



Minutes PF

Partnership Forum

Minutes of Partnership Forum

Thursday 24 January 2019

Room 23, Gyle Square, Edinburgh

Present:

Michael Craig, Employee Director (Chair)
Agnes Allan, Staff Side Representative
Steven Daire, Staff side Representative
Irene Hamilton, Staff side Representative
Teresa McDowall, Staff side Representative
Andrew Patience, Head of Finance and Improvement
Jim Carruth, Head of People and Improvement & deputising for Cath Denholm
Gerry McCartney deputising for Andrew Fraser
Jane Weir deputising for George Dodds

In attendance:

Peter Watson, Senior Communications and Engagement Officer
Josephine White, Organisational Lead for People and Workplace (TC for Items 1 – 5 & 12)
Cameron Anderson (observing)
Nicole Smith (shadowing minutes)
Catherine Combe (minute)

Apologies:

Cath Denholm
George Dodds
Andrew Fraser
Gerry McLaughlin
Della Thomas

Welcome

The Chair welcomed Cameron Anderson (Modern Apprentice) and Nicole Smith, Executive and Governance Administrator to the meeting. It was noted that there had been a number of Director's apologies and it was confirmed that the deputies in attendance were authorised to make decisions on their behalf. The Chair highlighted the importance of these meetings and stressed that attendance be prioritised.

1. Minute of previous meeting: 15 November 2018

The minute of the previous meeting held on 15 November 2018 was agreed as an accurate record subject to the following amendment:

- Page 2 – type error, second paragraph from the bottom should read iMatter.

Action:

- **CEO Administration** to amend minutes.

2. Matters Arising (Action List)

The updated actions from the last meeting were noted as:-

- **Item 3 - Change and Transition Update**
iMatter to be removed as a standing item on the agenda.
Complete
- **Item 4 – Workforce Policy Update**
Secondment Policy to be included under roles and responsibilities.
Complete
- **Item 5 – Accommodation**
Irene Hamilton and Josephine White to take forward. It was agreed that this should be prioritised as urgent.
Ongoing
- **Item 9 – AOB Item re EU**
It was noted that this information had been circulated to the Partnership Forum. Josephine White confirmed that the latest update is that there will be no charge for right to stay. Health Scotland will continue to support those members of staff that this change pertains to.
- **Draft Action Notes**
It was highlighted that it had been previously agreed that the draft action plan should be circulated within two weeks of the meeting date to enable sufficient time for identified actions to be progressed.
Catherine Combe to ensure that draft actions are sent out within agreed time frame.

**3. Change and Transition Update
(PF paper 1/19)**

The Partnership Forum were asked to review the update and discuss any issues arising. Josephine White advised that there has been an increased pace with the Commissions activity and that the due diligence report had been submitted to the Scottish Government last week.

- **Update on Public Health Reform Commissions / HS Supporting Arrangements Projects**

It was noted that the commission work update is at present consolidated, it is anticipated that this will be more readily dissected in future to provide more information.

Jim Carruth explained that the format of the paper had been altered to ensure that it was fit for purpose for a numbers of meeting. It was agreed that this will be unpicked and report provided on items which are of use for this Forum.

It was highlighted that media section will be added to the engagement paper in the future to enable a helicopter view. Jane Weir highlighted that a correction for table 2 (page 7) regarding branding was required, Jane Weir will provide update.

Michael Craig provided an overview of the recent Programme Board discussions on the Target Operating Model and initial discussions on draft structure for Public Health Scotland, he advised that it has been agreed to explore this further.

The Forum discussed the importance of engagement and ensuring that we are bringing all staff along. There is still a sense of lift and shift in some staff groups. Gerry McCartney raised concerns regarding a risk of raised staff anxiety about potential change from skilled based to outcome based Directorates. It was agreed that this point should be directed to the Communications Engagement meeting tomorrow. The Partnership Forum noted that there have to date, been different communications sent to staff from PHI and HS and although it has been previously been raised, it was agreed that there is a need to ensure a consistent message to all staff. Jane Weir explained that the Change Oversight Group and Change Support Project Team have discussed this and further discussions are expected at tomorrow's meeting. It was agreed that it was imperative that a lead be identified for Communications to enable streamlining of information.

The Partnership Forum expressed concerns regarding the feedback loop but after discussion, it was agreed that a number of the Forum members sit on a wide variety of other groups which will provide a continued overview.

- **Risks**

Noted.

- **Timeline**

It was confirmed that it had previously been agreed that a sprint cycle approach would be adopted. The Partnership Forum were content with this approach for 2019/20.

Jim Carruth explained that the timeline required an update, this will be undertaken as soon as possible to enable staff to be kept informed.

Action:

- **Jim Caruth** to ensure the required Creating Public Health Timeline update is undertaken.

