



**SCOTTISH PARTNERSHIP FORUM - Secretariat**  
**Wednesday 4<sup>th</sup> November 2020**  
**MS Teams**  
**Minutes**

**Present:**

Name	Organisation
Victoria Bowman	Deputy Director, Health and Social Care Workforce Pay, Practice and Engagement, Scottish Government
Caroline Cooksey	Director of HR, NHS Dumfries & Galloway
Anna Gilbert	Head of Workforce Practice Unit, Scottish Government
Lilian Macer	Unison
Norman Provan	Royal College of Nursing
Gillian Russell ( <b>Chair</b> )	Director of Health Workforce Leadership and service reform, Scottish Government

**In attendance:**

Catriona Hetherington	Scottish Government
John Malone ( <b>Secretariat</b> )	Scottish Government
Lynn Rance ( <b>Support</b> )	Scottish Government
Suzanne Thomas	Scottish Government

**Apologies:**

Pauline Howie	Chief Executive, Scottish Ambulance Service
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**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 7th November 2019 and any matters arising.**

- The minutes of 7<sup>th</sup> November 2019 meeting were agreed as an accurate record.



- There were no matters arising or action points to be picked up from the previous meeting
- Agenda Item 3 – Partnership Statement**

Catriona Hetherington introduced the refreshed paper produced in collaboration with Caroline Cooksey and Lilian Macer. Members reviewed the amendments previously requested at the SPF Committee on 7<sup>th</sup> October 2020.

- The amended wording relating to organisational change, capacity/delivery and changes to the word ‘must’ rather than ‘should’ were presented and discussed.
- Further discussion around the iterations with HR Processes and Disciplinary Matters for pre-COVID cases resulted in the consensus that a pragmatic approach be taken. Recommencement of cases would be taken in line with policies and should be made in consultation with the employee and their union representative.
- Attention was drawn to Appendix A graphic which was intended to show how the partnership comes together and feedback was sought on whether it was a fair representation.

**Outcome:** The revised partnership statement was endorsed by members and the chair asked for comments on the partnership diagram to be directed to Scottish Government out-with the meeting.

#### **Agenda Item 4 – Review of Health and Social Care by Derek Feeley**

The Chair gave SPF members the opportunity to offer feedback and views on what the expectations would be from Derek Feeley’s attendance at the meeting on 19<sup>th</sup> November and what the meeting should be.

Members suggested the key focus should be on the following areas:

- **Governance and accountability – especially in integrated services**
- **Good Practice**
- **Workers’ Voice**
- **Training and Development**
- **Once for Scotland Workforce Polices (lessons we can share for social care)**
- **Standardisation**
- **Culture**

**Outcome:** The summarised key points of discussion to be documented and forwarded to SPF members.

**Action: SG Secretariat to distribute to members ahead of the next committee meeting on 19<sup>th</sup> November 2020. (Completed)**



## Agenda Item 5 – SPF Update

Suzanne Thomas presented an update paper on how SPF can continue to lead and support strategic partnership working going forward with the following pertinent points:

- Role and Remit of SPF
- Frequency of meetings:
- Agenda items:
- Minutes
- Recommendations

Members were asked to note an error in Annex C with an SPF Committee meeting date which should read 29<sup>th</sup> April 2020 and not 19<sup>th</sup>

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

- An amendment was requested in regard to the wording “SPF supports SG to ensure compliance with the Staff Governance Standard” as it was agreed that this falls within the remit of the SWAG committee.
- Health Workforce Governance and Partnership Structure diagram shows that STAC reports to SPF but this was also questioned.
- The Workforce Senior Leadership Group –WSLG (COVID focussed) consults with SPF but Staff-side were concerned that SPF should have more oversight and strategic input
- Agenda items from the weekly held WSLG can be key for discussion at SPF but due to the infrequency of meetings may not have been brought forward timeously to the forum. Victoria highlighted that the current vaccination programme is an example and that it should be added to the SPF Committee meeting on 19<sup>th</sup> November.

**Action: SG Secretariat to amend the points raised from the paper and ensure the appropriate subject matter experts are invited to SPF Committee on 19<sup>th</sup> November to support the discussion on the vaccination programme**

## Agenda Item 6 – Review of SPF Committee held on 7 October 2020

Members agreed that in spite of the IT related issues the meeting had gone well.



**Agenda Item 7 – Agenda setting for SPF Committee meeting on 11 February 2021 and discuss future agenda items**

John Malone advised that the agenda for the Committee Meeting on 11<sup>th</sup> February 2021 could be discussed at the SPF Secretariat meeting to be held on 14<sup>th</sup> January 2021

**Date of Next Meeting: 11<sup>th</sup> February 2021 (14.00 – 15.30) by MS Teams**

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