



Draft Minutes PF

Partnership Forum

Minutes of Partnership Forum

Thursday 23 January 2020
Rooms G5, Meridian Court, Glasgow

Present:

Gerry McLaughlin, Chief Executive (Chair)
Michael Craig, Employee Director (Co-Chair)
Diane Stockton, Acting Director of Public Health Science
Andrew Patience, Head of Finance & Procurement
Agnes Allan, Staff Side Representative
Teresa McDowall, Staff Side Representative
Steven Daire, Staff Side Representative
Irene Hamilton, Staff Side Representative

In attendance:

Jim Carruth, Head of People & Improvement and Deputy for Cath Denholm (until 12:00)
Peter Watson, Senior Communications and Engagement Officer
Nicole Smith, Executive and Governance Administrator (minute)

Apologies:

Angela Leitch, Chief Executive of Public Health Scotland
George Dodds, Director of Health Equity and Director of Health & Work
Cath Denholm, Director of Strategy
Penny Dunn, Senior Policy & Outcomes Officer

Commented [NS1]: Is it appropriate to note this?

1. Welcome

The Chair welcomed everyone to the last formal Health Scotland (HS) Partnership Forum meeting. He highlighted the journey the Partnership Forum had been on since 2010 by increasing their understanding of working in partnership, engaging with staff, and truly living the HS values. He also noted a noticeable difference in the willingness, commitment, and degree of comfortability members have to contribute in a wholesome way.

The Co-Chair echoed the sentiments and extended thanks to the People and Improvement Team for providing informative papers that lead to meaningful discussion, as well as to the Chief Executive's Office Secretariat Team for the support provided to the Partnership Forum.

The Partnership Forum formally noted and congratulated Michael Craig for his appointment as Public Health Scotland (PHS) Staff Side Chair. It is expected he will also be the first Employee Director of PHS.

Apologies were noted as above.

2. Minute of previous meeting:

The minute of the previous meeting held on 26 November 2019 was agreed as an accurate record.

It was noted that Duncan Robertson and Diane Stockton will be proposing to the Delivery Group that formal process/guidance for signoff of policies on the run-up to PHS be provided imminently.

Action:

- **Nicole Smith** to pick up with Catherine Combe regarding the policy on lone working and whether or not it has been updated.

3. Matters Arising (Action List)

22 August 2019

Item 11 – HR Systems Update: *Michael Craig to liaise with Erin Giles about SSTS implementation possibilities, as well as when the Partnership Forum will have access to Tableau for reports.* Michael Craig and Jim Carruth will agree a way to carry this forward.

30 September 2019

Item 7 – Update from HR/Staff Side: *Jim Carruth and Michael Craig to meet and discuss changes to be made to the HR and Staff Side meeting structure going forward.* Completed. Staff Side representatives have been identified for PHS. There will be team building exercises in April/May.

26 November 2019

Item 4 – Change & Transition Update

Michael Craig to speak with Angela Leitch, emphasising the importance of partnership working and staff engagement and discuss how she foresees those elements to look within PHS. Completed. These discussions between Michael and Angela are ongoing.

Directors to lead discussions with their DMT/staff regarding the desktop exercise, reiterating that it is not the final structure for PHS and that it will evolve as new teams for new areas of work emerge. Completed. The structure for PHS will be published imminently. There are not expected to be any surprises. Anomalies within line management are

all known and understood, and conversations with those teams effected have taken place.

Gerry McLaughlin and Michael Craig to send an all staff communication prior to Christmas that notes the contributions people are making to the SGAP in the midst of difficult circumstances. Carried forward. It was agreed that this communication would not be appropriate prior to Christmas, but to be included in post January Partnership Forum communication.

All other actions have been completed/closed.

4. Change & Transition Update

Jim Carruth spoke to the paper.

Workforce Transition

There is still opportunity for further discussions and conversations for staff who are a part of TUPE 2. Otherwise, in terms of staff impact, specifically impacted teams have been offered support as 1:1 and group sessions.

Workforce support workshops are being held that are meant to prepare staff for the upcoming change. It is important that staff have discussions with their line managers and plan what workshops they should attend. The workshops are based on what it is believed staff need, and more will be necessary as waiting lists have already formed for some of those already scheduled.

Staff Engagement and Communications

There are 10 all staff engagement sessions scheduled throughout February and March. Each is three hours and meant for 60 staff at a time, held in Glasgow and Edinburgh. Angela Leitch will have a chairing and Q&A role, as well as share her vision for PHS. The purpose of these sessions is for staff to meet Angela, their new colleagues, and capture their own aspirations for PHS. This opportunity is being communicated via The Source, the PHS Weekly Update, and an incoming personal email from Angela. Staff have a responsibility to engage with PHS. Angela expects directors to be encouraging their staff to attend these events, as well as the workforce support workshops.

Action:

- **All Partnership Forum members** to encourage staff to attend the staff engagement sessions, primarily the first two happening Monday 3 February and Thursday 6 February.

Current Implications & Impacts on Workforce Delivery

There is a lot of work being undertaken right now in regards to Shared Services, which is important to keep in mind when requesting capacity

from the teams involved. Shared Service roadshows are being organised through Simon White, there are no dates or other details yet.

