**PARTNERSHIP FORUM MEETING**

**HELD IN NEW REGISTER HOUSE, EDINBURGH**

**ON WEDNESDAY, 23 OCTOBER 2014**

**Present:**

Gerry McLaughlin - Chief Executive (Chair)

Michael Craig - Staff Side

Dr Andrew Fraser - Director of Public Health Science

Cath Denholm - Director of EPP

Teresa King - Staff Side Representative

Steven Daire - Staff Side Representative

Kenny McLean - Staff Side Representative

Katherine Bennett - Staff Side Representative

**In Attendance:**

Mary Riordan (minute)

Jim Carruth

Margaret Burns

Russell Pettigrew

Peter Watson

Christine Duncan

Andrew Patience

Marie Kerrigan

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| 1. | Apologies |  |
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|  | Apologies were received from Steve Bell, Wendy Macdonald, Agnes Allan and George Dodds.  |  |
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| 2. | Minutes of the meeting held on the 3 September 2014 |  |
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|  | The minutes of the meeting held on the 3 September 2014 were approved. |  |
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| 3. | Matters arising |  |
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|  | Item 7, 3 September, Workforce Stats and WRG update |  |
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|  | To be discussed at the Partnership Forum meeting in January 2015. | All |
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|  | Item 8, 23 April, AfC Panels |  |
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|  | To be discussed at the next HR/Staff Side meeting. | HR/Staff Side |
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|  | Item 12, 3 September, Living Wage |  |
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|  | To be discussed by the Joint Chairs. | GM/MC |
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|  | The action note was updated. |  |
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| 4. | Thematic discussion: Safe and Improved Working Environment (including SGAP update and Workforce Plan Monitoring Report update) |  |
|  | (Paper No 21/14) |  |
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|  | Jim Carruth spoke to the paper. He highlighted the key indicators section of the paper to the Forum. He asked the Forum to note that no referrals to the National Confidential Alert Line had been drawn to the attention of the organisation. |  |
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|  | A full discussion of the paper took place during which the following key points were noted and agreed. |  |
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|  | Pedestrian access to the Gyle was an ongoing issue. A more in depth travel instruction for the organisation would address this issue. It was agreed that this would be included in the paper to be presented to the Staff Governance Committee on the 7 November. | **JC** |
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|  | It was agreed that the last sentence of paragraph 13 of the paper would be amended. | JC |
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|  | Staff side raised concerns at the level of reported sick leave in relation to stress with this being the highest contribution to absences in Health Scotland. An in-depth discussion took place on the potential causes and what needs to be done to improve this. |  |
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|  | SGAP |  |
|  | It was agreed that action point 2 should be more specific to capture issues arising from the Staff Survey results. | JC |

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|  | Appendix 4 – Employee Counselling Service |  |
|  | It was agreed to show the trend for future reports. | JC |
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| 5. | Annual Review 2014 |  |
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|  | Cath Denholm gave a brief update on the Annual Review. It was noted that a meeting would be held with Scottish Government colleagues on the 24 October to discuss the Annual Review Action Plan. One of the themes in the Action Plan was likely to be based on partnership working and staff engagement. |  |
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|  | Reflecting on the Annual Review it was felt that feedback received had been very positive and that staff who attended the Review had found it very useful and interesting. It was agreed that there was learning in respect of how Health Scotland engages stakeholders in the process that can be taken forward for future reviews.  |  |
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|  | Margaret Burns, Board Chair, said that it was important to note the number of stakeholders who were involved in the Review. She said it was also important to highlight the good performance of the organisation over the past year which was reflected in the Review. |  |
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| 6. | Health Scotland Flexible Working Arrangements |  |
|  | (Paper No 22/14) |  |
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|  | Jim Carruth spoke to the paper, the purpose of which was to provide an overview of the flexible working arrangements that have been agreed locally by managers, and supported by Directors, for staff in both Edinburgh and Glasgow. He highlighted paragraphs 23 and 24 of the paper in respect of resource implications. The Forum expressed their appreciation to both Gail Scott and Karen Donnelly for their work in producing the paper. |  |
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|  | During discussion of the paper the question was raised as to whether staff had the correct level of equipment to facilitate flexible working and whether this was taken into account when flexible working requests were being considered. It was agreed that when requests were being considered, business need was an important element but it was also important, linking back to the thematic discussion on |  |

