MEETING OF THE NHS HIGHLAND PARTNERSHIP FORUM

Friday 25 April 2014 at 10.00am
Board Room, Assynt House, Inverness

A G E N D A

1 WELCOME AND APOLOGIES Adam Palmer

2 MINUTE OF MEETING HELD ON 14 MARCH 2014 (attached) (PP 1-8)

The Partnership Forum is asked to Approve the draft Minute.

3 MATTERS ARISING

3.1 Staff Survey Results 2013

At their meeting held on 14 March 2014 members noted key corporate themes would be developed and disseminated to Operational Units for further discussion and action.

3.2 Rolling Action Plan (attached) (PP 9-12)

Members are invited to update the Rolling Action Plan, advising as to any actions that are complete, superseded or remain outstanding.

The Partnership Forum is asked to Note the matters raised.

4 HIGHLAND QUALITY APPROACH

4.1 Highland Quality Approach Update – Verbal Update

4.2 Strategic Commissioning for Older People Services (PP 13-16)

There is circulated report by the Head of Strategic Commissioning that was considered by the NHS Board at their meeting held on 1 April 2014.
4.3 Staff Survey 2014 – Inclusion of Local Questions (PP 17-18)

There is circulated letter dated 8 April 2014 from the Health Workforce and Performance Directorate requesting that NHS Board consider inclusion of local questions within the Staff Survey 2014.

The Partnership Forum is asked to:

- Note the position in relation to the Highland Quality Approach.
- Note the joint report in relation to the strategic Commissioning Plans for both North Highland and Argyll and Bute Partnerships.
- Consider the inclusion of local questions within the Staff Survey 2014.

5 VOLUNTEERING ACTIVITY

Verbal Presentation by Ian McConnell, Volunteer Services Manager

The Partnership Forum is asked to Consider the content of the presentation.

6 PARTNERSHIP WORKING

6.1 Draft Leaflet on the Principles of Partnership Working – Verbal Update by Employee Director

6.2 Highland Partnership Forum Membership Update – Verbal Update by Employee Director

The Partnership Forum is asked to Note the updates given.

7 STAFF GOVERNANCE STANDARD MONITORING FRAMEWORK

7.1 NHS Highland Response (to follow)

At their meeting held in December 2013 members had noted the requirement for a formal NHS Highland response by 9 May 2014.

7.2 Staff Governance Action Plan – Verbal Update by Employee Director

The Partnership Forum is asked to:

- Note the NHS Highland Response.
- Note the position with regard to the Staff Governance Action Plan.

There is circulated letter dated 7 April 2014 from the Health Workforce and Performance Directorate requesting that NHS Boards consider and help identify relevant 2015/2016 Implementation plan actions.

The Partnership Forum is asked to Consider this matter.

9 FACILITIES/PARTNERSHIP BUDGET
Verbal Report by Adam Palmer, Employee Director

The Partnership Forum is asked to Note the position.

10 WORKFORCE REPORT
Report by Philip Walker, Head of Personnel and Staff Development (attached)

The Partnership Forum is asked to Note the content of the report.

11 FINANCIAL POSITION
Report by Nick Kenton, Director of Finance (to follow)

The Partnership Forum is asked to Note the reported position.

12 KNOWLEDGE AND SKILLS FRAMEWORK UPDATE
Report by Paul Simmons, Learning and Development Facilitator (attached)

The Partnership Forum is asked to Note the current local position.

13 NATIONAL POLICY AND LOCAL IMPLEMENTATION
13.1 National PIN and HR Policy Update (attached)
13.2 Draft CCTV Policy (attached)

The Partnership Forum is asked to:

- Note the National Policy Update.
- Approve the circulated draft Policy.
14 FOR INFORMATION (attached)

14.1 Local Partnership Forum Minutes

14.1.1 Argyll and Bute CHP – Minute of Meeting held on 20 February 2014 (PP 53-64)
14.1.2 North and West Op Unit – Minute of Meeting held on 3 December 2013 (PP 65-70)

14.2 Human Resources Sub Group

14.2.1 Managing Health at Work and Promoting Attendance – PIN Policy – Consultation(s) (letter attached) (PP 71-72)

The Partnership Forum is asked to:

- **Note** the circulated Minutes.
- **Note** the request for consideration of draft documents relating to the Managing Health at Work and Promoting Attendance PIN Policy.

15 AOCB

16 DATE OF NEXT MEETING

The next meeting is scheduled to be held on Friday 23 May 2014 at 10.00 am in the Board Room, Assynt House, Inverness.

**NB** Please note that a Staffside Meeting will be held at 9.30 am – **Please note change of time.**