**PARTNERSHIP FORUM MEETING**

**HELD IN ROOM G1/G2, MERIDIAN COURT, GLASGOW**

**ON FRIDAY, 23 JANUARY 2015**

**Present:**

Michael Craig - Staff Side (Chair)

Gerry McLaughlin - Chief Executive

Cath Denholm - Director of EPP

George Dodds - Director of Delivery

Steven Daire - Staff Side Representative

Agnes Allan - Staff Side Representative

Wendy McDonald - Staff Side Representative

**In Attendance:**

Mary Riordan (minute)

Josephine White (Item 1)

Jim Carruth

Teresa McDowall

Catriona McMillan

Peter Watson

|  |  | ACTION |
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| 1. | Apologies |  |
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|  | Apologies were received from Andrew Fraser, Steve Bell and Amanda Stewart. |  |
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| 2. | Minutes of the meeting held on the 23 October 2014 |  |
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|  | The minutes of the meeting held on the 23 October 2014 were approved. |  |
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| 3. | Matters arising |  |
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|  | 3.1 Item 9, Options for Transfer of CFHS Staff to Health Scotland Terms and Conditions |  |
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|  | It was noted that 1:1 meetings had taken place with staff affected by the transfer. Awaiting decision from staff on whether they wish to transfer to Health Scotland terms and conditions. |  |

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|  | The action note was updated. |  |
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| 4. | Thematic discussion: Involved in Decisions (including SGAP update) |  |
|  | (Paper No 1/15) |  |
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|  | Josephine White spoke to the paper which asked the Partnership Forum what, if any, further assurances were required that NHS Health Scotland was meeting and maintaining the standard.  |  |
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|  | Appendix 1 |  |
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|  | In relation to Appendix 1 of the paper, it was agreed that it was important that movement in a positive direction was shown. It was noted that Health Scotland’s results compared favourably with the results for NHS Scotland as a whole. It was also agreed that the next Staff Survey results would show how well the CAG process had been carried out. |  |
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|  | Appendix 2 |  |
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|  | It was agreed that it was appropriate to have the thematic discussion at Partnership Forum meetings prior to the discussion at the Staff Governance Committee. It was noted that there had been a positive response from the Staff Governance Committee to this format. |  |
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|  | It was agreed that the HR/Staff Side sub group of the Partnership Forum is still developing and the relationships are maturing. The group is continually reviewing its approach, membership and effectiveness |  |
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|  | Staff Governance Action Plan (SGAP) |  |
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|  | The Partnership Forum agreed that it would be useful to have continuous monitoring of the Action Plan. Cath Denholm noted that the new structure in the Strategy Directorate would support having clearly identified staff with responsibility to lead on coordination of actions and reporting of each area of the staff governance standard.  |  |
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|  | The actions agreed were as follows: |  |
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|  | Close off the 2014/15 SGAP. | HR |
|  | Create new action on Staff Survey results for the 2015/16 SGAP. | HR |
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|  | Evaluate staff involvement in functional alignment. | CD/**C McMillan** |
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|  | Review the directorate level results on Involved in Decisions from the 2014 Survey. | HR/Staff Side |
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|  | 2015/16 SGAP to be circulated to Partnership Forum members. | HR |
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| 5. | EFQM update |  |
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|  | A short discussion took place on the EFQM presentation circulated prior to the meeting. It was agreed that the model, as a continuous improvement process, could be adapted to suit individual organisations. However it was felt that the model did not make clear who the leaders were. It was also agreed that not all staff were yet aware of the process and we needed to continue to work on this. |  |
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| 6. | NHS Scotland 2014 Staff Survey |  |
|  | (Paper No 2/15) |  |
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|  | NHS Health Scotland Report |  |
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|  | The Partnership Forum agreed that, in comparison to the 2013 Survey results, a number of questions, shown on page 9 of the report, showed a very positive response. |  |
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|  | It was felt, however, that there were a number of areas for improvement in relation to the following areas.  |  |
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|  | When changes are made – not clear of the outcome. |  |
|  | Clarity on duties and responsibilities. |  |
|  | Understanding how work fits in to overall aims of Health Scotland. |  |
|  | Care of services users as a priority for Health Scotland. |  |
|  | Would recommend workplace as a good place to work. |  |
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|  | Concern was expressed over question 4.3 on page 19 of the report which showed that one-third of responses were either neutral or strongly disagreed to the question on whether Health Scotland acted fairly and offered equality of opportunity with regard to career progression/promotion. |  |
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|  | Concern was also expressed over the response to question 5.2 on page 21 of the report where 31% of staff felt that there were not enough staff to deliver the workload. A question was asked as to whether this was in relation to the 10% reduction in staff or if it was certain parts of the organisation being under pressure to deliver specific pieces of work. |  |
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|  | In relation to questions 6.4 and 6.5 on page 24 of the report, it was felt that an element of the negative response could be related to the move to the Gyle. |  |
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|  | (Paper No 2/15) |  |
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|  | Jim Carruth spoke to the paper which the Forum was asked to note. The paper provided an initial analysis and commentary on the results from the 2014 NHS Scotland Survey. He highlighted paragraph 11a(ii) of the paper in relation to health and safety training. Paragraph 7 of the paper in relation to areas for improvement was also highlighted to the Forum. |  |
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|  | Following discussion, the Partnership Forum agreed to go forward with the same approach as last year. It was also agreed that the 6 below average questions would be included in the action plan. |  |
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|  | It was agreed that there would be further discussion by the Partnership Forum and Staff Governance Committee at the end of March and it was anticipated that the directorate results would be available by then. At this point further actions could be added to the action plan. |  |
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|  | The Partnership Forum expressed their thanks to HR staff for their work on the survey results. |  |

