



SPF

**Scottish Partnership Forum Secretariat
8 December 2015
Conference Room A, St Andrews House, Edinburgh
Minute**

Present:

Calum Campbell – NHS Lanarkshire
Theresa Fyffe – Royal College of Nursing
Rona King - NHS Fife
Lilian Macer – UNISON (**Chair**)
Malcolm Summers – Scottish Government

In attendance:

Janice Lennen – Scottish Government (**Minute**)
Robyn McCormack – Scottish Government (**Minute**)

Apologies:

Shirley Rogers – Scottish Government

Agenda Item 1 – Welcome, introductions and apologies

The Chair welcomed everyone to the meeting. Members were informed of apologies (noted above) and that the meeting was quorate.

Agenda Item 2 – Minutes and summary of action points of meeting held on 18 August 2015.

The minute of the meeting and summary of action points were agreed as an accurate record.

Matters arising:

Report on the Out of Hours Review

The report on the out of hours review has now been published and it was mentioned that SPF Secretariat may wish to invite Sir Lewis Ritchie back to a future SPF meeting to discuss the report.

Whistleblowing

Malcolm Summers gave an update the role of the Independent National (Whistleblowing) Officer and the non-executive Whistleblowing Champion role.

- The SPF Secretariat were informed that SWAG have been involved in all decisions relating to Whistleblowing;
- In response to the 'Freedom to Speak Up Review' the Cabinet Secretary for Health, Wellbeing and Sport made a commitment to develop and establish the role of an Independent National (Whistleblowing) Officer (INO) to provide an independent and external level of review on the handling of whistleblowing cases in NHSScotland; A public consultation exercise was launched on 18 November 2015 and will run until 10 February 2015 and invites views on the role, the powers the role should have, and where the role should be hosted;
- The Boards non-executive Whistleblowing Champions attended training W/C 30 November 2015 and feedback on the training provided by Public Concern at Work has been positive. The intention is that the Whistleblowing Champions will provide an independent level of scrutiny and assurance, it should not be seen as a point of contact for staff, form any part of whistleblowing policy (this would include being named in a local policy) or investigate any cases;
- It was suggested that SPF may wish to consider making a statement to staff on what whistleblowing is/is not. It was also suggested that staff need to be aware of when they are/are not covered by the Public Interest Disclosure Act 1998. It was agreed to discuss these issues further at the March 2016 SPF Secretariat meeting.

Outcome: SPF Secretariat members noted the update.

Action: The Scottish Government to send the link to the National Confidential Alert Line external web page around SPF Secretariat members.

Agenda item 3 – Fair Work Convention (FWC)

Lilian Macer presented an update on the FWC. During the presentation and subsequent discussion the following points were made:

- In response to the fair work agenda and the 'Working Together' report, the FWC was established in April 2015;
- The FWC membership is drawn equally from employers and unions, representing a broad range of interests. Lilian Macer (Co-Chair of SPF) is a member representing Unison;
- The FWC is the independent body established to develop a clear blueprint for fair work practices in Scotland. The convention will drive forward the fair work agenda by producing a 'Fair Work Framework' by the end of March 2016. It

SPF

was highlighted that the Framework is the start of the process not the end point;

- In considering fair work and the development of the Framework, the Convention has agreed core themes which include:
 - Effective Voice
 - Opportunity
 - Fulfilment
 - Security and
 - Respect.
- The FWC has engaged with around 150 Stakeholders and are keen to engage as wide as possible in the Care Sector:
- SPF Secretariat members were encouraged to engage with the FWC by completing a questionnaire which will be placed on the FWC website;
- A briefing paper will be circulated to members in due course.

Outcome: SPF Secretariat noted the update

Action: Lilian Macer to circulate a Fair Work Convention briefing paper around SPF Secretariat members.

Agenda Item 4 – Review of SPF held on 16 November 2015

The Chair led a discussion on the key issues and action points from the SPF meeting held on 16 November 2015. A paper covering key issues was circulated in advance of the meeting.

Outcome: SPF Secretariat members noted the paper and agreed that action points had been allocated correctly.

Agenda Item 5 - SPF agenda setting for the 3 February 2016 meeting

The cover sheet for this item was circulated in advance of the meeting, highlighting potential agenda items:

The following agenda items were agreed:

- National Clinical Strategy;
- Fair Work Convention;
- Out of Hours Review;
- Integration of Health and Social Care

The following agenda item was agreed for the March 2016 SPF Secretariat meeting:

- Whistleblowing;



SPF

Outcome - SPF agenda agreed for the meeting due to be held on 3 February 2016.

AOB

NHSScotland Event – the events team have indicated that they are seeking a Staffside representative that would be available to attend the NHSScotland Event Steering Group Meetings.

There was no other business raised.

Action: The Scottish Government to email Lilian Macer with the dates of the NHSScotland Event Steering Group meetings.

Action: Lilian Macer to arrange for Staffside member with availability to attend the NHSScotland Event Steering Group meetings.

Next SPF Secretariat meeting: 31 March 2016, 14.00 – 15.00. Conference Room D & E, St Andrews House, Edinburgh.