix 4 were agreed.

7. Draft Partnership Forum Workcycle 2018/19

It was agreed the Public Health Body would now be a standing item on the agenda. **(Action: MK)**

The Cog update was noted.

Alignment to Staff Governance agreed.

It was discussed and agreed that additional Partnership Forum meetings were not required at this time, although this will be subject to ongoing review.

8. Draft Partnership Agreement

It was noted that page 11 should read: "3 staff side/3 management side" as the quorum (inclusive of chair). There was agreement that the co-chairs could nominate a deputy chair on their behalf where necessary but this should only occur when all other avenues have been exhausted to ensure that at least one of the co-chairs is present.

With these changes the Partnership Agreement was approved.

9. Health and Social Care Delivery Plan Implementation update**Publications**

Jane Weir attended the last meeting which discussed the publishing workstream. There have been a number of briefings around shared services. Gerry McLaughlin will be senior responsible officer to help lead the work to ensure the group is a joint staff side/management group.

Shared Services Thinkpiece

Cath Denholm confirmed that NSS had been asked for a thinkpiece on shared services from the Public Health Reform team. We had also proactively submitted our own thinkpiece on the subject, focusing particularly on the steps required to make sure all relevant staff were fully involved in decisions around shared services. The NHS Health Scotland thinkpiece is now available on the Change Hub.

It was acknowledged that this is a complicated landscape and that transparency for staff is paramount. Michael Craig highlighted the importance of governance with regards to partnership working for the new Public Health Body.

Leadership

The results of the leadership consultancy undertaken last year were noted and the recommendations considered. The importance of leadership through times of change in particular was noted. Jim Carruth to circulate paper to group. **(Action: JC)**

10. iMatter Update

Jim Carruth gave an update on iMatter. He advised that Dignity and Work feedback would be available in February with wider organisation iMatter to be completed in March.

11. EFQM Update

Jim Carruth indicated that this is no longer required as a standing item and should be brought to the Partnership Forum as and when required.

This to be removed from the workcycle. **(Action: MK)**

12. Update from HR/Staff Side

Michael Craig gave an update on the last meeting. Areas covered:

- Vacancy Management Process
- Redeployment
- Guidance access to emails.

OPSG noted.

13. Sub Groups Update

The organisational minutes were noted.

14. Review of Meeting

Ann Sweeney and Sharon Gorman found the meeting very helpful and thanked the committee for allowing them to attend.

15. Draft Agenda for Jnt SGC/PF meeting – 16 March 2018

Noted.

16. **Any other business**

Workforce 2020 update

Michael Craig attended the Programme Board on behalf of the Employee Directors of the 4 non-patient facing national boards. In addition, there is a national staff side rep from RCN, and UNISON has asked for a further national staff side representative.

17. **Date of next meeting :**

Joint PF/SGC Seminar: 16 March 2018

PF Ordinary Meeting: 26 April 2018