

NHS Education for Scotland

Board Paper Summary : Partnership Forum Minutes

1. Title of Paper

Minutes of the Partnership Forum meeting held on 13th June 2013: copy attached.

2. Author(s) of Paper

Colin Wright (Corporate Governance Officer)

3. Purpose of Paper

To receive the Minutes of the Partnership Forum meeting held on 13th June 2013.

4. Items for Noting

Prior to commencing the formal agenda, members reviewed the key issues arising from the preceding All Staff Meeting. Key actions points were identified to be taken forward.

Members considered updates and reports on the following:-

Launch of the NHSScotland 2020 Workforce Vision – internal communication plan to be developed building on the toolkit provided by Scottish Government

Staff Management Information- Quarter 4 Management Metrics-members discussed the latest set of staffing metrics-no significant issues reported

Continuing Education Process 2013/14-members were pleased to note the outcome of the 2013/14 process and developments since 2012. This would continue to inform our equality and diversity action plans.

Special Leave Policy-members approved changes to the policy and agreed to its progressing to the Staff Governance Committee for ratification.

5. Recommendations

None.

MINUTES OF THE FIFTY-NINTH MEETING OF THE NES PARTNERSHIP FORUM HELD ON THURSDAY 13th JUNE 2013 AT THE CENTRE FOR HEALTH SCIENCE, INVERNESS

Present: Malcolm Wright, Chief Executive (Chair) (MRW)
Liz Ford, Employee Director (Joint Chair) (LF)
Ann Cadzow (Staff Representative) (AC)
Rose Marie Parr (Management representative) (RMP)
Dorothy Wright, Director of Human Resources (DW)

In attendance: Colin Wright, Corporate Governance Officer (CW)

1. Chair's Welcome and Introduction

The Chair welcomed everyone to the meeting.

1a Staff Meeting

Prior to consideration of the formal agenda the Forum took the opportunity to review the key points arising from the All Staff Meeting with Inverness and Aberdeen staff. Members agreed that the following were the key points to address as follows:-

1. review of the staffing establishment within North Medical in relation to numbers and areas in which fixed term/agency are employed
2. review of authorisation processes where posts are vacated again within a short time of being cleared for recruitment
3. review of the post authorisation process (managed through Kennexa)
4. the need to ensure clarity in relation to the General Manager role.

Action DW with ETSR

The wider context of progress with the Medical Vision was discussed and Malcolm Wright committed to ensuring a communication is issued to all staff in the Directorate

Action MRW with SI & JA

A response to a question raised in relation to the banding of a recently advertised Dental Administrator post would be reviewed by DW in partnership.

Action : DW with LF

2. Apologies for absence

Apologies for absence were intimated on behalf of David Forbes (UNISON), and Lynn McDowall (RCN).

3. Minutes of previous meeting held on 8th April 2013 NES(PF)13/28

The minutes of the previous meeting held on 8th April 2013 were approved as a correct record.

4. Action List from previous meeting NES(PF)13/29

The Forum noted that all action in the Action List had been completed. The following issues were raised:

Item 8 – Staff Engagement – 20-20 Workforce Vision

It was reported that following the official launch of the 20-20 Workforce Vision, a number of successful workshops had taken place. A toolkit had been issued by Scottish Government to support Boards with internal communication. MRW reported that the Scottish Government had praised NES for their work on this project. **Action DW**

Item 12 – Mental Health Commendation Award

DW reported that the Working Group were continuing to make progress with the portfolio. The outcomes from the recent Pulse Survey on Stress and Wellbeing would be reported in due course. **Action : DW**

Item 14 – Commonwealth Games

RMP reported that the GP Directors were addressing the issue of GP Trainees who were considering volunteering to support the Commonwealth Games in Glasgow. Managers would continue to consider leave requests for volunteering in accordance with policy agreed nationally in partnership.

