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SCOTTISH PARTNERSHIP FORUM - Secretariat
Monday 29th March 2021
MS
Teams
Minutes

Present:

Name	Organisation
Victoria Bowman	Deputy Director, Health and Social Care Workforce Pay, Practice and Partnership, Scottish Government
Caroline Cooksey	Director of HR, NHS Dumfries & Galloway
Pauline Howie – (Chair)	Chief Executive, Scottish Ambulance Service
Lilian Macer	Unison
Norman Provan	Royal College of Nursing
Suzanne Thomas	Scottish Government

In attendance:

Tony Allan	Scottish Government
Catriona Hetherington	Scottish Government
Jennifer Martin Nye	Scottish Government
John Malone (Secretariat)	Scottish Government
Lynn Rance (Support)	Scottish Government

Apologies:

Gillian Russell	Director of Health Workforce Scottish Government
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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 14 January 2021 and any matters arising.

The minutes of 14 January 2021 meeting were agreed as an accurate record.

There was an action point from the previous meeting regarding a research report on Long Covid but this research will take some time. A paper has been submitted to SWAG Secretariat and the numerous policy areas affected by Long Covid have been identified / considered as part of the Once for Scotland review so for the foreseeable future the action will remain as ongoing.

Agenda Item 3 – Dying To Work

Lilian Macer provided an update on the TUC Dying to Work Charter which had been adopted following the Health Secretary's endorsement on 24 March 2021 and will be fully implemented in all Health Boards across Scotland.

- The Charter sends a positive message and person centred approach to individuals faced with a serious or terminal diagnosis.
- The Charter will be launched by the TUC after formal sign off by SPF Co chairs.
- Further work will involve HR, Occupational Health leads around the absence management policy and promotion / awareness of the Charter

Outcome: The partnership statement will be circulated to all Health Boards, employers and staff side officials following the meeting.

Action: SG Secretariat to circulate the statement on Dying to Work and liaise with Trades Union Congress (TUC) representative regarding the launch

Agenda Item 4 – Remobilisation

Tony Allan shared slides on Remobilisation Plans for 2021/22 and the objectives for safe and effective mobilisation. The timetable was also highlighted as follows:

- End February 2021 – Submission of draft plan
- March 2021 – Review/Assessment process and feedback meetings as required
- End March/start April 2021 - Issue feedback letters
- April/May 2021 – Board/IJB governance processes & publication

The full year plan highlighted key themes and challenges and in line with Workforce and Finance Plans a Commissioning Letter identified priority areas such as:

- Supporting staff wellbeing and embedding sustainability into the workforce
- Living with Covid – To include Test and Protect, vaccinations, supporting Care Homes and Adult Social Care and Rehabilitation Services
- Delivering Essential Services - focus on trauma, maternity, cancer, population screening and clinically prioritise electives, expanding role of primary/community based care, embedding whole system approach to Mental Health & Wellbeing
- Addressing inequalities and embedding innovation

- Finance and Capital, demonstrating value for money and affordability

Outcome: Members discussed the key details of the remobilisation plans and also the expectation that all partnership colleagues will be involved with the body of work post-election period which will be picked up by SPF.

Agenda Item 5 – Partnership Statement

Jennifer Martin Nye asked members for reflections on partnership working over the last year and posed three specific questions:

1. What went well 2. What were the challenges 3. What were the lessons learned

The consensus of opinion from the group was as follows:

- **1) What went well** – Virtual working has allowed more flexibility, agility and frequency of meetings / more equal / inclusive and accessible for moving at pace during COVID.
- **2) What were the challenges** - Pace of implementation of change. Face to face meetings enhance working relationships / build further rapport so slightly impacted by virtual meetings. Confusion around what forums are discussion and what forums make decisions.
- **3) What were the lessons learned** – Going forward meetings could be mixed between virtual and office meetings with IT considerations for rural colleagues. Succession planning for partnership should be a focus as people move on. Recognition that good partnership working relations helped with the pace of change over the last year.

Outcome: Jennifer thanked members for their input and advised that the next steps for partnership development and clarity on remit of forums will be raised at the next SPF meeting in June.

Action: SG Secretariat to add partnership development discussion to future agenda.

Agenda Item 6 – Review of SPF Committee held on 11 February 2021

Agenda items discussed at SPF Committee were:

- Health Care Workers Testing
- Equalities
- State of the Pandemic

John Malone advised that the meeting slides from Jason Leitch presentation, on the state of the pandemic was circulated to members.

Agenda Item 7 – Agenda setting for SPF Committee meeting on 6 May 2021 and discuss future agenda items

Due to the Scottish Parliamentary Elections being held on 6 May it was decided that the meeting that was scheduled to take place on 6 May would not go ahead. It was agreed that a full SPF Committee meeting would now take place on 9 June.

Future agenda items for the Committee Meeting on 9 June were agreed as:

- Review of partnership working
- Review of incoming Cabinet Secretary's priorities
- Local workforce plans - due End April 2021
- Remobilisation
- Vaccines – update from Scottish Government's perspective

The next SPF Secretariat meeting is scheduled to take place on 9 June and will immediately follow the Committee meeting. It was agreed that Secretariat would review the Committee meeting and discuss any action points raised.

Agenda item 8 – AOB

There were no further items for discussion and the meeting closed at 16.30.

Date of Next Meeting: 9 June 2021- Committee (14.00 – 15.30) and Secretariat (15.30 – 16.30) by MS Teams