



SPF

**Scottish Partnership Forum Secretariat
18 April 2019
Room 4E.01, St Andrews House, Edinburgh
14.00 – 16.00
Minute**

Present:

Pauline Howie – Scottish Ambulance Service
Stephen Lea-Ross – Scottish Government
Lilian Macer – UNISON (**Chair**)
Sean Neill – Scottish Government
Norman Provan – Royal College of Nursing

In attendance:

James How – Scottish Government
Lynn Hunter – Scottish Government
John Malone – Scottish Government (**Minute**)
Mark McAllister – Scottish Government
Lynn Robertson – Scottish Government

Apologies:

Anna Gilbert – Scottish Government
Shirley Rogers – Scottish Government
Caroline Sharp – NHS Dumfries & Galloway

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
19 April 2018**

The minutes of the meeting and summary of action points were agreed as an accurate record. It was acknowledged that the meeting of 9 August 2018 was cancelled.

Matters Arising

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



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Agenda Item 3 – Public Health Reform

Mark McAllister referred to the paper which had been circulated prior to the meeting which gave a update on Public Health Reform. The following points were highlighted:

- Scotland's current health challenges are complex and go far beyond the control of the NHS, combining an ageing population; persistent health inequalities; and changes in the pattern of disease.
- Despite improvement over time, average life expectancy in Scotland remains significantly lower than in other countries of the UK and the rest of Western Europe. There are also marked differences between the most and least deprived areas of Scotland.
- Public Health Reform is an equal partnership between the Scottish Government and Local Government (COSLA), recognising that improving the public's health is a shared responsibility at both national and local level.
- The 2015 Public Health Review made a number of key recommendations to strengthen the public health function in Scotland. Reform will deliver against these recommendations by delivering 3 key actions set out in the 2016 Health and Social Care Delivery Plan to:
 - Establish public health priorities for Scotland
 - Create a new national public health body – Public Health Scotland
 - Enable a joined up approach to improving health and wellbeing at a local level
- **Public Health Priorities** - The Scottish Government and COSLA jointly launched Scotland's public health priorities in June 2018. These have been widely endorsed and demonstrate a broad consensus across Scotland about the challenges we must focus on to improve the health of the population.
- Shared public health priorities for Scotland have been developed through a process of engagement. They provide a focus for closer collaboration and a joined up approach to improving health and wellbeing. The priorities are:
 - A Scotland where we live in vibrant, healthy and safe places and communities
 - A Scotland where we flourish in our early years
 - A Scotland where we have good mental wellbeing
 - A Scotland where we reduce the use of and harm from alcohol, tobacco and other drugs

- A Scotland where we have a sustainable, inclusive economy with equality of outcomes for all
- A Scotland where we eat well, have a healthy weight and are physically active
- **National Public Health Body** - The Scottish Government and COSLA will establish Public Health Scotland in 2019, the new national public health body, will enable us to make best use of Scotland public health assets, data and intelligence and our public health professionals, in supporting local areas to create the conditions for health and wellbeing.
- Public Health Scotland will be formed from NHS Health Scotland, Health Protection Scotland and Information Services Division of National Services Scotland.
- The new body will provide a clear vision and strong voice for public health in Scotland and will be accountable to Scottish Government and COSLA. The new body will provide support and challenge to the whole system of partners in the public, private and third sector to improve and protect health and wellbeing.
- **Enable a Joined-up Approach** - Supporting and enabling a whole system approach to improving health and wellbeing in Scotland underpins our approach to tackling Scotland's Public Health priorities and designing Public Health Scotland.
- The reform programme has undertaken a programme of engagement with stakeholders from across the system to raise awareness and build commitment from local partnerships to work collaboratively to tackle the socio-economic and environmental determinants of poor health and wellbeing.
- This engagement has identified a number of key themes that we will progress with partners to support our ambitions around the whole system and will increasingly be the focus of our collaborative effort moving forward.

The chair gave SPF Secretariat the opportunity to ask questions and offer feedback. The following points were raised:

- SPF members thanked Mark for his presentation. Secretariat members noted the joint partnership with COSLA and welcomed this. However, it was recognised that there will be challenges ahead with the creation of the National Public Health Body but acknowledged that it is crucial to establish this body.

- It was highlighted that it was felt that there had been a lack of Health colleagues awareness and engagement, particularly from staffside, in the establishment of the new National Public Health Body although engagement has taken place with local authorities staffside representatives. It was agreed that the programme board will invite staffside representatives to be engaged in future work to provide a consistent approach.
- With the creation of Public Health Scotland in 2019 it was recognised by secretariat members that one of the key areas will be for national and local partnership to work together in order to support and challenge the system.

Outcome: SPF Secretariat will invite colleague(s) from Public Health Reform to present to a full SPF Committee meeting.

Action: Invite Robert Skey to present Public Health Reform at SPF Committee on 28 May 2019.

