



PF Minute

NHS Health Scotland

Minute of the Partnership Forum

Thursday 4th October 2018
Room 23, Gyle Square, Edinburgh.

Members present:

Cath Denholm (Chair)
Irene Hamilton
Teresa McDowall
Steven Daire
George Dodds
Agnes Allan

In attendance:

Josephine White (representing for Jim Carruth)
Garth Reid (representing Andrew Fraser)
Liam Slaven (Modern Apprentice)
Tia Mure (Modern Apprentice)
Marie Kerrigan (Minute)

1. Apologies

Apologies were received from Michael Craig, Gerry McLaughlin, Peter Watson, Jim Carruth, Andrew Fraser and Andrew Patience.

Welcome

The chair welcomed Liam Slaven, Tia Mure (modern apprentices), Josephine White (representing Jim Carruth) and Garth Reid (representing Andrew Fraser).

2. Minute

The minute of the previous meeting held on 28 June 2018 was agreed as an accurate record.

3. Matters Arising (action list)

Development Day

It was felt at the moment the Partnership Forum (PF) would not ask for a more active pursuit of a date for the Development Day but would look at this again at the November meeting when the co-chairs were present.

In discussion it was agreed Josephine White produce a paper for the next meeting on the range of engagements and themes that are coming up from a staff perspective, encompassing a partnership approach and looking at any gaps.

Actions:

- **JW/SD/CD** - produce a paper for the November PF meeting on the range of engagements/themes coming up;
- Have a discussion at the November PF meeting on Partnership Approach, looking at gaps/weaknesses;
- PF Development Day to be on the agenda for the next meeting.

iMatter Update (Pulse Surveys)

– ongoing

HR/Staff Side

- Service Level Agreement ongoing;
- Occupational Health Referrals – this is now on HR/Staff Side agenda and is therefore complete.

4. Change and Transition update

The purpose of the report was to provide the PF with a summary of activity on Change & Transition work, particularly as it relates to the impacts of workforce. It gives a snapshot since the last meeting on the key activities in relation to workforce and areas identified by the Change Oversight Group (due diligence, future landscape and engagement).

In updating the PF Cath indicated that the shared services draft project initiation document was discussed at the Public Health Reform Programme Board. They agreed to rename this the Corporate Services Project with Cath co-leading the project with an external partner to be confirmed. She indicated that a project team would be established. The initial task would be to work through the service specification for each of the corporate services by November 2018. It was also noted that another new project, the Target Operating Model project, has been initiated. The purpose of the TOM project is to help define the future state and overall operating model of Public Health Scotland.

It was noted that –

- A due diligence sub group folder has been established to allow all members of the group to view and share documents;
- Work is continuing to reconcile the organisational structure charts in line with the agreed budget for 2018/19;
- Annex A, timeline template, will be used for all updates;

- Under 'Due Diligence' and 'Vision for the Future' updates, the IT project had been omitted from table 2.
- For future reports the balance of staff time spent on Change etc will be monitored.

Actions:

- **IH:** Timeline template to be used on the Change Hub with the banner on the right;
- **JW:** IT project to be included in table 2 under 'Due Diligence' and 'Vision for the Future';
- **GMcL/MC** – On Annex D, Joint communication to be sent out noting the survey figure and time spent on projects. **GD** to prepare a form of words.
- **CD/GMcL** – speak to Gareth Brown about the importance of cross government working.

There was an awareness on how busy people were feeling and therefore it was important to have conversations to help understand as the pressures change.

***Workforce Planning Assumptions
(PF Paper 12/18a)***

Cath gave an update on the Workforce Planning Assumptions, highlighting the following:

- As Scottish Government's Health Workforce Directorate is working on a Once for Scotland basis it is now the general view that there should not be further review of local PIN policies unless necessitated by legislative change. The PF felt there should be a mechanism in place to review this.
- There would be a general freeze on our regular policy review (except by exception), recognising that some policies will fall out of view but they are still compliant.
- In maintaining our commitment to the Healthy Working Lives Gold Award the PF agreed with the Board's suggested wording that this be generalised beyond the Gold Award so that it maintains Health Scotland's commitment to health and wellbeing at this time of change and resilience.
- Training and for staff will continue, and a workforce development plan will be drawn up for the next 12/18 months. The focus will be on development necessary for this particular change and future context.
- Managing the use of fixed term contracts – There is a slight rephrasing of the original wording to emphasise that Health Scotland is doing this closely with the Public Health Reform Team.
- It was agreed the 5% vacancy factor should remain.

