MEETING OF THE NHS HIGHLAND PARTNERSHIP FORUM

Friday 12 February 2016 at 9.30am
Board Room, Assynt House, Inverness

A G E N D A

1 WELCOME AND APOLOGIES Adam Palmer

2 MINUTE OF MEETING HELD ON 13 NOVEMBER 2015 (attached) (PP 1-12)

The Partnership Forum is asked to Approve the draft Minute.

3 MATTERS ARISING NOT ON THE AGENDA

3.1 Human Resources Risks to Service Delivery
Report by Pam Cremin, Workforce Planning and Development Manager (attached)

At their meeting held on 13 November 2015 the Partnership Forum noted a report in relation to HR Risks to service delivery would be presented to this meeting. (PP 13-18)

The Partnership Forum is asked to:

- Consider the circulated Human Resources Risk Register.
- Noted that comments should be relayed to the Workforce Planning and Development Manager by Monday 29 February 2016.

4 HIGHLAND QUALITY APPROACH

4.1 Development of the NHS Highland Corporate Objectives 2016/17 – “Catchball”
Presentation by Anne Gent, Director of Human Resources

The Partnership Forum is asked to Consider the presentation content.
4.2 Update on Staff Survey 2015
Presentation by Ray Stewart, Quality Improvement Lead for Staff Experience

The Partnership Forum is asked to Consider the presentation content.

4.3 iMatter Update
Report by Ray Stewart, Quality Improvement Lead for Staff Experience
(attached)

The Partnership Forum is asked to:

- Note the current progress with the implementation of the iMatter Staff Experience Tool in NHS Highland.
- Note the current progress on the implementation of iMatter Staff Experience tool in NHS Scotland.
- Reflect on how the NHS Board, Staff Governance Committee and Highland Partnership Forum can provide leadership and support for both improving Staff Experience and measuring it.

4.4 Partnership Working Arrangements in NHS Highland
Verbal Update by Adam Palmer, Employee Director

The Partnership Forum is asked to Note the position.

4.5 Partnership Reps as Quality Champions
Verbal Update by Adam Palmer, Employee Director

The Partnership Forum is asked to Note the updated position.

5 STAFF GOVERNANCE

5.1 Delivering Everyone Matters: 2020 Workforce Vision Implementation Plan 2016/17
Report by Pam Cremin, Workforce Planning and Development Manager
(attached)

The Partnership Forum is asked to:

- Note the 2020 Workforce Vision Implementation Plan 2016/17.
- Note the NHSH Action Plan will be submitted to the next meeting.

5.2 Staff Governance Monitoring Framework Arrangements 2015/16
Update by Anne Gent, Director of Human Resources

The Partnership Forum is asked to Note detail of the Staff Governance Standard monitoring arrangements for 2015/16.
6 WORKFORCE PLANNING

Report by Pam Cremin, Workforce Planning and Development Manager (attached) (PP 43-52)

The Partnership Forum is asked to Note progress on the Workforce Plan Rolling Action Plan.

7 STAFF TERMS AND CONDITIONS

7.1 Paid as if at Work – Annual Leave

At their meeting held on 13 November 2015 the Partnership Forum agreed that further Operational Unit position statements be provided to this meeting.

The Partnership Forum is asked to Note the current position.

7.2 Review of Agenda for Change Band 1 Posts – Scottish Terms and Conditions Committee Discussions
Update by Adam Palmer, Employee Director

There is circulated (PP 53-56) correspondence in relation to the review of the roles and responsibilities of staff on Agenda for Change Pay Band 1.

The Partnership Forum is asked to Note the circulated documentation.

8 NATIONAL POLICY AND LOCAL IMPLEMENTATION

8.1 Independent National Whistle Blowing Officer – Public Consultation

There is circulated (PP 57-60) correspondence in relation to the appointment of an Independent National Whistle Blowing Officer.

The Partnership Forum is asked to Note the arrangements for public consultation in relation to appointment of an Independent National Whistle Blowing Officer.


The Partnership Forum is asked to Note the update provided.
9 OTHER SUBSTANTIVE MATTERS

9.1 Staff Catering Prices
Report by Alistair Wilson, Professional Lead (Facilities Soft Services) (attached) (PP 63-68)

The Partnership Forum is asked to Note the prices which came into effect from 1 December 2015 in the staff dining rooms, to take account of both contract and non-contract supplies.

9.2 Lampard Report – Implications for Staff across NHS Highland
Report by Jan Baird, Director of Adult Care

Members are advised that this matter has been deferred to the next meeting to allow the Volunteer Services Manager to provide the Partnership Forum with a presentation in relation to meeting the recommendations from the Lampard Report.

The Partnership Forum is asked to Note the position.

10 FOR INFORMATION (attached)

10.1 Operational Unit Local Partnership Forum Minutes

10.1.1 Argyll and Bute – Minutes of Meetings held on 27 August and 26 November 2015 (PP 69-86)
10.1.2 South and Mid– Minute of Meeting held on 22 June 2015 (PP 87-90)
10.1.3 North and West – Minute of Meeting held on 14 December (PP 91-102)

10.2 Human Resources Sub Group – Minutes of Meetings held on 5 November and 3 December 2015 (PP 103-118)

10.3 Learning and Development Sub Group – Minute of Meeting held on 1 September 2015 (PP 119-130)

10.4 Workforce Report (November 2015) (PP 131-146)

10.5 Financial Position as at 31 December 2015 (PP 147-178)

The Partnership Forum is asked to:

- Note the Workforce report content.
- Note the financial position report.
- Note the circulated Minutes.

11 AOCB

12 DATE OF NEXT MEETING

The next meeting is scheduled to be held on Friday 11 March 2016 at 9.30 am in the Board Room, Assynt House, Inverness.
NB Please note that a Staffside Meeting will be held at 9.00 am