**Annual Review**

**Partnership Forum Self Assessment**

**2017/18 Progress**

During 2017, the Forum has continued to demonstrate that it is committed to the Forums Partnership Values and partnership working relationships.

The Forum has been actively involved in a number of organisational projects including:

* the implementation of the Foundation’s 2020 Strategy;
* the Foundation’s focus of delivering its vision of Quality, Research and Innovation;
* the expansion of elective services;
* the move to a paper free environment;
* the roll out of the National Dignity at Work Staff Survey;
* working to embed iMatter;
* working with regional and national collaborations and contributing to the development of both regional and national board delivery plans; and
* finance sessions continue to be held and have supported the Board to achieve and exceed its efficiency target for 2017/18.

The Forum continues to be updated on all strategic projects and is actively participating in the elective centre expansion project.

The Forum has continued to work to prioritise the maintenance and improvement of standards of staff engagement, education and training. The Forum closely monitored KSF and mandatory training progress against the targets for 2017/18. The move to TURAS meant that the end of year figure for eKSF was reported at 31st January. The Forum was pleased that this end of year KSF performance was 90%, which was the highest achieved since the implementation in 2011, but recognised that the move to TURAS will require the Forum to continue to support it. Mandatory training figures dropped below the 90% target. This will be an area of focus in the coming year.

The Forum has been reviewing Board policies in line with the national PIN policies. Staff and Manager guides are launched alongside the updated policies, ensuring fair and consistent understanding and application across the Board.

The Forum was actively involved in the development of the Board’s Workforce and Winter plans.

As a result of slightly elevated sickness levels, staff side and Human Resources have worked together to develop mechanisms to support staff.

The Forum welcomed the news that the Foundation response rate for iMatter was 68% with an Employee Engagement Index (EEI)of 78%. Areas for improvement were identified and these will be incorporated into the Staff Governance Action Plan.

The Forum also focused on supporting the roll-out of the National Dignity at Work survey. This saw a 35% response rate and the areas for improvement which were identified and will be incorporated into the 2018/19 Staff Governance Action Plan.

The Forum welcomed the news that the Board had been working to ensure that it was demonstrating that it is an inclusive employer. Over the last year the Board has achieved the Investor in Young People status and become a Leader in Disability.

The Forum also welcomed feedback on the achievement of the Board in the Stonewall Workplace Equality Index, where the Golden Jubilee Foundation continued to one of the Top 100 Employers in the UK and top 5 in Scotland.

We continue to encourage staff to access papers in advance of Partnership Forum meetings, in order for their views to be aired during discussion with their staff representatives. This is particularly important for staff who do not have access to a staff side representative in their work area.

# 2018/19 Future Plans

Over the last few years the Foundation has seen considerable expansion in services and work has now commenced as part of the elective centre programme.

The Partnership Forum is prepared for the challenges and exciting opportunities going forward including:

* the delivery of the Foundation’s 2020 Strategy;
* the Foundation’s focus of delivering its vision of Quality, Research and Innovation;
* the expansion of elective services;
* the move to a paper free environment;
* the roll out of the TURAS appraisal system; and
* working with regional and national collaborations and contributing to the development of both regional and national board delivery plans.

The Forum will continue to actively champion iMatter in the Foundation and support the ongoing delivery of NHSScotland’s Everyone Matters 2020 Workforce Vision.

The Forum will continue to closely monitor all of the appraisal systems progress, including KSF progress, and mandatory training compliance against the targets for 2018/19.

The Staff Governance Sub group, on behalf of the Partnership Forum, will continue to develop, progress and monitor the Staff Governance Action Plan ensuring that this addresses the outputs of the National Dignity at Work Staff Survey, areas highlighted through iMatter, and aligns with the Everyone Matters 2020 Workforce Vision.

Jane Christie-Flight

Employee Director / Co-Chair GJF Partnership Forum

24th July 2018