Agenda Item 4 – Partnership Research Report – next steps

Stephen Lea-Ross referred to the paper which had been circulated prior to the meeting. The following points were highlighted:

- The recent Review of Partnership research conducted by Strathclyde University, concluded that the partnership arrangements in NHS Scotland continue, in the main, to be robust and to function effectively.
- That review did however identify challenges. These relate variously to the changing nature of health and social care services delivery, the ongoing questions of effective governance posed by health and social care integration, and the need for the Scottish Partnership Forum to re-establish its strategic role as the senior forum for partnership working.
- The Review report also identified specific areas where the Forum might consider structural adjustments to its composition, alongside a revised approach to training and development of members, to increase its overall capacity and effectiveness.
- Whilst overall it was recognised that the SPF has a fundamental function to play in shaping and driving policy developments required for a changing health and social care landscape, it was questioned whether SPF, in its current form provides this, and indeed, whether it is currently structurally capable of meeting that need going forward.
- At the last SPF Committee it was agreed that SPF Secretariat would consider an action plan for developing a response to the partnership research and for

publication alongside. This would be provided for consideration at the next SPF Committee.

The Chair gave SPF Secretariat the opportunity to ask questions and offer feedback. The following points were raised:

- SPF Secretariat acknowledged and agreed that a review of the purpose of SPF with a wider constituency, possibly a workshop, is needed to refresh the role of SPF following the recommendations. It was suggested that SPF operated in a better way when strategic thinking was involved. It was recognised that partnership working is not limited to SPF meetings as this happens out-with partnership meetings too. Behaviours within the Committee meetings need to be monitored by the Co-Chairs.
- It was suggested that the name of the SPF should not change as there is no real benefit attached to this. Previously, local authority representatives were invited to attend Committee meetings, however, their attendance ranged from low to zero. Also highlighted was that Health Boards look for guidance from SPF members on local and national issues.
- Going forward SPF needs to:
 - Restate their purpose
 - Map out the decision making route
 - Action and monitor agenda items from all partnership members
 - Ensure late papers are circulated to members at the earliest opportunity
 - Ensure meetings are chaired in a robust manner
 - Encourage effective working relationships in terms of behaviours
 - Participate in a workshop to set the direction of travel going forward.

Outcome: SPF Secretariat will devise an action plan following a seminar workshop which will focus on: Structure, Purpose, Planning & Membership.

Action: A seminar workshop will be arranged in order to provide an action plan, with proposals, for SPF Committee.

Agenda Item 5 – Brexit update

James How referred to the paper that was circulated to members prior to the meeting on Brexit. The following points were highlighted:

- The European Council has made the decision that the UK does not need to leave the EU until 31 October. This extension has been granted in the hope that the time can be used constructively by the UK Government to debate and

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agree upon a withdrawal deal. The extension is flexible, meaning the UK is able to leave the EU before then, should a withdrawal agreement pass through Parliament and be agreed with the EU. However if the Prime Minister does not pass a withdrawal agreement through Parliament by this date, or revoke Article 50, then we will leave the EU with no deal.

- This extension also means that we must take part in the European elections should we wish to remain in the EU: should the UK not take part in these elections, then we will leave the EU on 1 June whether we have a deal agreed or not.
- As a no deal situation is no longer potentially imminent, the Scottish Government Resilience Room (SGoRR) and Health and Social Care EU Exit Response Hub have stood down, with the ability to activate again should the need arise.
- The Cabinet Secretary for Health and Sport wrote directly to all EU/EEA staff working in the NHS and also, in a joint letter with COSLA's Interim Health and Social Care Spokesperson Councillor Stuart Currie, to those in social care, on 9 April 2019. This letter reiterated how much we appreciate and value these workers and we truly want them to stay in Scotland. The letter also included updated information regarding the Settlement Scheme and Mutual Recognition of Professional Qualifications.
- The Scottish Government has now launched a 'Stay in Scotland' campaign. The campaign has been launched to support EU citizens who live and work in Scotland to continue doing so. The campaign provides:
 - Funding for community based support throughout Scotland;
 - A support service for any EU citizens who present with complex needs;
 - A toolkit for employers to enable them to hold meaningful conversations with their EU staff members and support them in applying for Settled Status.

This information, including the toolkit, has been shared with NHS Scotland Boards HR Directors and Communications Leads.

- The EU Settlement Scheme fully opened on 30 March 2019, allowing EU citizens to apply for the UK immigration status. Those who are applying need to continue to live and work in the UK and applications can be completed online and there is no fee. Applicants must prove their identity, their residency in the UK and declare any criminal convictions before they will be granted either pre-settled or settled status. The Home Office has confirmed that anyone who took part in one of the pilot scheme phases who paid a fee, will

have this fee refunded. A confirmation email will be sent to the applicants once the refund has been processed.

