

**Scottish Partnership Forum Secretariat**

**14 April 2015**

**Conference Room B, St Andrews House, Edinburgh**

**Minute**

**Present:**

Calum Campbell – NHS Borders

John Connaghan – Scottish Government (**Chair**)

Theresa Fyffe – Royal College of Nursing

Malcolm Summers – Scottish Government (attending for Shirley Rogers)

**In attendance:**

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

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

Nigel Robinson – Scottish Government

Susan Russell – Scottish Government

Diane Strachan – Scottish Government

**Apologies:**

Jane Hamilton – Scottish Government

Rona King - NHS Fife

Lilian Macer – UNISON

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 2 December 2014.**

The minutes of the meeting held on 2 December 2014 were agreed as an accurate record.

Status of action points was noted and agreed.

### **Agenda item 3 – Employer-led Regulations for Healthcare Support Workers and Others**

Nigel Robinson presented an update on work to develop a modernised scheme of Employer-led Regulation for Healthcare Support Workers and Others. A paper had been circulated in advance of the meeting. During the discussion the following points were covered:

- A paper for information on Employer-led Regulations for Healthcare Support Workers and Others was submitted to the SPF meeting in February 2015. Concerns were raised about this paper from Staffside colleagues and it was decided to invite the author to discuss the paper further at this Secretariat meeting;
- The current scheme of Mandatory Induction Standards and Codes of Conduct for Healthcare Support Workers and their employers was launched under direction of the Scottish Ministers by a co-signed CEL23 (2010). Regulatory Unit of the Chief Nursing Officer Directorate has been developing a modern, rationalised set of standards, which takes into account key recommendations of recent major reports on adverse events, and the requirements of Integration of Health and Social Care going forward. Proposals included education requirements and opportunities for NHSScotland support workers. However, the Chief Nursing Officer has paused this work to give further time for reflection and engagement with strategic partners;
- SPF Secretariat thoroughly discussed and explored the previous consultation exercise and suggested appropriate Stakeholders for further engagement, including NHS Employers, Professional Bodies, Royal Colleges and education providers;
- SPF also expressed a desire to understand better the financial costs and risks involved with this work going forward and how implementation will be achieved;
- The Chief Nursing Officer Directorate is currently working up a timetable to take the work forward and agreed to provide a further updates to SPF.

**Outcome:** SPF Secretariat noted the update, and asked the Chief Nursing Officer Directorate to report back to SPF once further work had been progressed.

### **Agenda Item 4 – SPF Moving Forward**

This session builds on previous discussions. A paper was circulated in advance of the meeting. Malcolm Summers led a further discussion and the following points were made:

## SPF

- At its meeting on 13 February 2015, SPF considered a number of options and there was agreement that the preferred outcome would be a single SPF with expanded membership and remit to include social care partners;
- It was discussed that SPF needed to be mindful that COSLA would not now necessarily be representative of all local authorities and there was a need to ensure that Integrated Joint Board (IJB) Chief Officers are involved;
- Agreement was reached that the Co-Chairs and Co-Secretaries of SPF would be the appropriate members to meet with employer and staff side Social Care Partners including IJB Chief Officers. The rationale was that it was important to involve the most senior representatives to ensure we get buy-in to any outcomes;
- A date for the meeting is to be confirmed in May 2015.

**Outcome:** SPF Secretariat members agreed the proposed timetable and representatives to meet with Social Care partners.

**Action:** The Scottish Government to arrange a meeting between SPF co-chairs/co-secretaries with employer and staff side Social Care Partners.

### Agenda Item 5 – Review of SPF role and function – RCN key principles

A draft paper was circulated to members in advance of the meeting. Theresa Fyffe introduced the paper and led the discussion. During the discussion the following points were covered:

- The paper ‘Review of SPF role and function – RCN key principles’ was drafted using information from the SPF Workshop delivered in June 2014 and circulated to the wider SPF;
- There was general consensus that the paper was helpful in moving things forward, but SPF would need to give some further thought to how colleagues in Local Authorities would perceive this paper in its current format. It was pointed out that expected behaviours in meetings should also be added.

**Outcome:** SPF Secretariat had the opportunity to comment on the paper and agreed to circulate the amended paper to the wider SPF for further comment.

**Action:** The Scottish Government to circulate the Review of SPF role and function – RCN key principles paper to the full SPF, collate responses for consideration by Theresa Fyffe before the full SPF meeting on 9 June 2015.

## Agenda Item 6 – Review of SPF held on 13 February 2015

The Chair led a discussion on the key issues and action points from the SPF meeting held on 13 February 2015. A paper covering key issues was circulated in advance of the meeting:

- SPF Secretariat members agreed the agenda of this meeting had been too ambitious and agreed to think about future agenda management with this in mind;
- SPF Staffside colleagues had raised concerns that they were absent from the 'guiding coalition' work, and that this conflicted with the ethos of partnership working. The Scottish Government volunteered to raise this issue with officials involved with the 'guiding coalition' for their consideration;
- The National Clinical Strategy (NCS) is one of the work-streams under the supervision of the 'guiding coalition'. SPF Staffside colleagues raised concern over the timeframe for the work and that this may limit the opportunity for meaningful engagement. They also wanted assurance that in addition to staffside, the professional organisations such as the Royal Colleges would also be involved in this work.

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

**Action:** John Connaghan to discuss with relevant Officials, Staffside involvement with the Guiding Coalition and National Clinical Strategy Work-stream.

## Agenda Item 7 - SPF agenda setting for the 9 June 2015 meeting

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

The following agenda items were agreed:

- Integration of Health and Social Care;
- Setting the Direction (Education and Training Strategy for Nurses and Midwives);
- Workforce Planning;
- SPF Moving Forward.

The following papers for information were agreed:

- Everyone Matters: 2020 Workforce Vision;
- Quality and Patient Safety Issues.



**SPF**

Staffside colleagues to discuss and suggest further agenda items to Secretariat for consideration.

**Outcome** - SPF agenda agreed for the meeting due to be held on 9 June 2015.

**AOB**

**Membership of SPF Co-chairs**

SPF Secretariat members explored the need to rotate the role of co-chairs and co-secretaries. A set of principles would need to be developed and agreed on length of term for each of the three constituent groups. It was agreed that this would be placed as an item for general discussion under AOB in the June Meeting.

**Next SPF meeting: 9 June 2015, 14.00 – 16.30. Conference Room 1, Victoria Quay, Edinburgh.**

**Next SPF Secretariat meeting: 18 August 2015, 14.00 – 15.00. Conference Room A, St Andrews House, Edinburgh.**