



Scottish Partnership Forum (SPF) Secretariat
Wednesday 10 January 2024
14:00 - 15:00
Meeting Minute

Attendance List

Confirmation of attendees at time of writing:

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

Also in Attendance:

Name	Organisation
Niall Anderson (Secretariat)	Scottish Government
Maruf Kadiir	Scottish Government

Apologies have been received from:

Name	Organisation
None received	

Present:

Agenda Item 1: Welcome Attendees and Minutes

For SPF Secretariat we require 1 Employer, 1 Staff Side and 1 Scottish Government representative to be present.

- Niall Anderson (Scottish Government Secretariat) noted that the meeting was quorate.

Agenda Item 2: SPF 2024 Workplan

- Draft of the SPF 2024 workplan was circulated prior to the meeting which was developed on the basis of the discussion at the Secretariat meeting on November, as a number of issues had been highlighted that could be included in the agenda.
- Item titles and their purpose had been included in the workplan as SPF had indicated that they would like to have a clear role and purpose for engagement where possible.
- SPF members were given the opportunity to provide feedback and highlight any issues that should be included or removed from the workplan.

Comments/Discussion

- It was agreed that we move the Health Finance item from the workplan on 4th of June, and swap over the NHS Scotland international strategy and bring forward the National Care Service to early meeting due to the bill being laid on the 31st of January.
- It was suggested that Health Finance should be a separate stand-alone session, linking with the reform agenda, possibly in March.
- It was agreed that the agenda going forward should be grouped under four broad themes: Innovation and Change; Inclusion and Diversity; Finance and Remote and Rural.
- It was also suggested that we need flexibility to enable engagement on emerging themes and identify the role of SPF and its priorities.
- The workplan is fully occupied leaving no room for unexpected emerging themes or agenda. It was suggested that we reserve a 15 – 20 minutes slot to discuss any unpredicted emerging items.
- To enhance the value of the group and reduce superficial engagement, we should aim to create space for longer and more detailed engagement on some subjects, which might mean reducing the number of agenda items at some meetings.
- In addition to the issues identified on the workplan, it was noted that there are issues around the fragility of remote and rural services and workforce strategy which will require engagement at some point, but not necessarily immediately.
- It was noted that, while meeting frequency would be kept under review, it was important for SPF to retain its strategic role, and not get drawn into more immediate, operational matters.

- Even though there is limited space within the workplan and there is a busy agenda, it was recognised that activity at the end of the year, in the strategic space, might be influenced by national elections.

Outcome:

- Going forward, and excluding the 31st of January meeting, much of the agenda will be structured under the following headings.
 - Innovation and Change,
 - Inclusion and Diversity
 - Finance
 - Remote and Rural

Agenda Item 3: SPF Terms of Reference (ToR)

- The ToR was circulated around prior to the meeting for awareness and comment.
- The ToR originate from the original forum set up in 1998 and has been revised on many occasions since then.
- The paper raised questions were raised about the format and frequency of the meeting as well as membership.
- Members were asked to reflect on the current ToR and identify where changes are needed to reflect how SPF now operates.

Comments/Discussion

- It was suggested that the ToR include a statement that reiterates that those sitting round the table are not only there to represent their organisations, but all employers or all staff side.
- Under the header, SPF will be powerful enabling force, it was noted that some of the bullets describing SPF activity were out of date i.e., Delivery and implementation plan in relation to national strategy and Advice on the Delivery of Staff Governance Legislation.
- In terms of the conduct of meetings, it was suggested that it should be made clear to presented that, for example, if 30 minutes, then any presentation should last no longer than 15 minutes, allowing 15 minutes for question and discussion.
- It was agreed that the areas that SPF covers needs to be updated to reflect the themes agreed earlier.
- In terms of agenda setting for meetings, depending on the items for discussion, it is possible that two or more themes could be covered in one meeting.
- Given the new approach, it was suggested that the ToR should be reviewed regularly, to check whether it is working for people and get feedback on the inclusivity of the meeting and attendance.
- Members asked the secretariat to consider a Highlight Report or other communication to issue after each meeting, using the 'Once for Scotland' Highlight report as an example.

Outcome:

- Terms of Reference for SPF to be reviewed and expanded on the basis of SPF members reflections.
- Agreed to keep the meetings as they currently stand, and to conduct an appraisal exercise after 12 months.

AOB:

- No items were raised under AOB.

Actions:

- The agenda will be formatted under agreed themes and will be circulated to members.
- A refreshed Terms of Reference addressing the groups comments will be circulated.
- SG Secretariat to consider approach to SPF Highlight report.