



**SCOTTISH PARTNERSHIP FORUM**  
**Thursday 24 May 2018**  
**Conference Room 4ER, St Andrews House, Edinburgh.**  
**Minute**

**Present:**

Fiona Alexander – UNITE  
Frances Carmichael – UNISON  
George Doherty – Director of HR, NHS Tayside  
Anna Gilbert – Head of Staff Governance, Scottish Government  
Alistair Grant – Royal College of Nursing  
Pauline Howie – Chief Executive, Scottish Ambulance Service  
Derek Lindsay **(by Video Conference)** – Director of Finance, NHS Ayrshire & Arran  
Craig White (for Jason Leitch) – Divisional Clinical Lead, Scottish Government  
Dorothy McErlean – Society of Chiropodists and Podiatrists  
Christine McLaughlin – Director of Finance Health, Scottish Government  
Matt McLaughlin, UNISON  
Robin McNaught – Director of Finance, The State Hospitals Board for Scotland  
Sean Neill – Deputy Director of Health Workforce, Scottish Government  
Norman Provan (for Theresa Fyffe) – Royal College of Nursing  
Philip Raines – Head of Transformational Change Policy, Scottish Government  
Derek Riley – UNITE  
Shirley Rogers **(Chair)** – Director for Health Workforce and Strategic Change, Scottish Government  
Caroline Sharp **(by Video Conference)** – Director of HR, NHS Dumfries and Galloway  
Jill Vickerman – British Medical Association

**In attendance:**

Grant Hughes - Head of Workforce Planning Policy, Scottish Government  
Naureen Ahmad – Head of Primary Care Workforce, Scottish Government  
Christopher Wroath – Director of Digital NHS Education for Scotland  
Susan B Russell – Scottish Government  
John Malone - Scottish Government **(Minute)**  
Hannah McKay - Scottish Government **(Support)**  
Dharmveer Singh - Scottish Government **(Support)**  
James How – Scottish Government  
Dr Robert Stewart – Strathclyde University  
Professor Patricia Findlay – Strathclyde University  
Chloe Adam-Gallagher – Scottish Government **(observing)**  
Anne Aitken – Directorate Support & Delivery, Scottish Government



## Apologies:

Lilian Macer – UNISON  
Gavin Fergie – UNITE  
Claire Ronald - Chartered Society of Physiotherapy  
Theresa Fyffe – Royal College of Nursing  
Fiona McQueen – Chief Nursing Office, Scottish Government  
Peter F Bennie – British Medical Association  
Andrew Scott - Director of Population Health Improvement, Scottish Government  
Jacqui Simpson – South East and Tayside Regional Planning Group  
Catherine Calderwood – Chief Medical Officer, Scottish Government  
Malcolm Summers – Head of Workforce Practice, Scottish Government  
Geoff Huggins – Director of Health and Social Care Integration, Scottish Government  
Mary Ross-Davie – Director of Royal College of Midwives  
Andrew Russell – Medical Director, NHS Tayside  
Lorraine Hall – Director of HR, NHS Shetland  
Drew Duffy – GMB

## Agenda Item 1 – Welcome, introductions and apologies

The Chair welcomed everyone to the meeting and noted the apologies. The Chair advised that the meeting was quorate. The Chair also advised that the meeting would be recorded for the purposes of the Strathclyde University Partnership Review Research and SPF members gave their approval.

## Agenda Item 2 – Minutes and summary of action points of meeting held on 12 February 2018

The minute of the meeting and summary of action points were agreed as an accurate record. There were no matters arising.

## Agenda Item 3 – Workforce Planning

Grant Hughes and Naureen Ahmad referred to papers on Workforce Planning update which had been circulated prior to the meeting 1) Workforce Planning Overview and Annex A. These papers highlighting the following:

- Implementation of Part 1 (NHS). At the start of April 2018, NES started work on the data catalogue. They started identifying all existing datasets known to and used by National, Regional and Local Planners across Health & Social Care sectors that supported workforce planning. On-going work records identified the following key subjects: where the data is now, how it is captured, by whom, from where, how often, to what quality and most importantly under what Information Governance authority does it sit.
- Recruitment and retention. Discussions are on-going with Scottish Government Marketing colleagues on a possible recruitment campaign encompassing Health and Social Care



careers, covering nursing and midwifery, GPs and Social Care. The process of recruitment is under review initially within NHS Scotland, and how that might be improved and co-ordinated more effectively, including international recruitment. A specification for this work is being developed and possible sources of funding are being investigated.