There is a Ways of Working workshop upcoming on the 17 February, which will include Staff Side representation from Public Health and Intelligence (PHI) and HS. Tim Andrew is currently the only attendee representing the customer. There is also work being done around joint planning.

Action:

- **Jim Carruth** to liaise with Cath Denholm and Tim Andrew regarding the lack of customer representation at the Ways of Working workshop and how it can be improved.

Concerns were raised regarding the procurement service for Public Health Scotland. Andrew Patience is meeting with Brian Laughland, Head of Procurement at the Scottish Ambulance Service, and Kris Lindsay, Head of Procurement at National Services Scotland (NSS), on Tuesday 28 January to ensure both sides are engaged in the procurement transfer. Kris was asked to send presentations on how Procurement will be set delivered through NSS. There are no significant issues envisaged. Legally PHS should inherit all HS contractual agreements. Staff training for Procurement will not be needed imminently, if at all.

Action:

- **Andrew Patience** to formally seek assurance from NSS, as the new procurement provider, that there are good arrangements in place for that transition, as well as identify any contracts in which there are likely to be issues arising in April/May.

The Partnership Forum noted the paper.

5. Partnership Forum – Managing Dissolution including Legacy

The Chair spoke to the paper.

There has been work done to look at how to properly sequence the PF business for the Staff Governance Committee (SGC) to consider it complete and closed for their final report to the Board in March. The provided draft report aims to capture that. It also captures the things that make the way the Partnership Forum handles their business important, as this report is expected to be one of the products included in the governance handover. The Chair asked Peter Watson to help draft an introduction to the report that would be presented to the SGC, while also being appropriate for an audience outwith. Ideally, PHI will producing a similar product to feed into the new PHS Partnership Forum.

It is important that the positive aspects of HS partnership relationships are maintained into PHS. This is included in the draft partnership

agreement. One of the options currently being considered is potentially holding a Shadow PHS Partnership Forum prior to the end of March. This will allow new Partnership Forum members to begin laying down what they believe to be important in terms of approach using the draft partnership agreement.

Action:

- **Peter Watson** to assist in drafting an appropriate introduction to the Partnership Forum Final Report, suitable both to be presented to the SGC and an audience outwith.
- **Gerry McLaughlin/Michael Craig** to share the Partnership Forum Final Report with Anna Gilbert at Scottish Government for information for the Scottish Partnership Forum.

6. Celebrating Health Scotland

Peter Watson spoke to the paper.

Groups at both Gyle Square and Meridian Court have met to share ideas and discuss ways to celebrate HS, what the organisation has achieved, and memories associated with those achievements.

In a few weeks' time, an area will be created on The Source for all staff to access and share memories of working in HS. This Source page can also be displayed on screens around the office. There are also celebrations to be held on 12 March at Meridian Court and 17 March at Gyle Square, diary communications have gone out to staff to this regard. Additionally, a charity social night out is being organised in Glasgow for the 26 March. The aim is to invite past HS staff, existing Board members, and all those who have been through the modern apprenticeship scheme. The Chair noted the importance of recognising that there are staff who have spent a significant portion of their adult life working for HS.

There is some work being done by the Communications and Engagement team regarding the launch of PHS for 1 April. The specifics are unknown, but conversations are taking place to that regard.

Action:

- **Peter Watson** to speak with the Communications and Engagement team about acknowledging all the effort going into the celebratory events, and inquire about what work is being done around the launch of PHS on 1 April and welcoming staff to the new organisation.

The Partnership Forum noted the paper.

7. Update from: HR/Staff Side

The Chair noted that HS/Staff Side concerns have been covered earlier in the meeting.

8. National Boards Collaborative update

The Chair has noted to the National Boards Collaborative Programme Board that they need to decide what their future relationship with PHS will look like.

The Partnership Forum noted the update.

9. SGAP

The SGAP will form an important part of the SGC Final Report, and therefore HS should have a final look at the SGAP with a view to closing the HS contribution and identify anything that needs to be taken forward to PHS. Josephine White will be asked to request updates from action holders and draft a cover paper for the next SGC.

Action:

- **Jim Carruth** to follow up with Josephine and see through the completion of the cover paper for the next SGC to close the HS SGAP and recommend actions to be taken forward to PHS.

10. Review of meeting

The Partnership Forum members reiterated the mutual respect felt around the table, noting the importance of future PHS Partnership Forum members to build similar relationships.

11. Any other business

'Once for Scotland' Workforce Policies 2019 Briefing Note

Phase 1 of 'Once for Scotland' launches on 1 March with five policies. There are currently workshops taking place around the country in regards to Phase 2.

Modern Apprenticeships

The Modern Apprentices finish their two years in September 2020, at which time they should be offered opportunities for permanent employment. This is a responsibility that PHS takes from HS. George Dodds was credited for the hard work done to ensure these Modern Apprenticeship opportunities were made available to young people who wouldn't otherwise have them. It was agreed that future Modern Apprenticeships should include conversations around future goals and career aspirations, rather than assuming an administration post is most appropriate.

Action:

- **Michael Craig** to include information regarding the Modern Apprenticeships and responsibilities surrounding those in the Partnership Forum's Final Report.

The Chair closed the final meeting of the HS Partnership Forum.