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  
       - Andrew Fraser  
       Presentation

   3.2 Lung Cancer Tracking Team  
       - Melanie McColgan  
       Paper

   3.3 Suicide Prevention  
       - Larry Callary/Paul Devlin  
       Presentation to follow

   3.4 Staff Governance Action Plan  
       - Sarah Leslie/Jonathan Best  
       Paper x 2

4. Matters Arising

   4.1 Winter update  
       - Jonathan Best  
       Verbal

   4.2 NHS Scotland Workforce Policies (Once for Scotland) and Attendance Management  
       - Sarah Leslie/Nareen Owens  
       Paper

   4.3 GGH Orthopaedic Wards  
       - Alan Hunter/Jonathan Best  
       Verbal

   4.4 Health and Safety Executive Report (Phase 2)  
       - Cameron Raeburn  
       Paper

   4.5 Protection Update  
       - Sarah Leslie  
       Verbal

   4.6 Recording of Flexible Working and Reasonable Adjustments  
       - Jonathan Pender  
       Verbal
5. **Finance Update**

Finance Report, Financial Improvement and CRES  
- Jacqueline Carrigan

6. **Staff Governance**

Workforce Statistics and Update on Workforce Planning  
- Jonathan Pender

7. **Information Exchange Template**

Three Key Items for the Area Partnership Forum


- Draft Disability Passport (requested from October meeting)

- Major Trauma Clinical Model Board Paper (requested from October meeting)

- Pay Dates for Holidays – 2019/20

- Adverse Weather Arrangements

- Job Evaluation Report


- DL(2019)16: A Severance Policy for Scotland: Accountable Officer training and the introduction of a dedicated mailbox for business case template

- DL(2019)19: Primary Care Out of Hours (OOHs) Workforce Survey 2019

- Human Trafficking and Exploitation: Guidance for Health Workers

- Prohibiting Smoking Outside Hospital Buildings: Consultation

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 with 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.