5. Matters Arising

The following Matters Arising item was considered:

i) GP and Dental Appraisal Arrangements

DW reported on discussions with Tom Power Head of OD & Learning, on current practice across NES in relation to staff on reduced sessional contracts (< 0.5). The position is further complicated by staff who are managed through Service Level Agreements.

Practice does vary across the Deaneries and we are working with Directorates to confirm the position for each group so that they know going forward they are advised of the need to participate in time for the next cycle. There is no intention to exclude anyone and agreed practice is designed to set a minimum requirement and Directors can continue to support current arrangements.

Members noted the update and Dorothy Wright advised Tom Power would continue to work in partnership on this and update members as required.

6. Staff Management Information – Management Metrics NES(PF)13/31

Members received this report, which provided detailed management metrics for quarter 4, January 2013 – March 2013.

DW highlighted a number of issues from the document including the following;

i) There were 203 business case requests for changes to contracts

ii) The increase in leavers in the last quarter was due to the staff leaving following the voluntary severance scheme

DW advised that HR & OD were continuing to improve the management information available on the use of fixed term and agency contracts particularly in response to organisational change. Partnership Forum welcomed this development.

DW reported that Boards were required to submit workforce projections and an update on progress towards the 25% Senior Management Reduction Target by 28 June. DW confirmed she would liaise with the Employee Director in advance of finalising the submission. **Action :DW**

Members noted the Metrics.

7. Continuing Education Process 2013/14 NES(PF)13/36

Members considered this report on the decisions of the Continuing Education Panel regarding applications for continuing education funding for the current financial year 2013-14. A comparison was also provided with last year's results.

Members welcomed this on-going work which was now enabling trends to be identified and action plans developed. Members were pleased to note an increase in applications from staff in Bands 2-5 from 23% in 2012 to 44% in 2013. Applications from part time staff and how this can be encouraged will continue to be reviewed as part of our equality and diversity action plans.

The report was noted.

8. Staff Governance Standard Monitoring Arrangements Return NES(PF)13/32

Members received this report providing them with the NES Self Assessment Audit Tool (SAAT) for 2012/13, together with a copy of the letter sent to the Head of Staff Governance and Employee Experience.

The report was noted.

9. Mental Health Commendation Award

See above.

Action : DW

10. Policy for Ratification

i) Review of Special Leave Policy

NES(PF)13/33

Members considered updates to the Special Leave Policy. The policy had progressed through the fast track consultation route as no significant changes were required. The key changes included a more detailed description of "Other types of Special Leave" available to staff and details relating to the process for applying for both paid and unpaid leave.

The Forum approved the update Policy which would now be submitted to the Staff Governance Committee for ratification.

Action : DW

11. Change Management Programme Board Minute NES(PF)13/34

The Partnership Forum received a copy of the minutes of the Change Management Board meeting held on 18th March 2013 for information. The importance of open and regular communication with staff during organisational

change was discussed. MRW advised he would seek an update on the review of internal communication with Christine Patch. **Action : MRW**

The Forum noted the minutes.

12. Managing Health and Safety and Welfare Committee Minutes

NES(PF)13/35

The Partnership Forum received a copy of the Managing Health Safety and Welfare Committee minutes of 17TH April 2013, for their information.

Subject to amending a number of minor errors to the attendance list, the Forum noted the minutes. DW also confirmed that the RoSPA Health and Safety Audit would be considered by the Executive Team on 18th June 2013 and at the next Staff Governance and Partnership Forum meetings.

Action : DW

13. Any Other Business

i) 2013 NHS Scotland Staff Survey

DW raised the matter of promoting participation in the 2013 staff survey and it was agreed that while participation was entirely voluntary, members would encourage participation. DW agreed to seek the support of Local Consultative Groups as well.

Action : DW

ii) Personal Development Planning Process

RMP raised the issue of the personal planning review process and the Forum acknowledged that this could often be challenging, however Directorates were working to meet the 30 June timetable agreed in partnership and by the Executive Team.

13. Date of Next Meeting

21st August 2013 in Edinburgh.