

**NHS Education for Scotland**

**Board Paper Summary : Partnership Forum Minutes**

**1. Title of Paper**

Minutes of the Partnership Forum meeting held on 12<sup>th</sup> October 2012: copy attached.

**2. Author(s) of Paper**

Colin Wright (Senior Committee Officer)

**3. Purpose of Paper**

To receive the Minutes of the Partnership Forum meeting held on 12th October 2012.

**4. Items for Noting**

Item 7 - NES Annual Review Preparation

Dorothy Wright summarised the issues likely to be discussed at the forthcoming Partnership Forum meeting of the Annual Review on 27<sup>th</sup> November 2012, which included, Partnership Working and Internal Change, HR Metrics and the Workforce Plan. Other issues were mentioned, including Dignity at Work and the achievement of the successful re-assessment of the Healthy Working Lives Gold Award. Liz Ford and Dorothy Wright would be meeting with John Davidson from the Scottish Government to discuss the likely issues to be raised at the meeting and Members would communicate regularly prior to the event.

Item 8 – West Port 102

Dorothy Wright summarised a report updating the Forum on work being taken forward on the people workstream on Agile Working and Equality and Diversity, which coincided with the move to the Westport 2012 Relocation Project.

Members acknowledged the amount of work invested in relation to both the Agile Working and Impact Assessment documents.

Item 9 – Protection of Vulnerable Groups

Members received a report advising of the requirement to re-coup the costs of Registration fee for the Protection of Vulnerable Groups (PVG) Scheme. Currently the PVG fee is paid for by NES but with effect from February 2013

this charge will be recouped by employees Band 5 and upwards.

Dorothy Wright clarified the distinction between the PVG Scheme membership fee, which was a type of registration and the Disclosure Scotland requirements which were required for all staff who work with vulnerable groups. It was agreed this was a complex and changing area of legislation.

5. **Recommendations**

None.

NES  
October 2012  
CW

**MINUTES OF THE FIFTY-SEVENTH MEETING OF THE NES PARTNERSHIP FORUM HELD ON FRIDAY 12TH OCTOBER 2012 IN THE CHIEF EXECUTIVE'S OFFICE, THISTLE HOUSE, EDINBURGH**

**Present:** Liz Ford, Employee Director (Chair) (LF)  
Malcolm Wright, Chief Executive (Chair) (MRW)  
Ann Cadzow (Staff Representative) (AC) (by VC link)  
Rose Marie Parr (Management representative) (RMP)  
Dorothy Wright, Director of Human Resources (DW)

**In attendance:** Colin Wright, Senior Committee Officer (CW)

**1. Chair's Welcome and Introduction**

The Chair welcomed everyone to the meeting.

**2. Apologies for absence**

Apologies for absence were intimated on behalf of David Forbes (UNISON), and Lynn Mcdowall (RCN).

**3. Minutes of previous meeting held on 20th August 2012** NES(PF)12/38

The minutes of the previous meeting held on 20th August 2012 were approved as a correct record.

**4. Action List from previous meeting** NES(PF)12/39

The following issue arising from the action list was summarised as follows:-

Item 9 – Dignity at Work – Day of Commitment

DW reported that a staff wide communication as being finalised encompassing the Staff Governance Standard, Mediation, ICAS, Wellness and Dignity at work.

The Dignity at Work policy was currently out for consultation. This issue would be highlighted at the Annual Review in November 2012.

**5 Matters Arising**

There were no matters arising requiring consideration at this meeting.

**6. Staff Management Information**

There was no staff management information update required at this meeting. The Management Metrics are completed after payroll and it was suggested that it would be appropriate to hold Partnership Forum meetings at the end of the

month to ensure the Metrics were considered. DW would confirm the timings for completion of the Management Metrics, with Ameet Bellad, with a view to CW examining the existing Partnership Forum dates for 2013/14, to ensure they were held at the appropriate time. **Action : DWCW**

## **7. NES Annual Review Preparation**

DW provided a verbal update on issues which would likely be raised at the Partnership Forum meeting of the Annual Review on 27<sup>th</sup> November 2012. A number of headings were highlighted as areas which would be appropriate for discussion at the meeting as follows: Partnership Working and internal Change, HR Metrics and Workforce Plan.

