

ACUTE SERVICES DIVISION - PARTNERSHIP FORUM

Monday, 25 November 2019 at 9.30 a.m., Boardroom, JBR

Chair: Jonathan Best

AGENDA

- 1. Welcome and Apologies**
- 2. Minutes of Previous Meeting – October 2019** Attached
- 3. Presentations/Update**
 - 3.1 External Review Team Presentation
- Andrew Fraser
 - 3.2 Lung Cancer Tracking Team Paper
- Melanie McColgan
 - 3.3 Suicide Prevention **Presentation**
- Larry Callary/Paul Devlin **to follow**
 - 3.4 Staff Governance Action Plan Paper x 2
- Sarah Leslie/Jonathan Best
- 4. Matters Arising**
 - 4.1 Winter update Verbal
- Jonathan Best
 - 4.2 NHS Scotland Workforce Policies (Once for Scotland) and Attendance Management Paper
- Sarah Leslie/Nareen Owens
 - 4.3 GGH Orthopaedic Wards Verbal
- Alan Hunter/Jonathan Best
 - 4.4 Health and Safety Executive Report (Phase 2) Paper
- Cameron Raeburn
 - 4.5 Protection Update Verbal
- Sarah Leslie
 - 4.6 Recording of Flexible Working and Reasonable Adjustments Verbal
- Jonathan Pender

5. Finance Update

Finance Report, Financial Improvement and CRES
- Jacqueline Carrigan Presentation

6. Staff Governance

Workforce Statistics and Update on Workforce Planning
- Jonathan Pender Presentation

7. Information Exchange Template

Three Key Items for the Area Partnership Forum Paper

8. Items for Information – <http://www.publications.scot.nhs.uk/>

- Draft Disability Passport (requested from October meeting) Paper
- Major Trauma Clinical Model Board Paper (requested from October meeting) Paper
- Pay Dates for Holidays – 2019/20 Paper
- Adverse Weather Arrangements Paper
- Job Evaluation Report Paper
- DL(2019)15: NHS Scotland: Guidance on Settlement and Severance Arrangements – also Annex 1 and 2 templates Note website
- DL(2019)16: A Severance Policy for Scotland: Accountable Officer training and the introduction of a dedicated mailbox for business case template Note website
- DL(2019)19: Primary Care Out of Hours (OOHs) Workforce Survey 2019 Note website
- Human Trafficking and Exploitation: Guidance for Health Workers Note website
- Prohibiting Smoking Outside Hospital Buildings: Consultation Note website

9. For Further Discussion

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10. Further Requested Actions

- Possible presentation on Equality Act & Disability in the Workplace to Forum from Jac Ross

11. Future Agenda Items

Frailty Service/Larkfield Unit at Inverclyde – John Kennedy (January)

Frailty/Dermatology at Ward 2A, QEUH – Dot Jardine/Stuart Gaw
(January)

12. Any Other Business

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13. Date of Next Meeting

Monday, 27 January 2019 at 9.15 a.m. in the Board Room, JB Russell House, Gartnavel Royal Hospital. No December meeting ☺

Meeting dates for 2020 are as follows:

Monday, 27 January

Monday, 24 February

Monday, 30 March

Monday, 27 April

Monday, 25 May

Monday, 29 June

Monday, 31 August

Monday, 21 September

Monday, 26 October

Monday, 30 November

All of the above meeting dates will be held in the Board Room at JB Russell House, Gartnavel Royal Hospital and will start at the **earlier time of 9.15 a.m.**