

Scottish Partnership Forum – Secretariat
Tuesday 14 January 2025
14:00-15:00
MS Teams
Minute

Attendance List

Confirmation of members in attendance at the time of writing:

Name	Organisation
Karen Reid (Chair)	NHS Education for Scotland
Jane Hamilton	Scottish Government
Anna Gilbert	Scottish Government
Norman Provan	Royal College of Nursing

Additional attendees:

Name	Organisation
Zac Deponio (Secretariat)	Scottish Government
Catriona Hetherington	Scottish Government
Julie Russell (notes)	Scottish Government
Tai McLennan	Scottish Government
Gillian Tait	Royal College of Nursing

Apologies have been received from:

Name	Organisation
Amy Wilson	Scottish Government
Derek Lindsay	NHS Dumfries and Galloway
Fiona Hogg	Scottish Government
Frances Carmichael	Unison



Agenda item 1: **Welcome, Introductions and Apologies**

- Karen Reid (KR) welcomed members to the first meeting of the year.
- Apologies from Acting Director of Workforce, Amy Wilson, and Derek Lindsay (D&G) and Frances Carmichael (Unison).
- Gillian Tait, Senior officer of RCN, joined the call as she is shadowing Norman Provan today.
- Tai introduced herself as Deputy Director for Leadership, Culture and Wellbeing in Heath Workforce.
- Minutes of meeting 31 October 2024 were agreed.
- Outstanding actions: *Frances and Karen to confirm Staff Side and NHS employer representation.* Scottish Government (SG) confirmed they are working offline to agree Staff Side representation.

Agenda Item 2: **Scottish Partnership Forum Workplan 2025.**

- A draft workplan for SPF Committee and Secretariat for 2025 was shared with the group. The intention of the agenda item was to review and agree the workplan.

SPF Committee Workplan

- 29th January:
 - Public Health Scotland's Strategic Plan (2022–2025) Review. Agreed
 - Anchors Workforce – Update. Agreed
 - NHS Reform - Jane Hamilton (JH) informed the group that we are having conversation internally about NHS Reform and will update the group in the coming days. We should keep this item pencilled in for the 29th but will firm up soon.
- 19th March:
 - Care in the Digital Age: Delivery Plan 2024–2025 (Scotland). Agreed
 - NHS Scotland Workplace Wellbeing Initiatives. Agreed
 - Finance update. It was agreed that secretariat would pencil in time for finance in October as well.
 - It was agreed it would be valuable to hear about the Wellbeing Strategy from colleagues in Forth Valley.
- 3rd June:
 - Rural Healthcare Challenges. Agreed
 - Fairer work action plan. Agreed
 - Update report on national care service. Might require March or June for a short update and then bring back to October. Scottish Government secretariat to follow up.
- 2 October:

Directorate for Health Workforce

Workforce Practice Unit

E: healthworkforcepartnership@gov.scot



- Population Health Workforce Planning in Support of Workforce Strategy might come to SPF earlier than October, however this would need to be agreed by SWAG.
- October seems quite late to be looking at the Workforce Planning and Staff Governance Review. JH agreed to check with workforce planning if this aligns with Board return dates.
- Norman Provan (NP) highlighted that it is important that the workplan is flexible to allow time for discussion of topics as they develop.
- Tai McLennan (TM) asked if we can make it clear to the speaker what is expected of them in terms of time slot and allow time for questions within the time given. It was agreed this should be built into the Terms of Reference.

SPF Secretariat Workplan

- Partnership Relaunch. KR asked if this will be led by Ministers or Cabinet Secretary led? Scottish Government colleagues to follow up.
- NP raised that it has been a long time since we have had a meeting of the 3 national groups. It would be helpful if we could arrange a meeting with the secretariat and chairs of SPF, SWAG and STAC to avoid duplication. It might be worth including SEND. It would also be helpful to think about the membership of who is attending the meetings.

Action:

- JH to check if October is suitable to discuss Workforce Planning and Staff Governance Review.
- Secretariat to update Terms of Reference.
- Scottish Government colleagues to confirm who will lead the Partnership Relaunch
- Secretariat to organise a meeting with the secretariat and chairs of SPF, SWAG and STAC.

Agenda Item 3: Terms of Reference (ToR) – Discussion

- KR opened the discussion.
- Anna Gilbert (AG) highlighted that the ToR that has been shared does not seem to be the most up to date version.
- KR is thoughtful about the number of representatives which is currently sitting at 14 people.
- Comments were made regarding the number of representatives. NP explained that the numbers were high to give a balance of trade unions and to give smaller trade unions the opportunity to share. It is more important that the quorate has the correct number.
- It was suggested that we reduce the number of representatives to 10 and have 5 and 5 from each side. However, this would need to be agreed at Committee.



- It would be helpful if it were made clear that members can send in a designated deputy to make sure we achieve quorate. However, they will need to have the required authority level to make decisions.
- KR stated that the language of the ToR needs to be modernised. In particular the 'Behavioural Standards' section needs modernising.

Action:

- Scottish Government to update ToR with regards to the discussion above and send back to the group for approval.

Agenda Item 4: SPF Communications

- Catriona Hetherington (CH) explained that the paper outlines a proposal to develop the comms strategy including maximising engagement to a wider audience and cascading information from the SPF.
- Key points include:
 - Promoting partnership and what it means.
 - Looking to highlight the priorities and how it aligns with Heath and Social Care outcomes.
 - More structure around timelines.
- Format of communications was discussed. CH described how we have used SWAY to send out a newsletter for other projects. AG stated this had been well received in Boards and helped signpost staff to the website. Making more use of the website as a central place.
- How we ensure we are getting information back in as well as sending information out as well as getting more engagement from the Boards. It was suggested we could use APFs.
- KR asked if colleagues in Learning to Change (L2C) could share lesson learn from their previous projects? TM agreed, having learned valuable lessons from various approaches to engaging colleagues in social care.

Action

- TM will offer contact for CH to get in touch with L2C colleagues.

Agenda Item 5: AOB

- The next SPF Secretariat meeting is 26 August 2025

[END]