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|  | stress, to give consideration to supporting staff when they made requests to work flexibly and also that the primary principal for providing flexible working, as laid out in the PIN policy, is that “flexibility and support for the work-life balance are issues critical to the NHS in terms of workforce development, recruitment and retention and maintaining a committed, motivated workforce to support and retain staff |  |
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|  | The Partnership Forum noted the risks outlined in the paper of not having a consistent approach to flexible working decision-making. The following actions were agreed by the Forum: |  |
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|  | All requests for flexible working will be agreed locally by line managers and approved by the respective Director. |  |
|  | HR to receive a copy of all such arrangements to ensure that the organisation has an overview of flexible working requests in order that fairness and consistency can be demonstrated. |  |
|  | Managers and staff would be expected to build 6 monthly reviews of all flexible working arrangements into the learning cycle. |  |
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| 7. | Car Parking Arrangements at 10 South Gyle Square update |  |
|  | (Paper No 23/14) |  |
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|  | Jim Carruth spoke to the paper which sought approval from the Partnership Forum to embed the ongoing process of monitoring and review of allocation of car parking passes to staff. In discussion of the paper it was agreed that there should be greater transparency as to how car parking passes are allocated to staff.  |  |
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|  | There was broad support from the Forum for the proposals contained within the paper with questions around the specifics of how the passes would be used. Steven Daire and Jim Carruth to work on this aspect. | **SD/JC** |
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| 8. | Long Service Recognition – Proposed Approach |  |
|  | (Paper No 24/14) |  |
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|  | Cath Denholm spoke to the paper which asked that the Partnership Forum agree an appropriate approach to celebrating long service contributions in a way that was consistent, fair and governable. There was general agreement with the proposed approach outlined |  |

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|  | in the paper. It was agreed that discussions would be held with staff who had relevant service within the NHS and seek their view on the potential aproach that was being proposed. A proposal would then be developed for approval by the Partnership Forum. | **CD/****P Watson** |
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|  | Discussions to be held with Andrew Patience, Executive Finance and Procurement Manager in respect of any tax implications that may arise. | CD |
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| 9. | Options for Transfer of CFHS Staff to Health Scotland Terms and Conditions |  |
|  | (Paper No 25/14) |  |
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|  | Cath Denholm spoke to the paper which asked the Partnership Forum to review and agree the options outlined in the paper to be offered to Community Food and Health Scotland (CFHS) staff with a view to finalising transfer of staff to Health Scotland and Agenda for Change terms and conditions. Following a full discussion of the paper, the Partnership Forum were content that the options set out in the paper were reasonable and agreed that these should now be offered to the affected staff. |  |
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|  | Following discussion of the paper and the Appendix, the Partnership Forum: |  |
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|  | Endorsed the proposal to change the line management arrangements for a number of CFHS staff currently operating under a hub and spoke model. |  |
|  | Agreed to the confirmation of options available to CFHS staff with a view to finalising their transfer from Consumer Focus Scotland to NHS Health Scotland. |  |
|  | Noted the learning points relating to the process summarised in Appendix 1 and that a further summary of learning was to be taken to the next meeting of the Staff Governance Committee. |  |
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| 10. | Meridian Court Accommodation |  |
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|  | (Paper No 26/14) |  |
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|  | Teresa King spoke to the paper which asked the Partnership Forum to endorse the proposed approach being taken to the review and to |  |

