**Ref: GJF/2017/09/03**

# GJF Logo

# Board Meeting: 14 September 2017

**Subject:** Partnership Forum Update

**Recommendation:** Board members are asked to note this update

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## 1 Background

The following key points were agreed at the meeting on 18 August 2017 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.**  **Free Wills**  The Forum was given an update on the progress of the previously discussed ‘Free Will’ service the Board plans to pilot. The group was shown an example of the leaflets/brochures that would be shared with staff and asked to share their views/comments. It was noted that the plan is to do a soft launch of the service with one to one appointments being offered to those that request these. McClure’s Solicitors will provide stands for us to display these leaflets. Initial comments from the group related to having a clear definition within the documentation about the Board’s Charity and what funds would be used for.  **Reports Presented**   * The Workforce Monitoring Report was presented for approval. * The Learning and Development Report highlighted training and development offered to staff in 2016/17.   **Retirement Training**  The Forum was informed of training that is available to staff to prepare them for retirement. This is a planning tool for staff and Managers will be encouraged to support staff to attend. The Human Resources team and Communications are finalising plans to circulate information to staff.  **Annual Review Self Assessment**  The Forum approved the draft Self Assessment with a minor change. |
| **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.**  **Excellence in Care**  The Forum was informed of the national programme which is being led by the Chief Nursing Officer for Excellence in Care. The Director of Nursing is the Executive lead for this piece of work and the Clinical Education and Improvement Nurse is the implementation lead. It was reported that our Board already has a number of the initiatives in place and operating successfully. Plans are in place to issue wider communication to all nursing staff on the Excellence in Care programme. It was agreed that a copy of the first stage indicators would be brought to a future Partnership Forum for information.  **Scanning Business Case**  The Scanning Business Case was presented to the Forum. It was noted that this should address the backlog of case notes that are required to be scanned using a scan and demand model. This will be done on site and will be based within the Health Records department.  **iSteer group**  The Forum was presented with the terms of reference of the newly established iSteer group, which works in collaboration with the Strategic Projects Group. The iSteer group has been tasked with establishing a database that will list all the projects that are live throughout the Board. Updates on the work of the iSteer group will be brought to a future meeting. |
| **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.**  **Hospital Expansion update**   * The Forum was informed that recruitment for this stage of the project team has concluded. * The Clinical Task group has commenced and meets weekly. * Due to the size of the expansion, we are required to complete a risk assessment and submit this to Scottish Government; this is likely to trigger a gateway review of the project. * Aecom have recently been appointed as our Cost Advisor; interviews were conducted in the same format as the PSCP appointment process. * A separate Risk Register for the Expansion Project is being developed. * Support for the modelling of phase two is being taken forward for discussion with ISD but if any support issues are identified we will look to buy in services to support our needs. * It was highlighted the Young Persons Forum, Disabled Staff network and LGBT staff network should all be engaged with.   **National and Regional Working**  The group was informed that the draft National and Regional Delivery Plans is due September. It was explained to the Forum that given our Board’s position, we are involved in the development of both the National and Regional Delivery Plan through the National and West of Scotland groups. It is planned to bring the draft delivery plans to the Partnership Forum once these become available.    **Linen Implementation**  As the Board’s current Linen Contract is due to expire, a small short life working group was established to review our linen services on site and the report presented to the Forum. It was noted that the plan is to move to the SleepNet system, which is currently used in a number of other Boards. Patient feedback on the SleepNet system has been positive as this was trialled in ward 3 East. It was raised that these sheets would not be feasible for some patients i.e. those with balloon pumps, as access would be restricted. We will be moving our contract to NHS Greater Glasgow & Clyde, with changes to scrubs over the site rolling out from 1 December onwards. Staff have been kept fully engaged on the impending changes.  **Policies**  Four policies were approved:   * Job Evaluation: Significant Change New Post policy – this formalises previously approved guidance. * Bomb Threat policy – this was developed in line with national guidance. Training for staff to support application of the policy is being organised. * Recruitment and Selection policy – this had minor changes made to the section on police checks and references, following challenges which were identified in implementing the previous version. These challenges have been fed back to the staff governance unit. * Volunteer policy – this was reviewed. |

The next meeting is scheduled for 13 October 2017.

**Jane Christie-Flight**

**Employee Director**

**5 September 2017**