

**NHS GREATER GLASGOW AND CLYDE
AREA PARTNERSHIP FORUM**

Minute of meeting of the Area Partnership Forum held at 10:30 am on Wednesday 22nd January 2020 in the Board Room, JB Russell House, Gartnavel Royal Hospital, 1055 Great Western Road, Glasgow G12 0XH.

PRESENT: As per Sederunt

ACTION

1. Welcome and Apologies

The Co-Chairs welcomed all present and apologies were acknowledged from Rose Anderson, Beth Culshaw, Emma Curren, Sarah Leslie, Diana McCrone, Cathy Miller, Una Provan and Tom Quinn.

2. Minute of Last Meeting (20.11.19) and Rolling Action List

The minute of the Area Partnership Forum meeting that took place on 20th November 2019 was agreed as a correct record.

3. Queen Elizabeth University Hospital Reviews

The Director of Human Resources and Organisational Development gave an update on the Queen Elizabeth University Hospital Reviews. The Oversight Board for Infection Control and Communications has agreed the Terms of Reference and there are 3 sub-groups:

Infection prevention and control group
Communication and engagement group
Technical group.

The Terms of Reference are not finalised for the above groups. The Employee Director and the Chair of the Area Clinical Forum also attend the meeting. The Employee Director will share the Oversight Board Terms of Reference with the Forum when able to do so.

The External Review continues and external team advised that they will shortly be speaking with staff. Mrs MacPherson has shared the letter with the external review team that will go out to staff advising them that they are entitled to take their trade union representative to the interview and asked the Forum to feed back to her if there are any issues.

The Health and Safety Executive are still in discussion with the Board regarding the current Notification of Contravention. This will be reported at the Health & Safety Forum.

4. Area Partnership Forum Forward Planner

The Forum approved the format of the Area Partnership Forum Forward Planner and the approach to streamlining the agenda-setting process.

5. Area Partnership Forum Work Streams

The Area Partnership Forum Secretariat had reviewed the APF Work Streams in detail and updated the paper. A number of groups had been asked to complete Highlight Reports.

DMcE

OC

2.

ACTION**6. Once for Scotland Workforce Policies**

The first tranche of Once for Scotland Workforce Policies comes into effect from 1st March 2020. There will be focus groups over the next two weeks to look at the policies to review the differences in the existing policies and the refreshed Once for Scotland Policies. If there are any issues or questions this will be fed back to the national group. The dates of the focus groups will be sent out this afternoon. It was noted that this was short notice for the focus groups and it is hoped as many reps could attend them as possible.

Following this the dates for the awareness sessions for managers would be sent out and the sessions will be delivered in partnership. It is important that as many managers as possible attend the awareness sessions prior to the launch of the refreshed policies. Staff Partnership Forums will also deliver sessions locally.

There will be ongoing training after this along with online materials and LearnPro modules. There will be a new button on HRConnect that links to the new national policy site and the old policies will be taken down from HRConnect.

7. Health and Social Care Integrated Workforce Plan

Jonathan Pender, Workforce Planning and Analytics Manager gave the presentation "Health and Social Care Integrated Workforce Plan and Revised Workforce Planning Guidance". He detailed the key commitments from the Integrated Workforce Plan and that this was a 3 year plan. As previously agreed, local workforce plans will be agreed in partnership and this will be led by the Heads of People and Change. There will be an Acute Workforce Plan and the Chief Operating Officer Acute and the Co-chair of the Acute Partnership Forum will agree how the local fora feed into to this. The roll out of the workforce planning training will be in the Spring 2020 and an open invitation was extended to staff side for the training.

8. Unconscious Bias

A presentation on Unconscious Bias was given by Alastair Low of the Equality and Human Rights Team. This covered the process through which unconscious bias can set in; examples and case studies; and steps to challenge bias. The Human Rights and Equalities Team have been rolling out awareness sessions on unconscious bias throughout the Board and feedback from these is informing content on further training. The Forum thanked Alastair for a very useful presentation.

9. Information Exchange

Agendas, minutes of meetings and key messages were provided from East Renfrewshire HSCP Staff Partnership Forum; the Acute Services Directorate Staff Partnership Forum; and Renfrewshire HSCP Staff Partnership Forum. The Acute Services Forum recommended the Suicide Prevention presentation to the Forum.

10. 3 Key Messages

The Forum agreed the 3 key messages from this meeting to be:

- Once for Scotland Policy Group
- Health and Social Care: Integrated Workforce Plan
- Unconscious Bias

3.

ACTION**11. For Information**

The Area Partnership Forum was provided with the following for information:

- Area Partnership Forum Meeting Schedule 2020
- NHS Scotland performance against LDP standards
- Application of the NHS Scotland staff pension policy on recycling employers contributions 2019-20 to General Practice
- Health and social care: integrated workforce plan
- NHS Boards: standing orders
- Mental Health First aid: data protection impact assessment
- PCA(O)(2019)03: General Ophthalmic Services (GOS): mandatory training

12. Date of Next Meeting

The next meeting of the Area Partnership Forum will take place at 10:30 am on Wednesday 26th February 2020 in the Board Room, JB Russell House, Gartnavel Royal Hospital (Staff Side Pre-Meeting – 9:30 am, Board Room)
(Management Pre-Meeting – 10:00 am, Room E)

S E D E R U N T

Meeting: Area Partnership Forum:

Time: 10:30 am

Venue: Board Room, JB Russell House, Gartnavel Royal Hospital

Date: 22nd January 2020

NAME	DESIGNATION
Dorothy McErlean	Co-Chair*
Anne MacPherson	Co-Chair
Julie Boyd	Royal College of Midwives
Ann Cameron-Burns	Staff Side Secretary
Linda Delgado	Staff Side Secretary
Mary A Finn	GMB
Andrew Gray	Unite the UNION
Annie Hair	Unite the UNION
Andrew McCready	Unite the UNION
Anne McDaid	Royal College of Nursing
Alison McLintock	Society of Radiographers
Thomas McWilliams	UNISON
Nicole Morrow	Employee Relations Lead
Sam Mullin	GMB
Esther O'Hara	Unite the UNION
James O'Connell	Unite the UNION
Nareen Owens	Head of People & Change, Development & Support
Jonathan Pender	Workforce Planning Manager
Ricky Sherriff-Short	Royal College of Nursing
Julie Tomlinson	Lead Nurse, Professional Governance & Regulation (sub for Nurse Director)
Greg Usrey	Royal College of Nursing
Gordon Wilson	College of Podiatry
Frances Carmichael	Co-Chair, Acute Services Directorate, Staff Partnership Forum
Margaret McCarthy	Co-Chair, Glasgow City HSCP Staff Partnership Forum (from 11:15 am)

In Attendance: Tom Hair, Employee Director, State Hospital
Margaret Brodie, Communications
Olivia Cornacchia, Administrative Assistant to the Area Partnership Forum

**In the Chair*