

Scottish Partnership Forum Secretariat
19 April 2018
Conference Room D, St Andrews House, Edinburgh
14.00 – 15.45
Minute

Present:

George Doherty – NHS Tayside **(By Teleconference)**
Theresa Fyffe – Royal College of Nursing **(By Teleconference)**
Anna Gilbert – Scottish Government
Pauline Howie – Scottish Ambulance Service **(By Videoconference)**
Lilian Macer – UNISON **(Chair)**
Malcolm Summers – Scottish Government

In attendance:

Hannah McKay - (Support)
Susan B Russell - Scottish Government **(Minute)**
Dr Robert Stewart – Strathclyde University

Observing:

John Malone - Scottish Government

Apologies:

Shirley Rogers – Scottish Government
Sean Neill – 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 23 August 2017

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

Matters Arising

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

Agenda Item 3 – Trade Union Act 2016

George Doherty provided an update in accordance with the paper that was distributed in advance of the meeting.

- The 'Trade Union (Facility Time Publication Requirements) Regulations 2017 (SI 2017/328)' implement the requirement introduced by the Trade Union Act 2016 for public-sector employers to report annually on paid time off provided to trade union representatives for trade union duties and activities. For NHS Scotland employers, the first report is expected to be published by 31 July 2018 on the employer's website, and included as part of any employer-published annual report.
- Following consideration of the reporting requirement at Scottish Partnership Forum (SPF), the HR Directors, in support of the SPF Secretariat consideration, remitted their Deputes Group to take forward work seeking a common "Once for Scotland" approach to data capture to enable Boards to meet their statutory requirement.
- The Deputes have brought forward a recommendation that the 'Facility Time Request Form' used within NHS Greater Glasgow & Clyde, as agreed under that Board's Facilities Agreement, is adopted for this purpose. Utilising this, and its associated recording on SSTS by means of a single payroll code, supports a common definition and basis of reporting by the employer Boards.
- Following consideration at SPF, it is recommended that consultation on, and ultimately adoption of the proposed approach be led through Board Area Partnership Fora. This should be disseminated via the HR Directors and Employee Directors for final views, prior to this being adopted following any consideration by the SPF of any consolidated feedback / comments.

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

- It was agreed that the 'Once for Scotland' approach to this piece of work was the right direction of travel, however, it was highlighted that there was a need for more staffside engagement on the proposals.
- It was acknowledged that this was a good framework and would be extremely helpful for the smaller Boards.
- It has been challenging to delineate between partnership working and facility time and as yet there has been no mitigation in relation to partnership time i.e partnership time should be included until otherwise advised.
- It was suggested that this work should be rerouted through SWAG taking into account the potential for the amendment to the Facilities PIN Policy and agreeing the need for improved staffside engagement.

Outcome: It was agreed that further staffside engagement is necessary and that this piece of work would be rerouted through SWAG

Action: George Doherty to engage with HRD's in relation to ongoing staff side engagement with the aim of presenting a paper to SWAG Secretariat on 28th June 2018

Agenda Item 4 – Feedback from Business Planning Meeting – 15 February 2018 – Role of SPF Secretariat

The notes of the Business Planning Meeting held on 15 February 2018 were distributed in advance of the meeting. Malcolm Summers provided an overview of the meeting and the following was discussed:

- Professor Patricia Findlay had provided an update on the Partnership Research which included an outline of the timetable for the review.
- Those present reflected on the current ways of working and the benefits achieved highlighting the Nottingham Report 2012.
- Much more work needs to be done to focus in on what can be achieved by building new relationships with the IJB's with the appropriate structures in place to support these new relationships
- In relation to the SPF it was suggested that the group should consider the future purpose and role of the SPF and how they should approach partnership working with local government as well as giving consideration to the continuation of the Partnership Business Planning meetings on a more frequent basis.

The group were asked to:

1. Give consideration to a specific approach being made to COSLA/SOLACE about a refreshed partnership overture;
2. Consider how we (Staffside, NHS Employers and Scottish Government) would invest in partnership going forward;
3. Consider the proposal that the Office Bearers of SPF, SWAG & STAC continue to meet on a more regular basis.

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

SPF

- The approach to COSLA/SOLACE was welcomed given the importance of moving forward in relation to integration. It was noted, however, the need to consider the involvement of/engagement with Local Authority staffside colleagues.
- Reference was made to the HR Working Group on Integration (HRWG) and the Joint Working Agreement which has not been agreed by COSLA or the NHS Employers and therefore not issued to the service. This guidance may have had a positive impact on partnership working within the integration landscape.
- It is recognised that the Fair Work Convention language could be very helpful in progressing partnership working within IJBs given that the Conventions Framework is compliant with the Staff Governance Standard.
- All members acknowledged the value in having the Partnership Business Planning Meetings with a suggestion of 2 per year. It was highlighted that these meetings required substantial agenda items to make them worthwhile.
- Concerns were raised that other SG Departments out with Health Workforce do not recognise the partnership arrangements and that there continues to be a lack of true engagement with SPF.
- The question was raised about have we truly invested in Partnership Working in terms of induction and education. Previously joint workshops/partnership conferences were deemed to be of great value in terms of wider engagement and is there now the need to do something jointly to address this?
- Scottish Government requested that all partners give consideration as to how partnership working could be improved recognising the recommendations which may come from the Strathclyde University Research – Review of Partnership Working in NHSScotland.
- The Chair highlighted the current problems being experienced by NHS Tayside. Whilst not specific to that Board, it was questioned what the role of SPF would be in supporting Boards who may experience similar difficulties, and that consideration should be given to this.

Outcome: Explore the opportunities to have dialogue with key partners including Local authority Staff Side. Consideration to be given to having 2 Partnership Business Planning Meetings per year.

Action: The SPF Co-Chairs to arrange to meet with COSLA/SOLACE to begin dialogue on potential partnership arrangements

Agenda Item 5 – Review of SPF held on 12 February 2018

The chair led a discussion on the key issues and action points from the SPF held on 12 February 2018

- Strathclyde University Partnership Research
- Financial Position of NHSScotland
- National Workforce Plan
- Health & Social Care delivery Plans

Outcome: The members were content with the minute and agreed that all items were work in progress which would continue to be on the SPF Agenda in the near future.

Agenda Item 6 - SPF agenda setting for the 24 May 2018 meeting

The following agenda items were agreed:

- Partnership Working Research Update
- Workforce Plan Part 3
- Health & Social Care Regional Delivery Plans
- Financial Update of NHSScotland
- NES Workforce Platform

Any Other Business

There was no other business.

Next SPF Secretariat meeting: 9 August 2018, 14.00 – 16.00. Conference Room A, St Andrews House, Edinburgh.