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| 7. | Healthy Working Lives Award – update |  |
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|  | George Dodds paid tribute to the staff who had worked on achieving the Gold Award. Peter Watson then gave a short update on the process to achieve the Award. The Advisor had met with the Core Group at the Gyle on the 15 December. Following this she had met with a representative group of staff. The submission for the Award and the 3 year action plan had been submitted prior to the Advisor’s visit. |  |
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|  | Operational groups had also been set up. A considerable number of staff had been involved in the process which had helped to embed the process within the organisation. The Forum noted that the Assessor had been impressed with the way that staff had adapted to the move to the Gyle and to the use of new technology. |  |
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|  | It was noted that the Assessor’s report was now available on the Source. |  |
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|  | The Forum noted that members of the operational groups would be asked if they wished to continue to the next stage of the process. It was also noted that a recruitment campaign would take place to invite staff to become members of the groups. |  |
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|  | The Partnership Forum expressed their thanks to all staff who were involved in the process. It was agreed that the Joint Chairs would write to the Award group to express their appreciation for their work. | MC/GM |
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|  | It was agreed that a proposal would be presented to the Forum for the 5 March meeting on how the process would continue beyond the Gold award. | GD |
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| 8. | Meridian Court – Short Life Partnership Group |  |
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|  | The Forum noted that there had been delays in setting up the working group, although work was continuing on this. It was agreed that it would be useful to carry out an evaluation exercise on lessons learned from the move to the Gyle which could be used for the |  |

