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| Board Meeting: | 12 October 2018 |  |
| Subject: | Partnership Forum update |
| Recommendation: | Board members are asked to:  |  |  | | --- | --- | | Discuss and Note | X | | Discuss and Approve |  | | Note for Information only |  | | |

# GJF Logo

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## 1 Background

The following key points were agreed at the meeting on 17 August 2018 and have been split into the three high level quality ambitions of person centred, safe, and effective.

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| **Item** | **Details** |
| **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.**  **iMatter**  The Forum was informed that there had been 63% response rate to the iMatter questionnaire with a resulting 78% EEI rate.  30% of teams did not generate a report, and that this is an increase on the previous year’s figure of 21%.  Action plan rates are still recording low, with it noted that only nine teams been completed to date out of a total of 143 teams. These action plans are required to be completed by 1 October at 12noon.  HR will provide support to teams that indicate they require it.  Plans were already in place to issue Board wide communication to encourage teams to complete action plans within the required timeline.  **NHS Scotland National Staff Experience**  The group was advised that a decision has been made at national level that the Dignity at Work survey will not run this year.  It was reiterated to the group that we are able to run in-house pulse surveys with the questions adapted as required.  **Once for Scotland National policies**  The Forum was informed that it has been agreed nationally that PIN policies will be developed Once for Scotland and that partnership will be commencing the work immediately with the aim to be concluded by 2020.  The board polices will continue to be reviewed by the Staff Governance Sub Group until the national updated policies are developed. |
| **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.**  **Adverse Weather update**  The Forum was updated on the impact of the recent hot weather.  It was noted that the weather presented challenges for working conditions within the theatre area, particularly in the orthopaedic theatres.  As a result a mini business case was presented to the Capital group for improved air conditioning units with these areas.  The theatre team is working with the estates team to coordinate the required work, ensuring that there is minimal disruption.  **Work-Life Balance policies**  All policies under the Work-Life Balance remit had been refreshed with the detail of the changes included in the cover paper presented. It was highlighted that there were only minor changes made to the policies, with these primarily around making the language more gender neutral and using updated terminology. Entitlements remain the same within these policies.  The group confirmed their approval of the Work-Life Balance policies.  **Corporate Parenting Monitoring**  The group was asked to consider how to include Corporate Parenting process into the monitoring part of recruitment.  As this was not a nationally mandated process, it would require local actions to deliver.  Following a lengthy discussion, the Forum were in agreement that they did not feel it appropriate to collate this information. |
| **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.**  **CSPD Strategy**  The Forum was presented with the CSPD Strategy Project Initiation Document for discussion.  It was noted that the equipment in CSPD is reaching the end of it’s life and will require to be replaced in the near future.  Activity, pressure points and department footprint have been reviewed to identity the future service requirements.  Recently CSPD roles were awarded Healthcare Scientist status and the team is now looking at the impact of this. Job descriptions are being reviewed and training opportunities explored.  It was reported that clarity is being sought on the progress of the national shared services work, that had been previously been commissioned by the Chief Execs, to understand if this will have any impact on decisions made within the board.  The group noted this update.  **STAC (TCS05) 2017**  Following the issue of STAC guidance, a paper has been drafted which outlines the Boards position for band 8 and above using TOIL.  The usage of TOIL remains at the discretion of the Line Manager and any TOIL accrued must be used within a three month period.  The group was informed that TOIL can be recorded on SSTS.  The group confirmed their support of the TOIL process for band 8 and above.  **SWAG Advice to Scotland on TU Facilities time**  As a result of the Trade Union Bill, there is now a requirement for the board to report on facilities time.  In line with the Once for Scotland approach, a recording form has been developed nationally, which trade union representatives are required to complete forms when they undertake duties, and this will then be recorded on SSTS by line- managers.  It was noted that this enables us to record partnership time as well as facilities time.  **Annual Review**  The draft Partnership Forum self assessment was presented for the group for approval in preparation of the boards Annual Review.  It was noted that no formal date had been set, but once details have been finalised this information will be shared with the group.  The group approved the draft Self Assessment for the Annual Review. |
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The next meeting is scheduled for 14 September 2018.

**Jane Christie-Flight**

**Employee Director**

**5 September 2018**