The PF approved the updated planning assumptions.

**5. Workforce Policy Update Report
(PF Paper 13/18)**

There were minor edits to the policies.

- ***Freedom of Information Policy***–
This is largely General Data Protection Regulation (GDPR) edits relating to FOIs and monitoring/staff information.
- ***The Parenting and Dealing with Bullying and Harassment Policy***
There were some web links Scottish Government was keen to provide information on around sexual harassment;
- ***Managing Stress at Work Policy***
Line Manager responsibilities updated and stress assessment template as an appendix;
- ***Health and Safety Policy***
There were no edits.
- ***Tobacco Policy***
The policy around e-cigarettes has been updated along with web links.
- ***Secondment Policy***
The PF was keen that sign-off of this policy does not continue to be an issue.

The PF suggested it continues to get a list of policies which are out of review date, and an opportunity to flag up any which for whatever reason we feel do justify a review of some sort.

Action:

- **DR** – Review the flow diagram on pages 31 and 39 re bullying and harassment.
- **DR** to come back with a proposition around how we have a proportionate tracking process in place, and follow through to its conclusion on the secondment policy.

The PF approved the policies included in the paper and those distributed electronically. Given the above decision to step down the intensity of policy review,

***European Union (EU) Withdrawal
(PF Paper 14/18)***

A paper went to the Directors meeting in July around readiness for EU withdrawal which asks staff to self-disclose their nationality. It was agreed at the Directors meeting that this would be brought back to PF for an update.

A lime survey was carried out in August and 9 members of staff indicated that the EU withdrawal may have an effect on them and their families. HR will be engaging with those members of staff individually to talk to them about any support we can offer them as employers. Scottish Government continues to give updates in terms of how to support staff.

This will continue to be monitored and if the risk aspects change this will be brought back to PF.

The PF noted the information contained within the paper and endorsed its future approach.

The Trade Union (Facility Time Publication Requirements) Regulations, July 2018

Action:

- Agenda item to be carried forward to the November meeting.

***Agile IT Kit Rollout
(PF Paper 15/18)***

Brian McConnell, IT Systems Support Team Manager, spoke to the paper which asks the PF to consider the proposal and approve the recommendations to move all staff to agile working, removing the need for desktop PCs.

The PF approved the recommendation to move to full agile working provision for all staff.

6. iMatter Update

It was reported that 90% of action plans have been completed within the 12 weeks. Michael and Jim have spoken with the thematic leads from Staff Governance to look at an organisational action plan which is currently in draft and will come back to PF in December.

7. Once for Scotland Workforce Policies

Noted.

8. Leadership Feedback Report

The PF was issued with a paper by Della Thomas on leadership development. It was noted that the adaptive collaborative leadership approach we have taken has served us well as an organisation, particularly in terms of whole system working, and we should promote this whenever we can.

Health Scotland Staff Governance Standard Monitoring Report 2017/18

The letter from Scottish Government acknowledging receipt of Health Scotland's Staff Governance Monitoring Return was noted.

Sub Group Minutes

The following minutes were noted:

- Health, Safety & Facilities, 20th September 2018
- Admin Leadership Group, 12th September 2018

Review of the meeting

Tia enjoyed learning more about what the PF does as a group. Liam thoroughly enjoyed the PF discussions. Garth felt this reflects the way we work together as an organisation. PF members also agreed that this was a very effective meeting.

PF Development Session

Final decision on holding a PF Development Session to be made at the next meeting.

Draft Agenda for next meeting

- Business item - JW to prepare a paper for the November meeting on how we are using our accommodation
- Business item – Facilities time

9. Any other business

There was no further business.

10. Date of next meeting: 15 November 2018, Room 5.5, Meridian Court.