**Ref: GJF/2017/10/03**

# GJF Logo

# Board Meeting: 26 October 2017

**Subject:** Partnership Forum Update

**Recommendation:** Board members are asked to note this update

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## 1 Background

The following key points were agreed at the meeting on 13 October 2017 and have been split into the three high level quality ambitions of person centred, safe, and effective.

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| **Item** | **Details** |
| **Person Centred** | **Mutually beneficial partnerships between patients, their families and those delivering healthcare services which respect individual needs and values and which demonstrate compassion, continuity, clear communication and shared decision-making.**  **Change to National Uniform policy (DL 2017) 20**  The Forum noted that, following consideration by the National Uniform Partnership Group and recommendation of the Scottish Workforce and Staff Governance Committee (SWAG), the Cabinet Secretary for Health and Wellbeing has agreed a change to the National Uniform Policy. This change is in response to recommendations from Lord MacLean’s Vale of Leven Inquiry (2014).  The uniform change will apply to Nurse Directors, Associate Nurse Directors and Clinical Nurse Managers, to be worn at all times when working in a clinical environment. It will enhance the visibility and accountability of senior nurse leadership.  The appropriate changes have been made to the Board uniform policy.  **Policy updates from the Staff Governance Sub Group**  The Occupational Health and Mental Health and Wellbeing policies were submitted to the Forum for approval.  The main changes to both policies are that the policy/procedure references and the support/helpline numbers have been updated.  The Forum approved both policies. |

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| **Item** | **Details** |
| **Person Centred**  **(cont)** | **E-KSF Replacement System**  The Forum was informed that the national e-KSF system will no longer be in use from 31 March 2018. Turas Appraisal is the official option to replace e-KSF for all 22 Boards in NHSScotland.  Turas is currently being developed by NHS Education for Scotland and should be available for Boards in February / March 2018. Turas Appraisal will work across health and care on any device (including tablets and mobile phones), it is free to use, with no licence costs for Boards now or in the future.  To enable the transfer of archive data from e-KSF to Turas Appraisal, eKSF will be available on a view only basis from 1 February 2018 and will not be available on any basis from 1 April 2018.  This will have implications for staff whose Personal Development Plan/Review (PDP/R) is due in February and March 2018. Managers and staff will need to ensure that all reviews that are due in February and March 2018 are completed prior to 31 January 2018 to allow them to be included in the 2017/18 year end reports.  As at 20 September 2017, 85% of staff reviews are due for renewal prior to 31March 2017. Reports will be sent to individual managers to confirm the names and dates of those staff that should have their review prior to 31January 2018.  The Forum noted the update. |
| **Safe** | **There will be no avoidable injury or harm to people from healthcare they receive, and an appropriate, clean and safe environment will be provided for the delivery of healthcare services at all times.**  **Seasonal Influenza ( Flu Vaccine)**  The Partnership Forum noted the arrangements for seasonal flu vaccine this year.  Support is required from senior clinicians (all professional groups) and senior managers and staff side to ensure we can improve our staff uptake of the vaccine.  The target is to vaccinate 50% of front line staff and efforts are being made by the Occupational Health team to make the vaccine available at times and places that are convenient for staff. |

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| **Item** | **Details** |
| **Safe (cont)** | **Professional Registration Monitoring Policy**  The Forum noted that, following a review of the range of current local Professional Registration Policies across NHSScotland, the Scottish Workforce and Staff Governance (SWAG) Committee has taken the decision to ensure that all Boards are using consistent processes in relation to the fair and consistent treatment of staff who, for whatever reason, failed to maintain an effective registration status with a statutory regulator.  This means that should a member of staff fail to maintain an effective registration status with a statutory regulator, the staff member should be offered a non-professional role, paid at that vacancy rate of pay, whilst investigation is undertaken by the Board in line with the Management of Employee Conduct Policy.  The Board policy has been updated to reflect this change. |
| **Effective** | **The most appropriate treatments, interventions, support and services will be provided at the right time to everyone who will benefit, and wasteful or harmful variation will be eradicated.**  **Shared Services Radiology/ Labs update**  The Forum was informed that, as part of the ‘Once for Scotland’ initiative, the Scottish Government has commissioned a series of work to consider the ability to ‘share‘ clinical services across Scotland.  To date, the clinical services involved are Laboratories and Radiology. The two work streams are at different stages and our involvement in the work has varied.  The Radiology Review workstream has already presented the Strategic document to the Chief Executives group; this was approved and has subsequently prepared its Business case.  The Labs review group are slightly behind and have now presented a strategic planning paper for approval to the Chief Executives group.  The strategic direction of both pieces of work offer both opportunities and potential threat to the Board.  The Forum noted the update. |

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| **Item** | **Details** |
| **Effective (cont)** | **Nursing Workforce Rostering Policy**  The Forum was presented with the draft Nursing Workforce Rostering Policy.  This identifies the framework that Clinical Nurse Managers and Senior Charge Nurses will use to ensure efficient and effective use of the nursing workforce within the Board.  This policy will be used in conjunction with the existing local processes for the management of supplementary staffing (bank, excess hours and overtime).  It was noted that the nationally validated and evidence based tools incorporate an allowance for staff absence of 22.5%. Currently within the Board, we incorporate a 21% allowance, although further resources are made available as appropriate.    The Forum approved the policy.  **Winter Plan**  The Forum was presented with the Winter Plan, which all NHS Boards are required to produce.  It was noted that the purpose of the Winter Plan is to ensure that the Board is fully prepared for winter in order to minimise any potential disruptions to services, patients and carers.  This year the winter planning guidance has been developed in accordance with the “National Unscheduled Care Programme: Preparing for Winter 2017/18” guidance for NHS Boards as issued by the Scottish Government.  Following discussion with the Scottish Government (SG) Winter Planning Team and our SG Performance Manager, it has been agreed that we are not required to submit a Winter Plan to Scottish Government. This plan will however be of use locally as part of our usual resilience arrangements over the festive period.  The Forum noted the plan. |

The next meeting is scheduled for 17 November 2017.

**Jane Christie-Flight**

**Employee Director**

**18 October 2017**