MEETING OF THE NHS HIGHLAND PARTNERSHIP FORUM

Friday 22 May 2015 at 9.30am
(Please Note the revised start time for meetings)
Board Room, Assynt House, Inverness

A G E N D A

1 WELCOME AND APOLOGIES  Adam Palmer

2 MINUTE OF MEETING HELD ON 22 APRIL 2015 (attached)  (PP 1-10)
The Partnership Forum is asked to Approve the draft Minute.

3 MATTERS ARISING NOT ON THE AGENDA

3.1 Paid as if at Work

At their meeting held on 22 April 2015 the Partnership Forum had issues relating to staff pay be scoped and discussed with the Director of Human Resources.

The Partnership Forum is asked to Note the current position.

4 REVISED CONSTITUTION (to follow)

Members had previously agreed that the Highland Partnership Forum membership be reviewed in light of historic attendance and a formal proposal brought to this meeting.

The Partnership Forum is asked to Approve the revised Constitution document.
5  HIGHLAND QUALITY APPROACH

5.1  Highland Quality Approach – Transformational Value Streams for 2015/16
Anne Gent, Director of Human Resources (attached)  (PP 11-18)

This report was considered by the NHS Board at their meeting held on 14 April 2015.

The Partnership Forum is asked to:
- **Note** the feedback from Virginia Mason Institute and proposed way forward in relation to next steps for NHS Highland.
- **Support** the direction of travel for the transformational work in the four priority areas for 2015/16.

5.2  Communications and Engagement Update
Report by Maimie Thompson, Head of Public Relations and Engagement (attached)  (PP 19-24)

This report was considered by the NHS Board at their meeting held on 14 April 2015.

The Partnership Forum is asked to:
- **Note** the context and high level review of progress based on self-assessment.
- **Note** the themes and next steps.

5.3  2014 Staff Survey – Key Themes Identification
Report by Adam Palmer, Employee Director and Ray Stewart, Quality Improvement Lead for Staff Engagement (attached)  (PP 25-26)

The Partnership Forum is asked to:
- **Agree** the themes identified in the report.
- **Agree** that Operational Units be asked to prepare Action Plans around these themes.

5.4  2015 Staff Survey Arrangements – Letter to Directors of Human Resources (attached)  (PP 27-28)

The Partnership Forum is asked to **Note** the circulated letter content.

6  ARGYLL AND BUTE

6.1  Update on Integration in Argyll and Bute
Update by Christina West

The Partnership Forum is asked **Note** the position with regard to integration in Argyll and Bute.
7 STAFF GOVERNANCE

7.1 Staff Governance Standard Monitoring Framework – Local Monitoring Return
Update by Adam Palmer, Employee Director

The Partnership Forum is asked to Note the current position.

7.2 Implementation of Knowledge and Skills Framework
Report by Paul Simmons, Learning and Development Facilitator (attached)

The Partnership Forum is asked to:

- Note the current position regarding KSF reviews 2015/16.
- Note the progress in relation to transition from eKSF to OPM.

8 WORKFORCE PLANNING

8.1 ‘Everyone Matters’ Action Plan
Report by Pam Cremin, Workforce Planning & Development Manager (attached)

The Partnership Forum is asked to Note progress against the Action Plan to date.

8.2 NHS Highland Workforce Plan 2015/16 Rolling Action Plan
Report by Pam Cremin, Workforce Planning and Development Manager

The Partnership Forum is asked to Note the progress against the 2014/15 Plan.

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

The Partnership Forum is asked to Note the revised Workforce Report.

10 NATIONAL POLICY AND LOCAL IMPLEMENTATION

10.1 National PIN Policy Compliance Letter (attached)
10.2 SSSC Registration Policy (attached)
10.2 Social Media – Photography in the Workplace Guidance (attached)

The Partnership Forum is asked to:

- Note the letter content.
- Consider and Approve the draft NHS Highland Policies.
11 FOR INFORMATION (attached)

11.1 Operational Unit Local Partnership Forum Minutes

11.1.1 Raigmore Hospital – Minute of Meeting held on 26 March 2015 (PP 111-114)

11.2 Human Resources Sub Group – Minutes of Meetings held on 5 February and 5 March 2015 (PP 115-122)

11.3 eESS Update as at March 2015 (PP 123-128)

11.4 Pre-Retirement Information (to follow)

11.5 Pay Circulars

11.5.1 PCS(MD)2015/1 Pay and Conditions of Service 2014-15 Health Board Medical Directors/Former Medical Directors on Protection (PP 129-134)

11.5.2 PCS(MD)2015/2 Pay and Conditions of Service 2014-15 Health Board Medical Directors/Former Medical Directors on Protection (PP 135-140)

11.6 Community Empowerment Bill

Members are asked to note that further detail in relation to the Community Empowerment (Scotland) Bill may be found at the following web address:

http://www.scottish.parliament.uk/S4_Bills/Community%20Empowerment%20(Scotland)%20Bill/b52as4-stage2-rev.pdf

<table>
<thead>
<tr>
<th>The Partnership Forum is asked to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Note the November 2014 eESS update.</td>
</tr>
<tr>
<td>• Note the circulated Minutes.</td>
</tr>
<tr>
<td>• Note the Pre-retirement Information Pack detail.</td>
</tr>
<tr>
<td>• Note the relevant Pay Circulars.</td>
</tr>
<tr>
<td>• Note the content of the proposed Community Empowerment (Scotland) Bill.</td>
</tr>
</tbody>
</table>

12 AOCB

13 DATE OF NEXT MEETING

The next meeting is scheduled to be held on Friday 19 June 2015 at 9.30 am in the Board Room, Assynt House, Inverness.

Please note the change of start times for future meetings of the HPF.

NB Please note that a Staffside Meeting will be held at 9.00 am – Please note change of time.