

**Scottish Partnership Forum Secretariat
23 August 2017
Ground Floor North Room GN:07, St Andrews House, Edinburgh
14.30 – 16.00
Minute**

Present:

George Doherty – NHS Tayside **(By Videoconference)**
Theresa Fyffe – Royal College of Nursing
Pauline Howie – Scottish Ambulance Service
Shirley Rogers **(Chair)**
Sean Neill – Scottish Government
Malcolm Summers – Scottish Government

In attendance:

Anna Gilbert – Scottish Government
Grant Hughes – Scottish Government
Naureen Ahmad – Scottish Government
Liz Mitchell- Scottish Government **(Minute)**

Observing:

Thomas Clark – Scottish Government

Apologies:

Lilian Macer - UNISON

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 27 March 2017

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

Matters Arising

George Doherty provided an update of Action Point 1 “SPF to consider potential mitigation options in relation to any future facility time changes” as follows:

- The draft paper prepared for NHS Greater Glasgow & Clyde provides the framework to capture data. This will allow data to be captured in line with legislation but thought will still need to be given as to how representative time vs partnership time is measured. This paper will be shared with HRDs/APF members and staff side to seek views on the framework and suggestions on any modifications.

There were no other matters arising that were not covered by the agenda.

Agenda Item 3 – Review of Partnership Working in NHSScotland – Social Research

Anna Gilbert provided an update in accordance with the paper that was distributed in advance of the meeting.

- At SPF Secretariat meeting on 27 March it was agreed to carry out research into NHSScotland's current Partnership model with a view to establishing if the model has delivered on its aims and is fit for future use.
- A draft paper outlining the specification was produced for sharing with SPF to seek views prior to commissioning any research.

The chair then led a discussion and the following points were raised.

- It was acknowledged that the Partnership Model has been productive and successful. Following the publication of the Health and Social Care Delivery Plan it is necessary to ensure that the success continues to be built upon and evolve appropriately.
- The research will assess what is needed in coming years to meet the challenges identified in the Delivery Plan.
- The research will also assess the current situation and whether the actions recommended following the publication of the Nottingham report have been implemented and where change is needed as we go forward.

Outcome: It was agreed that two staffside representatives and two employers will join two Scottish Government representatives to form a group to :

- Commission the research
- Consider any bids
- Award the tender
- Work with the successful tender to agree a final draft report and any resulting recommendations.

Action:

- Staffside and Employers to identify 2 representative from each constituent group to progress this work.

Agenda Item 4 – National Workforce Plan Update

Grant Hughes and Naureen Ahmad provided an update of the National Workforce Plan, the first part of which was published on 28 June. The following was discussed:

- The plan makes recommendations in six main areas – Governance, Roles, Data, Recruitment and Retention, Guidance and Student Intakes.
- The National Workforce Planning Group, which will include staff side representation, will take this work forward. The group will be high level and develop parts 2 and 3 of the plan i.e. Social Care and Primary Care respectively.
- Regional Workforce Planning with NHS Boards and IJB's will determine how to configure workplace planning on a Regional basis
- Part 2 on Social Care will be published in November 2017. Cosla will nominate a staff side representative to attend future meetings and will ensure that the staff side are included in the progress of Part 2 and that the outcomes of the group will be visible across both Social Care and the NHS in Scotland.
- Part 3 focuses on Primary Care and will be published after the GMC contract negotiations are concluded towards the end of 2017. This is to ensure that the content of the plan is aligned with the outcomes of the negotiations
- Parts 2 and 3 of the Workforce Plan will be signed off by the National Workforce Planning Group.

Grant Hughes asked the group to consider:

1. When it would be most helpful to see parts 2 and 3 of the Plan?
2. How could SFP help shape decisions taken around Part 2 and Part 3, and how can that best be facilitated?
3. How can we work with SPF members to best reflect what they would want to see in future iterations of the National Workforce Plan?

Outcome

- SPF members agree to give consideration to the above and feed these back to Grant directly.



SPF

Agenda Item 5 – Review of SPF held on 18 May 2017

The chair led a discussion on the key issues and action points from the SPF held on 18 May 2017

- Refresh of Partnership Working
- National Workforce Planning for Health and Social Care
- Leadership Development and Talent Management
- Financial Update

Agenda Item 6 - SPF agenda setting for the 2 October meeting

The following agenda items were agreed:

- Workforce Planning
- Brexit – Employment and Migration
- Verbal Update of Delivery Plan
- Financial Position of NHSScotland

Other Business

Next SPF Secretariat meeting: 11 December 2017, 14.30 – 16.00. Conference Room E, St Andrews House, Edinburgh.