# dual branding.jpgBoard Meeting: 30 January 2020

**Subject:** Partnership Forum update

**Recommendation:** Board members are asked to note the discussions at the Partnership Forum meeting held on 22nd November and 13th December

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## 1 Background

The following key points were agreed at the meeting and have been split into the three high level quality ambitions of person centred, safe, and effective.

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| **Person Centred** |
| **Mutually beneficial partnerships between patients, their families and those delivering healthcare services which respect individual needs and values and which demonstrate compassion, continuity, clear communication and shared decision-making.** |
| **EU Withdrawal**  The Forum was updated on the progress of the Resilience group which has been tasked with reviewing the implications of the upcoming EU Withdrawal.  It was highlighted to members that all departments should have Business Continuity plans in place and these should be accessible and regularly reviewed.  It was reported that there is information online for staff who require to apply for the Settlement status, any questions staff may have can be addressed via HR confidentially. There is still time to apply for this scheme and it was noted that staff have until June 2021.  EU Withdrawal remains as a medium risk on the Board Risk Register and will be discussed at a planned Board Workshop taking place in October.  **Staff Governance update**  The Forum noted that the Workforce Planning and Education Steering Group and the Staff Governance Policy Sub Group have now merged to form the Staff Governance Sub Group with appropriate representation from across the organisation. This group will report to PC via SMT/ PF  Updates were provided on:   * iMatter * Sickness absence * See Me survey * Human Factors training. * The review of Corporate induction.   **Staff Awards**  The Forum that the format of the Staff Awards was being reviewed with the categories being aligned to those of the Scottish Health Awards. This gives opportunity for recognition of all good work.  The Chief Executive and Chair are keen for this to be an annual event which will result in the ceremony moving to an evening event.  The nominations will be launched in January 2020 with the first event aiming to take place in April/May 2020. A short life working group will be established to plan the event.  The Forum supported this proposal.  **Public Holidays 2020**  The proposed Public Holidays for 2020 where shared with the Forum for their approval and it was explained that Boards are being given the opportunity to make a decision on the May public holiday, as there is the proposal to move it to mark 75th Anniversary of VE Day (8 May).  Our Board has historically taken International Workers Day (1st Monday in May) as the annual May holiday. The Employee Director has engaged with staff side, neighbouring health boards and reviewed plans for the local councils to support a decision. Staff Side’s collective view was to retain the 4th May and following discussion Management also agreed with this as this will be the same position as NHS Greater Glasgow & Clyde and this will align with our service needs.  There will be a clear message in advance to managers to ensure application of the rostering policy as not all Boards/Schools/Government are retaining the 4th.  Partnership Forum approved the 4th May as the May holiday for 2020. The remaining public holidays remain unchanged from previous years and these will be communicated to staff.  **Policy Updates**  The following policies were reviewed and updated with minor changes:   * Car Lease policy * Adverse Weather policy * Reserve Forces policy   The group approved all updates.    **“Once For Scotland” Workforce Policies**  Work was commissioned by the SWAG to review all of the PIN policies and develop all policies in line with Once for Scotland. The Forum has been receiving regular updates on progress.  The Forum was informed that our own internal Board policies currently align to the PIN policy. The first tranche of Once for Scotland policies has now been approved for a soft launch. The expectation is that these are implemented in boards by  A presentation was developed which was to be shared in all boards. The December Forum received this.  Phase two of this piece of work will commence in January 2020 with the second stage of the consultation to address the remaining PIN policies which align with NHS Scotland values.  Members were advised that we are presently in the soft launch stage of the process and we have early access to the system that allows us the opportunity to feedback our comments.  It is proposed that the website will go live in March 2020 with the existing polices having been simplified and a raft of supporting documents are available. There is guidance available for both staff and managers which will ensure a consistent approach throughout NHS Scotland. In order to support these changes training can be provided where required which will be actioned by the Human Resources department. |

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| **Safe** |
| **There will be no avoidable injury or harm to people from healthcare they receive, and an appropriate, clean and safe environment will be provided for the delivery of healthcare services at all times.** |
| **Standard Operating Process – system access**  In response to recent data breach a review of appropriate access to clinical systems was undertaken. This confirmed that when staff members leave the organisation all access is removed but identified that processes needed tightened when staff move within the organisation and no longer require access to clinical data base.  This process requires managers to confirm access with ehealth sign off every 2 years.  **Clinical Waste**  A new process has been developed and this will be communicated to the organisation.  **Car Parking policy**  The Boards Car Parking policy has been developed in line with the Travel Plan, with details of the Liftshare pilot being reflected in the Board policy.  There was discussion around the number of car parking spaces on-site for electric vehicles with it noted there is potential to increase the number of spaces we currently have.  With the Liftshare Scheme there is a commitment for a guaranteed ride home. Concerns have been raised over potential costs associated with this scheme. It was reported that feedback is being sought from other test sites.  The Employee Director agreed to liaise with the trade unions who weren’t present for support. |

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| **Effective** |
| **The most appropriate treatments, interventions, support and services will be provided at the right time to everyone who will benefit, and wasteful or harmful variation will be eradicated.** |
| **IPR**  The new Integrated Performance report was presented to Partnership Forum. It was explained that this report includes all performance throughout the Board and is formally reviewed by the Finance Performance & Planning Committee, which scrutinises Board performance. It is expected that this document will evolve with time.  It was explained the report is split into four sections with the Staff Governance section including Staff Governance KPIs. These currently show that grievance/ bullying harassment figures remain low but that there is further work required on the sickness absence figures, appraisal rates and job planning.  It was noted that PCC had requested that turnover rates be included into the report going forward.  There was positive feedback from the Forum on the format and content of the report.  **Annual Operational Plan**  The Annual Operational Plan was presented to the Forum with it noted that the format is defined by Scottish Government and that this report outlines the Boards aims and objectives for the upcoming years.  It was noted that the plan had been shared in advance with Staff Side members to allow them the opportunity to comment. The focus of the workforce section is primarily on the ongoing Expansion requirements.  The Forum was informed that there is a meeting scheduled with the Executive team and the Scottish Government to discuss the full Annual Operational Plan.  The finalised version of the Annual Operational Plan will be circulated to members for information once available.  **Finance Session**  The Director of Finance provided the Forum with a dedicated Finance session that looked efficiency savings identified for this year and next and at forward financial planning for the Board.  **Office Infrastructure**  As phase two progresses departments with office space on level 1 and 2 will need to be relocated. Assurances have been provided to all departments that the relocated working environment will be suitable for their needs and departments will not be split.  **Senior Management Infrastructure**  The Forum was updated on the progress of this restructure.  The associated job descriptions were being written/ updated and will submitted for job matching in line with the board policy.  The Nursing management structure is being reviewed by the Nurse Director and the Medical management structure is being reviewed by the Medical Director. conducted under a separate review led by AMC.  Interim measures for Estates are in place following the departure of the Head of Estates and the Director of Finance will lead a review of the function. |

The next meeting is scheduled for: Friday 24th January 2020

**Jane Christie-Flight**

**Co-Chair, Partnership Forum**

**13 January 2020**