Discussion took place on other possible topics which could be raised and it was suggested that the Forum should highlight the achievement of the successful re-assessment of the Gold Award for Healthy Working Lives. It was also anticipated that KSF and e-KSF completion rates and Dignity at Work would be discussed, in addition to the effectiveness of partnership working to address and manage internal change within the organisation, this would also include the re-location of Central Offices to the West Port in Edinburgh. Discussions around the Workforce Plan would likely focus on the impact of the ABC process on workforce re-design.

DW and LF would be meeting with John Davidson of the Scottish Government to discuss the issues likely to be raised.

**Action : DW/LF**

## **8. Westport 102**

NES(PF)12/41

### **a) Agile Working Toolkit**

Members received a report on the new Agile Working Toolkit, which had been developed to coincide with the West Port move, in support of the wider vision and OD plans, to maximise the opportunities provided by this relocation. It is anticipated that the Toolkit will stimulate discussions on the new workforce protocols. Focus groups had addressed the likely issues which could arise in the workplace in preparation for the West Port move and this process had helped identify areas where problems could occur.

Members commended the considerable amount of work which had gone into completing this document and the Equality and Diversity Impact Assessment. During discussion, Members of the Forum were informed that the document had now been completed and signed-off and would be available for staff in PDF format and be publicised throughout the organisation. Any support by Members of the Forum in relation to publicising the Toolkit would be welcome. During discussion, the importance of senior staff demonstrating leadership in the new office at the West Port was emphasised and management visibility throughout the different areas of the building would be important.

Following discussion, the Forum endorsed the Agile Working Toolkit, with some small amendments to the description of the workstyles.

b) Equality and Diversity Impact Assessment

NES(PF)12/42

Members received the Equality and Diversity Impact Assessment for the Tomorrow's NES: Westport 2012 Relocation Project. This document was linked to the Agile Working Toolkit, as the Toolkit had been developed as part of the response to equality and diversity issues which had been identified. A table provided details of the actions which had been taken in response to the issues identified.

Staff had been consulted for their views to identify any concerns relating to the move. During discussion some of the issues likely to cause concern were highlighted including: disability, building design, affect of the move on staff with caring responsibilities, lighting, building and meeting room opening time, religious observation and a range of health issues including mental health issues.

Following further discussion, Members endorsed the Equality Impact Assessment.

**9. Protection of Vulnerable Groups**

NES(PF)12/43

Members received a report advising of the requirement to re-coup the costs of registration fee for the Protection of Vulnerable Groups (PVG) Scheme. Currently the PVG fee is paid for by NES but with effect from February 2013 this charge will require to be recouped by employees Band 5 and upwards. The lead GP Director has communicated with the BMA representatives in Scotland to advise on the implementation of these arrangements.

During discussion, DW clarified the difference between the PVG Scheme membership fee, which was a type of registration and the disclosure Scotland requirements, which were required for all staff who work with vulnerable groups. There was some concern over the new disclosure arrangements for people who work with vulnerable groups, relating to the extent of the information to be disclosed, in addition to the administrative issues and costs and this matter would require to be addressed in due course, after the re-location to the West Port offices.

**Action : DW**

Following discussion, the Forum noted the requirement to re-coup the costs of the registration fee, which would be implemented in NES from February 2013 to coincide with the next intake of GP Trainees, other trainees and staff appointed to designated posts.

**10. Change Management Board Minutes**

NES (PF) 12/44

The Partnership Forum received a copy of the unconfirmed minutes of the Change Management Board 10<sup>th</sup> September 2012 for their information.

During discussion, the Forum noted the minutes.

**11. Managing Health, Safety and Welfare Committee Minutes**

There had been no meetings of the Managing Health, Safety and Welfare committee since the last meeting of the Partnership Forum.

During discussion MRW confirmed that he had re-inforced to Members at the Audit Committee on Thursday 11<sup>th</sup> October 2012, that the Health and Safety and Welfare committee minutes were regularly circulated to the Staff Governance, Partnership Forum and Executive Team meetings as part of the governance process.

**12. Any other Business**

There were no other items of business requiring consideration.

**13. Date of Next Meeting**

The next meeting of the Forum was due to be held on 19<sup>th</sup> November 2012 in Dundee, but it was agreed to cancel this meeting as it coincided with the move to the West Port offices in Edinburgh. The next meeting would now be held on 18th February 2013 in Edinburgh at 10.30 am. **Action : CW**

October 2012 CW/t TN/BS/General/PF/PFMinutes121012