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|  | actively promote its key messages and the engagement of Health Scotland staff in the review process. She highlighted the risk section of the paper, particularly in relation to staff engagement. |  |
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|  | Teresa King confirmed that there was no requirement for formal consultation but the PF recognised that this review had to be undertaken within the full partnership processes. The review would continue to be progressed in partnership. |  |
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|  | The key points which arose from the discussion were: |  |
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|  | Opportunity to use the existing User Group in terms of engaging with staff but recognising that this should not be the only route of engagement  |  |
|  | Useful exercise in understanding the best use of resources. |  |
|  | More than just a financial review. It is the balance between quality of delivery and the best use of resources. |  |
|  | Quality of engagement with staff is important. |  |
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|  | Following discussion of the paper the Partnership Forum agreed in principle to the approach outlined in the paper. It was agreed that a short life partnership group would be established which would take this forward. The group needs to include the appropriate membership to take account of all users and specifically H&S safety and facilities staff. The PF also noted the site User Group would need to be fully engaged in this process. |  |
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| 11. | Partnership Agreement |  |
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|  | Suggestions for amendments to the Agreement to be sent to the Joint Chairs by the 6 November. | All |
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| 12. | Health and Safety |  |
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|  | Kenny McLean, Health and Safety Advisor, spoke to the papers. |  |
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|  | Health and Safety Annual Report (Paper No 27/14) |  |
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|  | The Partnership Forum noted the paper which was the Annual Health and Safety report for 2013/14. |  |
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|  | Health and Safety – Lone Working Instructions (Paper No 28/14) |  |
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|  | The Partnership Forum was asked to approve the Lone Working Instruction contained within the appendix to the paper. It was noted that the Instruction had been based on the revised PIN guidelines which required that the organisation was fully compliant with the Managing Health at Work PIN by ensuring that policies/processes were in place that reflected the PIN, one of which was Lone Working. |  |
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|  | Any amendments, or requests for clarity, to be sent to Kenny McLean by the 6 November.  | All |
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|  | The policy was signed off in principle, subject to any amendments. |  |
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|  | Health and Safety – Driving for Work Instruction (Paper No 29/14) |  |
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|  | The paper was approved. |  |
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| 13. | Workforce update |  |
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|  | Jim Carruth informed the Partnership Forum that Health Scotland had the highest response rate of 90% completion for the Staff Survey. |  |
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|  | Workforce Plan |  |
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|  | The Workforce Plan was noted. |  |
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|  | Workforce Review Group (WRG) and Workforce Stats |  |
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|  | The paper was noted. |  |
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|  | Workforce Risks (Paper No 30/14) |  |
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|  | Cath Denholm spoke to the paper which asked the Partnership Forum to note the organisational risks currently registered relating to the workforce. It was agreed that it was appropriate for the Forum to have an overview of risks relating to the workforce. |  |
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|  | It was suggested that the Partnership Forum should have a development session on risk. This was agreed. |  |
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|  | The Partnership Forum noted the information contained within the paper and appendices and were content with the format of the paper for future reports. |  |
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| 14. | Policy Update |  |
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|  | The policy update was noted. |  |
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|  | Policy Review Update (SGC Paper No 13/14) |  |
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|  | The Partnership Forum noted the Staff Governance Committee paper which had been circulated to them for information. It was noted that there would be a meeting of policy leads on Monday, 27 October. The outcome of the meeting would be fed back to the Partnership Forum. | **CD** |
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|  | It was agreed that if there were resource implications in respect of reviewing policies, this required to be identified. |  |
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| 15. | Update from HR/Staff Side |  |
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|  | Jim Carruth provided a brief update on the last meeting of the group. The main focus of the meeting had been on reviewing the new induction process. |  |
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| 16. | HWL Group update |  |
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|  | It was noted that a meeting would be held with the HWL Adviser in respect of the maintenance of the Bronze and Silver Awards. Confirmation was awaited that the organisation had secured the Bronze and Silver Awards for another year. |  |
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|  | The review of documents for assessment in respect of the Gold Award would be held at the end of November. A meeting would be held with the Assessor in December. It was expected that confirmation of whether the organisation had been successful in obtaining the Gold Award would be known before the end of December. |  |
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|  | It was agreed that the addition to corporate papers of a section relating to Health and Wellbeing would be discussed further by the Joint Chairs. | GM/C |
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| 17. | Review of agenda items for next meeting |  |
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|  | The workcycle and agenda items for the next meeting were noted. |  |
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|  | It was agreed that an additional meeting to discuss functional alignment would be arranged for December. | MR |
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| 18. | Review of meeting |  |
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|  | In a review of the meeting, the key points noted were: |  |
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|  | Good meeting with agenda items summarised well. |  |
|  | Venue may not have been appropriate. |  |
|  | Involvement and engagement was constructive and positive. |  |
|  | Too much detail on some issues. Could there be some delegation on some issues? |  |
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| 19. | Date of next meeting |  |
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|  | 23 January 2015. |  |