# dual branding.jpgBoard Meeting: 21 November 2019

**Subject:** Partnership Forum update

**Recommendation:** Board members are asked to note the discussions at the Partnership Forum meeting held on 20th September 2019

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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.** |
| **Staff Governance – Appraisal and Sickness Absence** The Staff Governance, Appraisal and Sickness absence report was presented to the group highlighting that there has been a correlation between sickness absence rates and appraisals identified which is outlined within the attached report. It was reported that the report will be shared with both SMT and the Person Centred Committee. Members were informed that we are looking at how we can support areas/managers within the areas that presents concerns.Partnership Forum noted the Staff Governance, Appraisal and Sickness Absence. **Adult Protection Policy**The Adult Protection Policy was recently refreshed in line with guidance. It was highlighted to the group that we have two duties which include reporting to council and those supporting any investigation. Discussion and decisions should be made as a team with it noted that the flow chart included is very useful.Partnership Forum approved the Adult Protection policy |

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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.** |
| **Fitness for Work**It was outlined to the group that the GP Fit Note has been in place since 2010 and it was noted that the AHP Fitness to Work note can be used, as a stand-alone document as an alternative to the GP Fit Note, to inform managers of work recommendations. The group were asked to recognise the AHP Fitness for Work report for employees who have musculoskeletal issues and who are absent or require work modifications to support them in their role, and for it to be accepted for sick pay purposes. It was stated to the group that the Occupational Health Physios will be responsible for the completion of these as part of their specialist role. This scheme will be piloted for a six-month period with a report to be collated and shared on the outcome of the pilot. Partnership Forum members approved the implementation of the AHP Fitness for Work report.**Seasonal Flu**The group was asked for their continued support to increase the Boards uptake on Seasonal Flu vaccines. Drop in sessions are being organised and supported by the Occupational Health department.A social media campaign is being coordinated by the Communications team to get a more visual campaign in place to encourage as many staff as possible on the importance of the vaccine not only for their benefit but for our patients. Occ Health can attend departments direct if they are unable to get to the Occ Health department direct. |

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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.** |
| **E-Payslips**The Forum was presented with a proposal for e-payslips to be rolled out throughout the organisation. It was noted that these can only be accessed via computers that are based on site due to firewalls. It was highlighted that it will not be mandatory for staff to move from paper to e-payslips but it was noted there are a number of benefits to the Board moving to this system, which also includes a cost saving. The group questioned the implications on those that are on long term sick and maternity leave if there are changes to pay and how they would get access to this information if on the e-payslip system. It was agreed that Human Resources would get confirmation on how this could be processed. There is a communication plan in place to raise awareness of this change throughout the Board. It was noted the P60’s will also be access in electronic format if chosen to move to this system. Discussion took place around the potential of using the cost savings to look at a secure system that would allow off-site access to e-payslips at a later date. It was reported that there is not currently a system that would support this however may become an option at a later date. Partnership Forum approved moving to e-payslips throughout the Board. **Senior Management Infrastructure** The Senior Management Infrastructure paper was shared with the Partnership Forum for information.Clarification was given that no formal decision or discussion has taken place with regards to the next stage in the process and therefore there is no structure been decided or development. It is aimed to work in a collaborative way during the next stage to ensure all affected directorates are captured. It was confirmed that during this process there will be staff side engagement. **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.* service. It is currently looking at scoping a range of service models

**Rostering Policy** Partnership Forum was presented with the new Board Wide Rostering policy which was developed through the Staff Governance policy sub group. This policy provides clear guidance on safe working levels.Partnership Forum approved the Rostering policy. **Car Sharing** There has been a SLWG (short life working group) established and is working in line with the Boards Travel plan. It was noted that the overall aim is to reduce the number of single occupancy travel usage throughout the Board. The outcome of discussions at the SLWG was to move forward with the preferred option number two, which is to trial for a two-year period a Car Sharing scheme using a company called Lift Share. Members were advised that other sites have used this service and been successful. This supports our application for additional car parking on the site.It was explained to the group that those who take part in the Car Sharing scheme will be provided with an allocated space to ensure they get a parking space on site. The group approved the Car Sharing Scheme proposal. |

The next meeting is scheduled for: Friday 22nd November 2019

**Jane Christie-Flight**

**Co-Chair, Partnership Forum**

**10 November 2019**