The chair gave SPF Secretariat the opportunity to ask questions and offer feedback. The following points were raised:

- Members welcomed the update. It was questioned if there are any statistics on the amount of EU and EEA staff working in the NHS that have not applied for settlement status? It was advised that the number of staff are not known, however, as the UK Government are leading on the EU Settlement scheme they would be best placed to answer this question.
- It was noted that HR Directors are exchanging ideas amongst themselves in order to promote the settlement scheme within their own Boards. It was questioned that if employees with recognisable qualifications registered with Healthcare Professional Bodies, would there be any issues when they re-validate their certificate? It was confirmed that the qualifications would remain valid as they were registered and accepted previously.
- It was also questioned if employees with lower salaries i.e. under £30k, would have any issues for future immigration requirements? For current employees who have settlement status this will not be an issue. However, it is possible that anyone new entering the UK, seeking settlement status, may not qualify however, the 'White Paper' is out for consultation and may address this issue.

Outcome: SPF Secretariat welcomed the update.

Action: John Malone to circulate amended paper as there was a typing error.

Agenda Item 6 – 'Once for Scotland' Workforce Policies - update

Lynn Hunter referred to the paper that was circulated to members prior to the meeting. The following points were highlighted:

- The first phase of the 'Once for Scotland' Workforce Policies, programme which addressed the 'Core Policies' i.e. Bullying & Harassment; Capability; Conduct; Grievance; Attendance; and Investigation Process is well underway. Regional Engagement Events have been held in the East, West and North of Scotland – pre-policy development (January 2019) and mid-policy development (March 2019).
- The emphasis is on moving to more dynamic and interactive engagement within a quicker process and with more direct feedback. The events provided an opportunity for delegates from across NHSScotland to shape the

development of the 'Once for Scotland' Workforce Policies. Feedback had been reviewed and refreshed draft policies prepared for consultation.

- Consultation has gone live and will run from 17 April – 17 May 2019 with necessary flexibility to ensure maximum feedback. The consultation is published on the Scottish Government website. Citizen Space is the Scottish Government's digital platform for consultations and allows anyone to submit their response online. Notification has been sent through the standard consultation route i.e. NHS Board Chief Executives, NHS Board Chairs, Employee Directors, HR Directors, Deputy HR Directors, Senior Representatives from the Trade Union & Professional Organisation, Scottish Workforce & Staff Governance (SWAG) Committee, Scottish Partnership Forum (SPF) and the Scottish Terms and Conditions Committee (STAC).
- A Digital Development Group has formed to work alongside the Policy Development Group to deliver the digital solution for the 'Once for Scotland' Workforce Policies. In January 2019, a Digital Discovery Workshop was held to define the key issues and to identify what is needed from the digital solution from different user perspectives. The Programme Board have supported the development of a custom digital solution that meets the needs of the priority deliverables as identified in the Discovery Workshop and has the ability to integrate with existing systems in use within NHS Scotland. A first iteration of an example policy landing page wireframe for the digital solution was shared at the engagement events at the end of March. Interested delegates were signed up to participate in future testing. The digital solution will be developed in an iterative-incremental manner in collaboration with users. It will evolve over time in response to continuous feedback. A Minimal Viable Product (MVP) will be in place for the completion of the first phase of core policies.
- Next Steps
 - One month consultation on Core Policies
 - Policy Development Group continue to work on supporting documentation and standard headings for review by Programme Board
 - Next cycle of digital wireframes prepared and user testing sessions held
 - Analysis of consultation responses and recommended amendments for review by Programme Board
 - Final draft policies and digital solution MVP for approval by SWAG Committee on 25 July 2019
 - Planning for Phase 2 building on 'lessons learned' from Phase 1

The chair gave SPF Secretariat the opportunity to ask questions and offer feedback. The following points were raised:



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- SPF Secretariat praised what has been achieved over the last 4 months which was it acknowledged was remarkable. It was suggested that there should be something published, at the end of the project, which recognises what has been achieved and delivered by the Project Team and Programme Board.
- It was highlighted that there is potential for future work to consider a new Menopause Policy and Disability Leave Policy.

Outcome: SPF Secretariat welcomed the update and congratulated Lynn and her team on the work achieved to date and look forward to future updates.

Agenda Item 7 – Review of SPF held on 14 February 2019

The Chair led a discussion on the key issues and action points from the SPF held on 18 February 2019

- Strathclyde University Partnership Research Report
- Future Vision
- National Laundry Programme
- Brexit update

Outcome: SPF members were content with the agenda items raised and confirmed there was one action point where SPF Secretariat members were to create an action plan in relation to the Partnership Report and present at the next SPF Committee meeting.

Agenda Item 8 - SPF agenda setting for the 28 May 2019 meeting

The following agenda items were agreed:

- Mental Health Strategy Implementation
- Public Health Reform
- Financial update of NHS Scotland
- Workforce Planning (paper only)

Any Other Business

There was no other business.

Next SPF Committee meeting: 28 May 2019, 14.00 – 16.00 at Scottish Ambulance Services HQ, Gyle Square, 1 South Gyle Crescent, Edinburgh,



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Next SPF Secretariat meeting: 29 August 2019, 14.00 – 16.00 at Conference Room A, St Andrews House, Edinburgh.