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|  | Meridian Court accommodation review. It was noted that it had previously been agreed that following a year of occupation in the Gyle the User Group would carry out an evaluation. This evaluation would help inform decisions in Meridian Court. Cath Denholm agreed to discuss this evaluation with Steven Daire. | **CD/SD** |
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| 9. | Partnership Forum Meeting Day |  |
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|  | Following a discussion it was agreed that the Partnership Forum would hold their meetings on a Thursday. Meeting dates for 2015/16 to be confirmed. | **MR** |
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|  | One half day Risk session to be arranged. | MR |
|  | One development session to be arranged late August 2015. | MR |
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| 10. | Length of Service Recognition |  |
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|  | Cath Denholm gave a brief update to the Forum, explaining that there had been a revision in the proposal since the issue was discussed at the last meeting. Peter Watson circulated a paper outlining the revised proposed approach to be taken, which is now aimed at staff in service at 20 years, rather than at staff leaving service after 20 or more years. The principle that this should be a celebration of staff’s contribution to the organisation and the NHS was supported. The proposed amount in respect of gift vouchers prompted some discussion. Cath Denholm agreed to explore how our proposals compared with practice in other boards and to keep the PF updated on proposals.  | **CD/PW** |
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|  | The Partnership Forum agreed in principle to the approach outlined. |  |
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| 11. | Workforce update |  |
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|  | Workforce Plan 2014/15 – Q3 update |  |
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|  | The Forum noted that work was commencing on the new Plan which would incorporate actions from the 2020 Action Plan as well as EFQM and other related action plans |  |
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|  | Workforce Review Process |  |
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|  | It was noted that additional information requested by the Partnership Forum had now been incorporated. The paper was noted. |  |

|  | Update on Organisational Risks Relating to Workforce |  |
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|  | (Paper No 3/15)  |  |
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|  | Jim Carruth spoke to the paper which asked the Partnership Forum to note the organisational risks currently registered relating to the workforce. He drew the Forum’s attention to the red risk relating to policies as this was still an area of concern. It was agreed to look at this in more detail alongside the review of the Workforce Plan. | **All** |
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| 12. | Policy update |  |
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|  | Organisational Change Policy |  |
|  | (Paper No 4/15) |  |
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|  | The Partnership Forum agreed to sign off the policy. |  |
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|  | Organisational Policy (OP) Sub Group minutes of 20 November 2014 |  |
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|  | It was noted that the minutes were to be approved at the next meeting of the OP Sub Group. The draft minutes were noted. |  |
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|  | Policy and Consultation update |  |
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|  | It was noted that the Bullying and Harassment policy was now out for consultation. A number of comments had been received. The policy would be redrafted taking into account the comments received. Gerry McLaughlin said that the Staff Governance Committee had expressed concern over the slippage on this policy. He said it was important to ensure that the Partnership Forum maintained a sense of urgency about getting this back on track. |  |
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|  | The paper was noted. |  |
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| 13. | Update from HR/Staff Side Group |  |
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|  | Jim Carruth gave a brief update on the subjects discussed by the group at their meetings. These were: |  |
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|  | Functional alignment. |  |
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|  | Agenda for Change matching panels. Training sessions to take place in the first week of March. Also, that a clear document process was being written up and should be made available to all staff. It was agreed that the group would review the process on a regular basis. | **HR/Staff Side** |
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| 14. | Sub Group updates |  |
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|  | The following sub group updates were noted: |  |
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|  | Admin Leadership Group |  |
|  | Health, Safety and Facilities Group |  |
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| 15. | Review of agenda items for next meeting |  |
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|  | The work cycle was noted. |  |
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| 16. | Review of meeting |  |
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|  | It was agreed that the quality of discussion was continuing to develop and strengthen. The level of trust and confidence was high with a strong management and staff side commitment. |  |
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| 17. | Any other business |  |
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|  | 17.1 Values |  |
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|  | A short discussion took place on values. It was noted that some concern at the level of disinterest in some of the papers presented had been expressed by staff attending Partnership Forum meetings.  |  |

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|  | They felt that on some occasions it was clear that not all members of the Forum had read papers prior to the meeting, and behaviour such as checking emails during emails was mentioned. It was agreed that this was an issue of respect, not restricted to the Partnership Forum, and one which all members should consider.  |  |
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|  | It was agreed that it was important that people know what to expect for each committee/meeting they attend. The submission of late papers was also considered to be a problem. |  |

|  | It was agreed that this would be discussed further at the development session. | All |
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| 18. | Date of next meeting |  |
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|  | 5 March 2015. |  |