

NHS Education for Scotland

Board Paper Summary: Partnership Forum Minutes

1. **Title of Paper**

Minutes of the Partnership Forum meeting held on 10<sup>th</sup> April 2014: copy attached.

2. **Author(s) of Paper**

David Ferguson, Board Services Manager

3. **Purpose of Paper**

To receive the unconfirmed minutes of the Partnership Forum meeting held on 10<sup>th</sup> April 2014.

4. **Items for Noting**

(i) **Item 4: HR Shared Services**

Some discussion took place on progress relating to NES's proposal to become the Lead Employer for Medical Trainees.

(ii) **Item 8: Staff Governance Standard Monitoring and Reporting**

The Annual Corporate Return was approved for submission to the Staff Governance Committee meeting on 1<sup>st</sup> May.

(iii) **Item 9: Health and Safety**

The Forum approved the 2013 management reviews and supported the 2014 development/action plan.

(iv) **Item 10: Staff Survey Action Plan**

The themes and proposed actions outlined in Appendix D of the paper were supported and will be incorporated in a full submission to the Staff Governance Committee meeting on 1<sup>st</sup> May.

(v) **Item 11: 'I Matter'**

'I Matter' is the bespoke Staff Experience Tool for NHS Scotland and is mandatory for all NHS Boards. Members favoured proceeding with the implementation of I Matter in NES (in September 2014) on the basis of Option B outlined in the paper.

(vi) Item 17b: BMA representative for the Partnership Forum

The Forum agreed that there is an urgent need to identify a member of staff to succeed Dr Ann Cadzow in this important role.

**5. Recommendations**

None.

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## Unconfirmed

**NHS Education for Scotland**

**NES(PF)14/12**

### **PARTNERSHIP FORUM**

#### **MINUTES OF THE SIXTY-THIRD MEETING HELD ON THURSDAY 10<sup>th</sup> APRIL 2014 AT WEST PORT 102, EDINBURGH**

**Present:** Liz Ford (LF), Employee Director (Joint Chair)  
Malcolm Wright (MRW), Chief Executive (Joint Chair)  
Rose Marie Parr (RMP), Director of Pharmacy  
Dorothy Wright (DW), Director of HR & OD

**In attendance:** David Ferguson (DJF), Board Services Manager

**1. Chair's Welcome and Introduction**

LF welcomed everyone to the meeting.

**2. Apologies for absence**

No apologies for absence had been received.

**3. Minutes of previous meeting held on 13<sup>th</sup> February 2014 (NES (PF)14/05)**

The minutes of the previous meeting were approved. **Action: DJF**

**4. Action List from meeting held on 13<sup>th</sup> February 2014 (NES(PF)14/06)**

It was noted that all of the action points had been completed or were in hand.

Some discussion took place on the following two items:

- Review of Voluntary Severance and Early Retirement Scheme: A meeting will be arranged with Christine McCole to take matters forward. **Action: LF**

It will be necessary to submit NES's revised scheme to Scottish Government, in line with the new Settlement Agreement Rules.

- HR Shared Services: A number of high-level meetings have taken place recently in relation to NES's proposal to become the Lead Employer for medical trainees. There appears to be a degree of support from Scottish Government interests and from some NHS Boards. The question of trainees is being taken forward as a separate workstream and an options-appraisal exercise is due to take place on 14<sup>th</sup> May. Caroline Lamb will attend and it will also be important to ensure representation from the Single Deanery and the BMA.

It was agreed that it would be useful to hold conversations with Caroline Sharp, Alan Boyter and Ian Reid in advance of the event on 14<sup>th</sup> May. **Action: MRW and DW**

It will be important to position this development at the forthcoming meetings of the Board (24<sup>th</sup> April) and the Staff Governance Committee (1<sup>st</sup> May). In relation to the Board meeting, it will be useful to include a reference in the Chief Executive's Report and consideration will also be given to including a closed session discussion on the Board agenda. **Action: MRW**

In the meantime, briefings will be provided for the Board Chair and Deputy Chair. **Action: MRW**

DW was thanked for her significant and valuable development work to date in this area.

## **5. Matters Arising**

None.

## **6. Youth Employment**

DW advised that, in terms of due diligence, she and LF had been examining different models being utilised in the NHS currently, although NES would be continuing with the Modern Apprenticeship approach in 2014-15.

DW and LF will meet with Christine McCole to consider options for the future. **Action: DW**

## **7. Workforce Plan**

A first draft of the NES Workforce Plan for 2014-15 will be produced for the next meeting and will also be considered by the Executive Team and Staff Governance Committee thereafter. **Action: DW**

Workforce projections are due to be submitted to Scottish Government by 30<sup>th</sup> June and this work will be taken forward by DW, LF and Caroline Lamb. **Action: DW**

NES is continuing to meet its targets in relation to reductions in senior management.