- Part 2 (Social Care). Published in January 2018, main leads for each of the seven Part 2 recommendations have been appointed and plans for implementation are being developed. Further details on the recommendations and the plans are being taken forward, however they have yet to be finalised and are being negotiated with COSLA and other partners within the Social Care sector.
- Part 3 (Primary Care). Published on 30 April 2018, discussions are underway on how best to progress the recommendations with stakeholders. The next National Workforce Planning Group is scheduled to take place on 5 June where they will be updated accordingly.
- The Workforce Planning Practice Sub-group (reporting to the National Workforce Planning Group) met for the first time on 1 May 2018. The group discussed its Terms of Reference in detail and agreed a role in the practical delivery of five main areas of work arising from the NHS Workforce Plans:
  - Developing workforce planning guidance and support;
  - Supporting and developing integrated approaches to workforce planning between National, Regional and Local planning and between Health, Social Care and Primary Care planning;
  - Contributing to and implementing the work NES is leading on workforce data and modelling;
  - Inputting to the development of the integrated workforce plan scheduled for publication later in 2018; and
  - Establishing success criteria for workforce planning and developing measures demonstrating outcomes and benefits.
- Members of this sub-group will meet to discuss practical arrangements before sharing these with the National Workforce Planning Group on 5 June.

The Chair gave SPF members the opportunity to comment/feedback on any issues/concerns. The following points were raised:

- It was acknowledged that the workforce team have had complex challenges. It was highlighted that governance is vital and Health, Social and Primary Care all need to provide input prior to the plan being implemented.
- It was unclear to members how they could engage in discussions regarding the workforce plan. It was suggested that it would be more beneficial, to members, if one theme could be discussed at future meetings allowing for a more meaningful engagement - for example a dedicated discussion on recruitment.



- Some members of SPF are also members of the National Workforce Planning Group, who acknowledged how difficult it was to simplify the process even if the process was to be trailed in a workshop environment.

**Outcome:** SPF members noted the update and the challenges that lie ahead.

#### **Agenda Item 4 – NES Workforce Platform update**

Christopher Wroath referred to a paper on NES workforce platform update, which had been circulated prior to the meeting. The paper highlighted the following:

- Part One of the Scottish Government Workforce plan, NHS Education for Scotland (NES) were tasked to provide proposals to bring together existing data sources in a new supply side “platform” by Autumn 2017. This was to consider the NHS Scotland workforce and how this fits wider Social Care and Local authority needs in the context of integration. NES worked alongside stakeholders to bring together relevant data sources; analyse and align them to better inform workforce planning; and work to determine the data required for effective decisions on workforce and improving analysis of future demand and supply and the “pipeline” between education and employment.
- NES have successfully developed the necessary technology to deliver the integrated, supply side data platform. Engagement with stakeholders is now progressing to the stage where there is confidence of a first cut, live platform for National, Regional and Local workforce planners from Health, Social and Primary care for April 2019.

The Chair gave SPF members the opportunity to comment/feedback to Christopher on any issues/concerns. The following points were raised:

- SPF members acknowledged the volume of work already undertaken and welcome the news of 19 April 2019 as the “going live” date.

**Outcome:** SPF members noted the update.

#### **Agenda Item 5 – Financial Position of NHSScotland**

Christine McLaughlin referred to a paper on the financial position of NHSScotland update, which had been circulated prior to the meeting. The paper highlighted the following:

- In relation to the 2017/18 position, a portfolio breakeven position is expected for both revenue and capital. This position will be reviewed as part of the external audit process, and in advance of the final sign off the Scottish Government’s consolidated accounts, which is expected by the end of September.
- Within the Portfolio position, three NHS Boards report a combined deficit of £50.7 million (NHS Ayrshire and Arran, NHS Highland and NHS Tayside). Provision of brokerage has been



