



SCOTTISH PARTNERSHIP FORUM
Thursday 11 October 2018
Conference Room 4ER, St Andrews House, Edinburgh.
Minute

Present:

Anna Gilbert – Head of Staff Governance, Scottish Government
Donald Harley – British Medical Association
Pauline Howie (**Chair**) – Chief Executive, Scottish Ambulance Service
Derek Lindsay (**by Video Conference**) – Director of Finance, NHS Ayrshire & Arran
Lilian Macer – UNISON
Jim McGinn – UNITE
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
Shirley Rogers – Director for Health Workforce and Strategic Change, Scottish Government
Claire Ronald – Chartered Society of Physiotherapy
Mary Ross-Davie – Director of Royal College of Midwives
Caroline Sharp – Director of HR, NHS Dumfries and Galloway
Malcolm Summers - Head of Workforce Practice, Scottish Government

In attendance:

Jane Hamilton - Scottish Government
John Malone - Scottish Government (**Minute**)
Hannah McKay - Scottish Government (**Support**)
Victoria Milne - Scottish Government
Fiona Murphy – Scottish Government
Susan B Russell – Scottish Government
Emma Weedon (Observer)

Apologies:

Fiona Alexander – UNITE
Catherine Calderwood – Chief Medical Officer, Scottish Government
Frances Carmichael – UNISON
Julie Collins – Chartered Society of Physiotherapy
Drew Duffy – GMB
Gavin Fergie – UNITE
Theresa Fyffe – Royal College of Nursing
Alistair Grant – Royal College of Nursing
Lorraine Hall – Director of HR, NHS Shetland



Jason Leitch – Clinical Director, Scottish Government
Dorothy McErlean – Society of Chiropractors and Podiatrists
Christine McLaughlin – Director of Finance Health, Scottish Government
Fiona McQueen – Chief Nursing Office, Scottish Government
Lewis Morrison – British Medical Association
Phillip Raines – Head of Transformational Change Policy, Scottish Government
Andrew Russell – Medical Director, NHS Tayside
Andrew Scott - Director of Population Health Improvement, Scottish Government
Jill Vickerman – British Medical Association

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.

Agenda Item 2 – Minutes and summary of action points of meeting held on 24 May 2018

It was noted that the minute of 24 May 2018 stated, “When the issue arose around Capita, NHS GG&C met with the SPV management company” and that this should be “When the issue arose, GG&C met with the SPV management company”. Other than this the minutes were agreed as an accurate reflection of the meeting.

It was confirmed that the action points from the last meeting were now complete.

Agenda Item 3 – National Planning Forum

Victoria Milne & Fiona Murphy referred to papers and a presentation on Transforming National Planning which had been circulated prior to the meeting. The papers and presentation highlighted the following:

- In 2016 the Scottish Government published the National Clinical Strategy (NCS) which set out a framework for the development of health services across Scotland for the next 10-15 years.
- NHS Boards were to use the NCS to inform service planning and delivery locally, regionally and nationally based on a population approach.
- The NCS sets out why the NHS in Scotland need to adapt in the face of increasing and changing demand, along with significant constraints in terms of workforce and finances.
- Also in 2016, the Scottish Government published the Health and Social Care Delivery plan. To support delivery, 3 regional plans and a national plan were commissioned to deliver reform over the next 15-20 years.
- The National Programme Board (NPB) was established to oversee the delivery of the Health and Social Care Delivery plan.



- In September 2017, the NPB commissioned a review of National Planning from the Directors of Planning to ensure alignment with the NCS.
- The new arrangements for national planning will be to focus on those NHS clinical services that can only be dealt with nationally, or are most efficiently taken forward on a national basis. The aim will be to ensure that planning is done at regional and local level as far as possible. The national planning agenda will be focused on supporting regional and local planning to be successful and addressing low volume, specialist NHS services that require close inter-regional co-operation.
- The new arrangements, which have been endorsed by the previous Cabinet Secretary and NHS Board Chief Executives include the establishment of a NHS National Planning Board to provide oversight and high level coordination of NHS planning for clinical services at national level.

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

- It was acknowledged that having staff side engagement partnership adds value to the planning board and it was agreed that a representative would be identified.
- During the presentation it was unclear to members how the tiered approach would be put into practice and the baseline for access was questioned, it was felt that the National Planning Board need to target what this should be. For example how Workforce, Digital, Finance and Estate feed into the Align enablers.
- It was also highlighted by members that many professions are missed by the planning system for NHS services to support the implementation of the national clinical strategy and Health and Social Care Delivery Plan.
- Committee members acknowledge the direction of work and wished for an update in 12 months' time.

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

Action: John Malone to invite Victoria Milne and Fiona Murphy back to SPF in 12 months' time.

Agenda Item 4 – Whistleblowing Policies & INWO update

Malcolm Summers presented an update on whistleblowing policies & INWO and during the presentation the following points were made:

- There has been a lot of development to support whistleblowing over the last 5 – 10 years, including.



- Development and publication of an 'Implementing & Reviewing Whistleblowing Arrangements in NHS Scotland' Partnership Information Network (PIN) Policy (December 2011).
- A series of focused training sessions for managers and key contacts (including Whistleblowing Champions) aimed at giving a better understanding of the complexities of whistleblowing, including insight into the issues and dilemmas faced by whistle-blowers (2014, 2015, 2017).
- Introduction of a bespoke Whistleblowing helpline - providing a confidential service for staff to report concerns about patient safety or malpractice; and, a route, where appropriate, for staff to have their whistleblowing concerns passed to the relevant Health Board or appropriate Regulator on their behalf (April 2013).
- Introduction of the role of non-executive Whistleblowing Champion in all Boards - an assurance role to ensure that staff are supported and encouraged to whistle blow (October 2015).
- 'Train the Trainer' materials have been developed by Protect (formerly Public Concern at Work, an independent whistleblowing charity), and these will be distributed to all Boards in due course.
- Independent National Whistleblowing Officer (INWO) - Our current focus is on introducing legislation shortly to establish an Independent National Whistleblowing Officer for NHS Scotland to go live by end September 2019.