## **8. Staff Governance Standard Monitoring and Reporting (NES(PF)14/07)**

DW introduced a paper seeking approval of the Annual Corporate Return, which is required to be submitted to Scottish Government by 9<sup>th</sup> May 2014.

It was noted that the annual return, together with the Staff Survey/Staff Governance Action Plan, would be considered by the Staff Governance Committee on 1<sup>st</sup> May 2014.

Members were content with the annual return and approved it for submission to the Staff Governance Committee. **Action: DW**

## 9. Health and Safety Review 2013 and Development/Action Plan 2014

(NES(PF)14/08)

DW introduced a paper which:

- (a) reported on the health and safety management reviews carried out towards the end of 2013; and
- (b) provided a proposed Health and Safety Development/Action Plan for 2014.

DW acknowledged that this paper might usefully have come to the Forum at an earlier date and undertook to review the dates in the paper. Subject to this, members approved the 2013 reviews and supported the 2014 Development/Action Plan.

**Action: DW**

## 10. Staff Survey Action Plan

(NES(PF)14/09)

DW introduced a paper summarising the data gathered during an engagement exercise conducted in February and March 2014, which had sought to explore key issues relating to NES arising from the 2013 NHS Scotland Staff Survey. The paper included suggestions for the organisational Action Plan, which is required for inclusion in the annual Staff Governance Monitoring Return to Scottish Government, due in early May.

It was noted that the paper had been considered by the Executive Team on 8<sup>th</sup> April, when it had been agreed that the information in Appendix D of the paper could form the basis of the Action Plan.

Discussion of the paper generated the following main points:

- (i) Members acknowledged the importance of ensuring that line managers have the appropriate skills to lead change and communicate effectively. The Line Managers' Passport should prove useful in this regard.
- (ii) The Action Plan should reflect the need for effective engagement with staff and effective partnership working.
- (iii) Some feedback to staff will be included in an article produced for "NES Express".
- (iv) The Executive Team has emphasised the importance of staff having regular 1:1 meetings with their line managers and suggested that it may be useful to introduce a standard for this.
- (v) The Executive Team will begin a rolling programme of engagement with the regional offices, beginning in the Autumn of this year.
- (vi) The new General Managers in the Single Deanery should have an important staff engagement role.
- (vii) There is a need to address concerns regarding the current levels of staff engagement in the Aberdeen offices.
- (viii) In order to create five centres of critical mass, it may be useful to seek to achieve greater dispersal of posts to outlying areas when vacancies arise.

Following discussion, members supported the themes and proposed actions outlined in Appendix D of the paper and authorised DW to proceed to incorporate these in a full submission to the Staff Governance Committee meeting on 1<sup>st</sup> May. **Action: DW**

On an associated point, it was noted that the next national staff survey was timed for Autumn 2014. On this occasion, up to three 'local' questions' can be incorporated and the wording of these will be developed, in partnership, well in advance of the deadline of 30<sup>th</sup> June. **Action: DW and LF**

## 11. 'I Matter'

(NES(PF)14/10)

DW introduced a paper providing background information, a proposed approach and options for implementation in NES (in September 2014) of 'I Matter', the bespoke Staff Experience Tool for NHS Scotland. This is mandatory for all NHS Boards in Scotland.

It was noted that the proposal had been considered by the Executive Team on 8<sup>th</sup> April, when there had been support for proceeding on the basis of Option B.

Members also favoured proceeding on the basis of Option B.

**Action: DW**

## 12. Accord: Staff Representative Organisations and NHS Counter Fraud Services

(NES(PF)14/11)

DW introduced a paper inviting the Partnership Forum to note and endorse the Formal 'Accord' between the Staff Representative Organisations in Scotland and NHSScotland Counter Fraud Services.

The purpose of the Accord is to set out an agreed framework for co-operation and collaboration with the Staff Representative Organisations in relation to dealing with fraud and other irregularities which may arise against NHSScotland.

The Accord was noted and endorsed.

**Action: DW**

## 13. Staff Management Information

There were no items under this heading.

## 14. Policy Development

There were no items under this heading.

## 15. Health and Safety

### a. Managing Health, Safety and Welfare Committee

The unconfirmed minutes of the meeting held on 17<sup>th</sup> January 2014 were noted.

## 16. Change Management Programme Board

The unconfirmed minutes of the meeting held on 19<sup>th</sup> February 2014 were noted.

## 17. Any Other Business

### a. Health Promotion

Members acknowledged the importance of appointing a replacement Chair and Deputy Chair for the Health Promotion Group and will pass any suggestions to DW.

**Action: All**

### b. BMA Representative for Partnership Forum

Members agreed that there is an urgent need to identify a member of staff to succeed Dr Ann Cadzow in this important role.

### **13. Date of Next Meeting**

Monday 23<sup>rd</sup> June 2014, in Inverness.

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