- agreed as a result. This ensures that the overriding priority remains the protection of patient care and services, and at this level, represents less than 0.5% of the overall resource budget.
- In 2018-19 NHS Boards have received funding uplifts of £179 million, with all Territorial Boards receiving a minimum 1.5% uplift, with additional funding for those Boards furthest from NRAC parity. In addition, there is a further £303 million that will be allocated for investment in reform. This will support transformational change, providing additional investment in areas such as Primary Care and Mental Health.
  - Combined NHS Boards' in-year financial position and a forecast year-end outturn for 2018-19 will be published on a monthly basis. Further to a request from SPF, it was confirmed that there was only one contract in NHS Scotland that involved Carillion, namely the Langlands Building at the Queen Elizabeth University Hospital in Glasgow. When the issue arose, NHS GG&C met with the SPV management company (Imagile) immediately and they were able to continue to provide both hard and soft facilities management and there was no disruption to existing service provision. There were 31 staff impacted on the site and all have secured continuity of employment.

**Outcome:** SPF noted the update

## Agenda Item 6 – Update on EU Withdrawal

James How referred to a paper on Scottish Governments preparation for EU Withdrawal, which had been circulated prior to the meeting. The paper highlighted the following:

- Work is continuing within Scottish Government on preparing for EU Withdrawal including: to agree key areas of interest to be prioritised in future negotiations, identify potential legislative issues and consider future relationship and the potential for UK common frameworks.
- In addition, work is on-going to ensure that the organisation is prepared for EU Withdrawal and its aftermath. In the next phase of this work, attention will turn to the details of implementation and delivery – including a greater focus on readiness across the public sector, particularly at an operational level. All Boards need to be actively planning for the potential operational implications of EU Withdrawal. This planning should cover workforce and communication issues and broader implications such as potential impacts on the medicines and medical equipment supply chains. In taking this work forward, Boards are being invited to consider the following:
  - What do you need to do to prepare for EU Withdrawal?
  - Will you be operationally ready for EU Withdrawal on 29 March 2019?
  - What resources you need now and in the future to get there?
- Immediately following the EU referendum, Paul Gray wrote to NHS Board Chairs and Chief Executives to underline that Scottish Government greatly values the contribution of every member of staff in NHS Scotland, regardless of citizenship. Paul has emphasised that



Scottish Government's priority is to ensure that individuals' rights and place in Scotland are protected, as well as offering information and assistance.

- Key is for Boards to be communicating with staff during the uncertain period of Brexit, which can be a very unsettling time for those directly and indirectly affected. To this end, Scottish Government intends to send draft guidance for supporting staff to NHS Boards by the end of June. SPF will be consulted on this draft guidance before it is sent out.

The Chair gave SPF members the opportunity to comment/feedback on any issues/concerns. The following points were raised:

- Members acknowledged the work which has happened so far. A case study highlighted the lack of information presented to staff regarding the EU Withdrawal. Guidance will be developed and produced which will be issued to SPF members and NHSScotland and it was encouraged that this should be shared with others. The guidance will not answer all questions but will be a good starting point.
- Going forward Boards will need to consider individual's non-UK EU status. There is also a cost for the individual to confirm their status.

**Outcome:** SPF noted the update and the challenges that lie ahead.

**Action:** James How to produce and circulate guidance.

## Agenda Item 7 – AOB

The chair invited members to table any other business and the following matters were raised:

### Strathclyde University update

Members were asked to note the paper, which had been circulated prior to the meeting regarding Strathclyde University update. No concerns were raised.

### Trade Union Act 2016

Matt McLaughlin submitted a paper on the Trade Union Act 2016 – proposals on reporting requirements.

The Chair gave SPF members the opportunity to comment/feedback to Matt on any issues/concerns. The following points were raised:

- It was agreed that the Trade Union Act 2016 needs to be discussed at a SWAG meeting and the paper presented, at today's meeting, should be discussed there.
- Dorothy McErlean asked that it be noted that she had raised this at SPF previously.



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The Chair thanked everyone for their attendance, contributions and the discussions that took place.

**Date of Next Meeting: 11 October 2018 (14.00 – 16.30)** in Conference Room 4ER, St Andrews House, Edinburgh.