- **SGAP**

It was noted that this approach had worked well and would continue in the next year. The Partnership Forum agreed that they were content with this.

- **SCP 3**

It was noted that the change priority for next year will change to enable a narrower focus.

- **Corporate Risk Register**

Noted, no updates required.

- **Workforce Update**

It was noted that the staff turnover figures remain stable.

- **Workforce Planning Assumptions 2018/19**

Jim Carruth explained that it was agreed that the operational plan will include the workforce plan this year, including workforce assumptions. It was noted that the workforce Assumption paper provides a much more integrated approach whilst retaining key elements. It was agreed that as the paper had been circulated late, comments should be fed to Jim Carruth over the next few weeks and will be circulated electronically. Michael Craig reminded the PF that the development and agreement workforce assumption is a major focus for this forum.

Andrew Patience drew attention to the shift in finance with a change to the vacancy factor (from 5% to 6.25%) and the anticipated substantial savings. There was discussion on the implications of the increase and this was agreed.

It was agreed that further face to face discussion would be required before the next Board meeting. An extended Directors meeting to be arranged for 5 February 2019.

Action:

- **Marie Kerrigan** to arrange extended Directors meeting to accommodate discussions.

4. Workforce Policy Update

(PF paper 2/19)

The Partnership Forum were asked to note the interim National Adverse Weather Policy and sign off the revised Business Continuity

Staff Instruction (excluding adverse weather). It was noted that Health Scotland had already adopted a common sense and reasonable approach. It was felt that the forthcoming agile kit roll out to all staff would assist, although consideration will have to be given to internet provision for some staff. The Partnership Forum noted the policy and signed off the Business Continuity Staff Instruction.

It was noted that the Once for Scotland Policies work is underway. However, as an interim measure for Public Health Scotland a policy comparison of policies used within NSS and HS has been undertaken.

5. Draft Workcycle 2019/20

The draft workcycle for 2019/20 was reviewed and approved. It was agreed that a January date would have been preferred, however it was acknowledged that there needs to be some flexibility as this is the best way to operate during this transition year. Michael Craig reiterated that it is anticipated that there will be Joint Partnership Forum Sessions with Public Health Intelligence in the coming year. It was agreed that the workcycle should be discussed further at the next meeting.

6. The Trade Union (Facility Time Publication Requirements) Regulations – July 2018

Michael Craig explained that the report had been delayed to enable a consistent approach across the Scottish Healthcare Branch. It has since been clarified that Health Scotland had sufficient data to provide the required information as stated in the Act and would not contain the domain information as outlined in the letter from Malcolm Summers on behalf of SWAG Secretariat dated 16 July 2018. Jim Carruth requested written confirmation of this. It was noted that Health Scotland used an average salary in the calculation of costs. The Partnership Forum were content to report on the data collected last year.

Action:

- **Michael Craig** to provide Partnership Forum with written rationale for our proposed approach, which deviates from SWAG recommendations

7. Standing Items

- **Update from HR / Staff Side**

It was suggested that more regular meetings would be beneficial with an extended range to include HR Officers. It was agreed that a half

hour meeting should be arranged for every two weeks with an action list to enable tracking. Meetings to commence in February.

Action:

- **Teresa McDowall** to arrange meeting schedule.

- **Review of meeting**

It was agreed that the meeting had been effective.

8. HWL Gold Award

Jane Weir confirmed that Health Scotland have retained the Healthy Working Lives Gold Award. The Chair on behalf of the Partnership Forum thanked all those who worked to achieve this.

9. Sub Group Minutes – Health, Safety & Facilities Group

The minutes of the meeting held on 6 December 2018 were noted.

10. Draft agenda – 15 March 2019

The draft agenda was reviewed and agreed that review of Dignity at Work survey results was no longer required and should be replaced with Change and transition.

Action:

- **CEO Administration Team** to make suggested amendments to the agenda.

11. Any other business

- **iMatters**

It was agreed that the national annual report which is expected imminently and should be circulated to the Partnership Forum. Michael Craig and Jim Carruth will review and identify any areas of concern which should be taken to the Directors meeting. It was agreed that Jim Carruth and Michael Craig should meet to discuss PHI run and use of pulse surveys.

Action:

- **Michael Craig and Jim Carruth** to review national annual report, forward any areas for discussion at Directors meeting and discuss PHI iMatter run.

- **Staff Influenza Vaccination Programme**

It was noted that there has been a substantial increase in the uptake of the flu vaccination from 24 in 2017, to 131 in 2018. This is an increase

in 43%. It was felt that this increase was attributed to the additional clinics and better communication from NSS this year. It was however noted, that this is still less than half of our staff.

12. Date of next meeting:

Joint Staff Governance / Partnership Forum – 15 March 2019