MEETING OF THE NHS HIGHLAND PARTNERSHIP FORUM

Friday 29 September 2017 at 9.00am
Board Room, Assynt House, Inverness

A G E N D A

1 WELCOME AND APOLOGIES Adam Palmer

2 RPIW on Improving Management of Sickness Absence
Megan Glass, Senior HR Advisor (IMFOU)

There is also circulated (PP 1-4) relevant Project Form.

The Partnership Forum is asked to Note the presentation content.

3 MINUTE OF MEETING HELD ON 21 JULY 2017 (attached) (PP 5-14)

The Partnership Forum is asked to Approve the draft Minute.

4 MATTERS ARISING NOT ON THE AGENDA

4.1 Function of HPF and Governance Arrangements
Update by Adam Palmer, Employee Director and Gaye Boyd, Depute Director Human Resources

The Partnership Forum is asked to Note the current position.

4.2 NHS Highland Annual Review 2017
Verbal Update by Etta MacKay, Staffside Representative

The Partnership Forum is asked to Note the update provided.
4.3 Equality and Diversity Training Uptake
Report by Helen Sikora, Principal Officer Health Inequalities (Equalities and Diversity)/Paul Maber, Business Support Manager (Learning and Development) (PP 15-20)

At their meeting held on 21 July 2017 the Partnership Forum agreed that levels of uptake on basic training programmes in relation to Equality and Diversity be reported to this meeting.

The Partnership Forum is asked to:
- **Note** the completion rates for mandatory equality and diversity module.
- **Agree to Support** communication to Operational Units to increase compliance rates.

5 FINANCIAL POSITION REPORT as at 31 August 2017
Report by David Garden, Interim Director of Finance (attached) (PP 21-36)

The Partnership Forum is asked to **Note** the financial position report.

6 STAFF TERMS AND CONDITIONS

There are no Items to consider in relation to this heading.

7 HIGHLAND QUALITY APPROACH

7.1 Everyone Matters Implementation Framework and People Plan 2017/18
Report by Pam Cremin, Head of Workforce Planning, Learning & Development and Staff Experience (attached) (PP 37-44)

The Partnership Forum is asked to **Note** the reported position.

7.2 NHS Highland Clinical Compact
Adam Palmer, Employee Director

The Partnership Forum is asked to **Consider** if it would be of value to develop something similar for other staff groups.

8 STAFF GOVERNANCE

8.1 Staff Experience and iMatter Update
Report by Pam Cremin, Head of Workforce Planning, Learning & Development and Staff Experience (attached) (PP 45-48)

The Partnership Forum is asked to **Note** current progress with the implementation of the iMatter Staff Experience Tool in NHS Highland.
8.2 Dignity at Work National Survey Questionnaire  
Update by Adam Palmer, Employee Director (attached) (PP 49-68)

The Partnership Forum is asked to Note the update provided.

9 WORKFORCE PLANNING

9.1 NHS Highland Workforce Development Plan 2017/18  
Report by Pam Cremin, Head of Workforce Planning, Learning & Development and Staff Experience (attached) (PP 69-130)

The Partnership Forum is asked to Note the progress to date against the NHS Highland Workforce Development Plan 2017/18.

10 NATIONAL POLICY AND LOCAL IMPLEMENTATION

10.1 Draft NHSH Standard of Dress Policy (attached) (PP 131-138)
10.2 Draft NHSH Implementing and Reviewing Whistleblowing Arrangements Policy (PP 139-150)
10.3 Draft NHSH Lease Car Policy (attached) (PP 151-176)
10.4 Draft NHSH Active Travel Policy (attached) (PP 177-200)

The Partnership Forum is asked to Ratify the circulated draft Policy documents.

11 FOR INFORMATION (attached)

11.1 Operational Unit Local Partnership Forum Minutes  
11.1.1 Argyll and Bute – Minute of Meeting held on 29 June 2017 (PP 201-208)
11.2 Human Resources Sub Group – Minute of Meeting held on 1 June 2017 (PP 209-216)
11.3 Workforce Report – June 2017 (PP 217-238)
11.4 Letter Dated 25 August 2017 on Whistle Blowing Alert and Advice Services (PP 239-242)
11.5 DL(2017)20 Change to National Uniform Policy – Clinical Nurse Managers Uniform (PP 243-244)
11.6 2018/19 Public Holiday Schedule (PP 245-246)

The Partnership Forum is asked to:

- Note the Workforce report content.
- Note the letter relating to Whistle Blowing Alert and Advice Services.
- Note the letter relating to Changes to the National Uniform Policy.
- Ratify the provisional Public Holiday schedule for 2018/19.
- Note the circulated Minutes.
13 DATE OF NEXT MEETING

The next meeting is scheduled for 10 November 2017 at 9.00am in the Board Room, Assynt House, Inverness.

Please note that a Staffside meeting will take place at 8.30am.