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

- It was acknowledged by members that the work undertaken to date to support this policy. It was felt that more needed to be done around promoting the mechanisms already in place for staff to raise any concerns they may have as it is unclear whether there is enough work being done on this.
- Members raised concern over the timetable for the introduction of the new INWO role . It was suggested that it may be difficult for employers to train senior officials to deliver outcomes to staff which will be required by the introduction of the Whistleblowing Standards which are being developed to support the role of the INWO.
- Also highlighted was the proposed 20 day resolution turnaround time which it was felt would be challenging. It was felt that in many cases of whistleblowing, internal processes were seen to fail due to Boards not being able to secure appropriate people to investigate cases in defined timescales. Furthermore there will need to be full training for HR staff and management in place.

Outcome: SPF members noted the update.



Agenda Item 5 – Update on Transformational Change

Phil Raines was due to update Committee members on Transformational Change however, due to unforeseen circumstances, Phil Raines was unable to attend the meeting.

It was agreed that an update note will be circulated to Committee Members in due course.

Outcome: SPF members look forward to receiving the update note in due course.

Action: John Malone to circulate paper to committee members, when available.

Agenda Item 6 – EU Withdrawal Workforce Survey

This item was presented by Jane Hamilton. During the presentation the following points were covered:

- A draft EU Withdrawal Workforce Survey, prepared by HR Directors, was circulated to SPF members on 19 September, asking members for consideration and comment by 1 October. The purpose of the survey is to ensure that Boards have the EU nationality information they need in order to be able to support EU staff and prepare for Brexit. Following positive responses from SPF members, it was agreed that the survey could be circulated to staff within NHS Scotland. It was also suggested that when the survey goes out, it would be useful if it could be accompanied by a short message from SPF, to be placed on the front of the survey, to help provide reassurance to staff and encourage participation.
- Action required for SPF Committee members is to agree to the following short message to accompany the EU Withdrawal Workforce Survey:

“Following the EU Referendum in June 2016, the Scottish Partnership Forum (SPF) has had the opportunity to discuss EU Exit and the impact it may have on health and social care services in Scotland. In our discussions, we have been particularly concerned about the impact on our workforce, especially those non-UK EU citizens who work in these services, and wanted to do what we could to offer help and support. That is why we worked with the Scottish Government to produce guidance for staff and managers, and this was circulated to NHS Boards by the Director of Health Workforce, Leadership and Service Transformation, Shirley Rogers, on 29 June. We are aware that this guidance has been widely distributed across Boards. One of the challenges in considering the impact of EU withdrawal on the NHS workforce is the lack of comprehensive data on the numbers from EU countries working in NHS Boards. While we have had reservations about asking for this information, we recognise that, as we move closer to withdrawal, there are advantages in knowing who within the workforce will be affected by EU withdrawal, both for the individual and for the organisation. By having this information, Boards will be able to target information and support to those who will be most affected, including ensuring that individuals have access to the documents and evidence they need to apply for settled status. The information collected will



be stored on Board HR records, and individual's information will not be shared with third parties. SPF has had the opportunity to see and comment on the attached survey. We would encourage non-UK EU citizens working in NHS Scotland Boards to complete the survey."

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

- Members acknowledged the EU Withdrawal Workforce Survey and suggested a slight alteration to the accompanying message. It was agreed the co-chairs would consent to a final version.

Outcome: SPF agreed to the accompanying message with a slight alteration.

Action: John Malone to circulate to SPF Committee members final version

Agenda Item 7 – AOB

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

Update on Settlement Scheme Pilot

Jane Hamilton provided an update about the Settlement Scheme pilot. The following points were raised:

- On 11 October The Home Office laid Immigration Rules changes for a second pilot of the EU Settlement Scheme, which will include all health and social care staff from late November 2018. This is the scheme, which will enable resident EU citizens and their family members to obtain the UK immigration status, which they will need in order to remain here permanently.
- Health Board are organisation listed in these Rules changes in respect of the pilot as one which:
 - Employs staff who will be eligible to apply;
 - Regulates organisations which employ staff who will be eligible to apply; or
 - Has a membership of individuals who will be eligible to apply.
- The EU Settlement Scheme is the process for resident EU citizens and their family members to apply for settled status or pre-settled status, and therefore continue to live and work in the UK after the end of the planned implementation period on 31 December 2020. Those applying to the scheme will only need to take three key steps:
 - Prove their identity
 - Show that that they live in the UK; and



- Declare any criminal convictions.
- The pilot phase will run from late August until October with the second phase taking place from 1 November to 21 December 2018. From 1 January 2019, the settlement scheme fully goes live.

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

- It was acknowledged by members that staff would be compensated by the Scottish Government for the fee that has been introduced by the UK government. Guidance on this will be issued.

Outcome: SPF members noted the update.

Action: John Malone to circulate paper to committee members with further information.

Workforce planning steering group

Minutes from the Workforce planning steering group of 12 September 2018 were circulated to committee members prior to the meeting. Members were content with the minutes.

Date of Next Meeting: 14 February 2019 (14.00 – 16.30) in Conference Room 4ER, St Andrews House, Edinburgh.