



Draft PF Minute

NHS Health Scotland

Minute of the Partnership Forum

Thursday 15 November 2018
Room 5.5, Meridian Court, Glasgow.

1. **Welcome**

The Chair welcomed everyone to the meeting.

Apologies

Michael Craig
Peter Watson
Andrew Patience
George Dodds
Jim Carruth

Present

Gerry McLaughlin (Chair)
Agnes Allan
Teresa McDowall
Irene Hamilton
Steven Daire
Andrew Fraser
Cath Denholm
Josephine White

In attendance:

Kenny McLean (item 6)
Duncan Robertson (item 5)
Marie Kerrigan (Minute)

1. **Minute**

The minute of the previous meeting held on 4th October 2018 was agreed as an accurate record.

2. **Actions**

Actions updated.

3. **Change & Transition Update including Summary Report, Workforce Plan Output update and SGAP (Paper 16/18)**

Josephine White, Organisational Lead for People and Workplace, introduced the paper which provided the Partnership Forum (PF) with a summary of activity on Change and Transition work, particularly as it relates to, and impacts on, workforce.

The November paper updated the PF on the target operating models within the National Board collaborative work for Estates and Facilities, Finance, Procurement and HR. The tables provided information on commissions, project work and information on the impact on staff.

Resourcing Change has been going well in terms of bringing more people into the change projects and there was a need to keep a close eye on financial due diligence.

In discussion it was noted that several Health Scotland staff felt they did not have time to put themselves forward for projects and on some occasions line managers were unwilling to accommodate their requests.

The PF expressed its commitment to ensuring Health Scotland create the best possible opportunities for staff to become involved in work and agreed there should be a negotiation with line managers around how best staff could be freed up and there should be a conversation with relevant Heads of Service/Directors should there be issues.

Engagement sessions will be taking place over the next few Mondays with a healthy balance of attendance. The PF congratulated the reform team on having the widest possible engagement.

Workforce Risks

18-4 (As a result of issues in the process of creating the new public health body, there is a risk that the different cultures and practices of the legacy bodies become an impediment to the effectiveness of the new body).

It was noted that:

- the session on Planning with PHI was really successful and gave staff the opportunity to get together and get to know each other.
- the Common Grounds approach was an inspiring idea and we should continue to give some oxygen to this. Sharon and Rachael will be looking at the feedback.
- there was no need to have a standing item in relation to iMater as the organisational actions within imatter are now incorporated in SGAP.

Action:

- **MK** iMatter to be removed as a standing item on the agenda.

18-5 (As a result of changes to the new public health body and shared services, there is a risk of an impact on productivity and staff turnover, and so we do not deliver all our commitments for 2018/19).

The PF noted the paper.

4. Workforce Policy Update (Paper 17/18)

Duncan Robertson, Senior Policy, Risk & Data Protection Officer, introduced his update.

The Secondment Policy was agreed at OPS on 5 November. It went out for staff consultation and received comments back. The Impact assessment also went to OPS in November. No policies with minor edits.

It was felt it would be useful to include in the Secondment Policy, under Roles and Responsibilities, that there should not be a presumption of backfill.

Action:

- **AA/JW** to action.

The PF approved the Secondment Policy on behalf of the Board and Staff Governance Committee subject to this amendment.

A key piece of joint work between HS and NSS has commenced in preparation for Public health Scotland. It was confirmed that this exercise was not confined to workforce policies. The HR Steering Group will look at this.

The Once for Scotland workforce policies briefing was noted.

5. Accommodation Update (Paper 18/18)

The purpose of this paper was to provide an update on the current accommodation, particularly Meridian Court, and to lay out a proposed direction of travel within the context of Public Health Reform.

Headcount overall has increased in Meridian Court. There has been additional pressures in terms of student placements, interns, visiting workers etc, and desk usage continues to be monitored on a daily basis. It was noted that Gyle Square is significantly less busy and running at a 50% occupancy.

The publication of the Accommodation PID for Public Health Scotland took place on 29 October. There is a link to the PID within the paper together with key deliverables.

There have been ongoing discussions with ISD regarding accommodation, who has stated that they too are finding it busy on certain days.

In discussion the following points were raised:

- There was concern that if many more new posts are based in Glasgow we will run out of office space;
- Gyle Square admin staff report having to arrive in Glasgow before 8.30am in order to guarantee a desk;
- There was a need for managers to be flexible about working patterns and practice;
- There should be a communication to staff and on Source giving an update in relation to Meridian Court touchdown accommodation space.
- When the Accommodation Project Group is established there should be a staff side representative.

Action:

- **JW/IH** to produce an update for Source together with a communication to staff in relation to all of us using the space at Meridian Court to the best possible effect.

The PF:

- Noted the current analysis of accommodation usage.
- Discussed and endorsed the proposed principles for planning accommodation for PHS and agreed to advocate for this approach with the PHR and NSS.
- Agreed to regular updates on this work, via the Change & Transition update.

6. Legacy Report

Cath Denholm, Director of Strategy, explained that as part of our legacy/transition we should acknowledge what we have achieved and what can be taken forward.

In celebrating our legacy Cath indicated that there will be:

- a legacy report which will be a short document. She suggested that we might wish this to be available to all members of staff, and this proposal was supported by the Partnership Forum;
- written information online;
- a number of events (some of which will be informal). The main stakeholder event will involve members of staff and should take place in late spring/early summer (no later than the 3rd week in June).
- a 'legacy wall' (in the office and at the all staff event) and a digital version of a memory wall.

7. iMatter update

- iMatter is now moved to SGAP.

Update from HR/Staff Side

- There has been no update since the last meeting.

Public Health Body

- An advert has now gone out for the Chair of the new health body; an advert will go out either before or after Christmas for the Chief Executive and thereafter recruitment will commence for Board members. It is expected the Chair will be in place by March/April and the Chief Executive by May/June.

Review of meeting

- Everything on the agenda had been pertinent and the meeting ran very smoothly.

8. Draft agenda

Noted.

9. AOB

- PF Development Day

At the last meeting, in the absence of the two co-chairs, it was agreed to cancel the PF Development Day subject to the chairs' approval. This has now been agreed.

It was suggested to look at having a joint Partnership Forum meeting with ISD.

Action:

- **MC/CD** to explore.

EU

Action:

- **JW** to circulate update from Shirley Rogers.

10. Date of next meeting: 24 January 2019