

## Moving Forward Together Workforce Reference Group

### Minute of Meeting

**Thursday 12<sup>th</sup> December 2019, 9.30 am,  
Meeting Room A, JB Russell House,  
Gartnavel Royal Hospital.**

#### **PRESENT:**

Sarah Leslie	Deputy Director of Human Resources & Organisational Development (Chair)
Margaret Brodie	Communications Assistant
David Dall	Head of People & Change – South Sector
Danny Furnivall	Workforce Systems Analyst - Moving Forward Together
Isla Hyslop	Head of Organisational Development - Partnerships
Doug Mann	Head of Organisational Development, Acute & Corporate
Sam Mullin	Branch Convenor, GMB
Moira Macdonald	Learning & Education Manager
Dorothy McErlean	Employee Director
Kirstin McKenzie	PA to Director of Human Resources & Organisational Development
Jonathan Pender	Workforce Planning & Analytics Manager
Tom Quinn	Head of People & Change – East Dunbartonshire HSCP
Joan Smith	Head of People & Change – Clyde Sector

#### **1. Welcome & Apologies**

**S. Leslie welcomed everyone to the meeting and introductions were made.**

Apologies were received and acknowledged from Anne MacPherson, Director of Human Resources and Organisational Development; Andy Carter, Head of People & Change – Regional Services, Kirsty Harper, RCN Officer; and Andrew McCready -

#### **2. Minute of the Last Meeting & Rolling Action List**

The Minute of the Last Meeting was approved as a correct record.

The Rolling Action List was discussed as attached.

S. Leslie commented on previous discussions regarding the Agenda and how it was to be structured going forward. After discussion and suggestions made by I. Hyslop, it was agreed to have an outcome for each meeting and at the end of every meeting to have a group reflection to share thoughts and discuss outcomes of the meeting. S. Leslie commented this would be a useful time to reflect on what needed to be achieved between meetings.

#### **3. MFT Highlight Report**

D. Furnivall gave a brief update on baseline workforce data and explained that all workstreams had now received their data. Referring to discussion at the last meeting, completed profiles had been shared with the Unscheduled Care, Regional and Older Peoples workstreams. The remaining workstreams would receive their profiles by end of December 2019.

D. Furnivall commented that he was liaising with Neil Ferguson, Head of Planning – Acute Services, Chair of the Local Care workstream who specifically required data on Diabetes.

S. Leslie confirmed that baseline data had been completed and that all workstreams had data to work with to develop and scope out their needs and contribute towards career and succession planning.

D. Dall confirmed he would be speaking with Neil Ferguson as the HoPAC for the workstream to catch up.

T. Quinn commented on the need for all to encompass safe staffing legislation and the impact on current staff as well as future.

S. Leslie concluded the discussion by outlining that there was a need to anticipate and forecast and identify variables.

**Action: Update at next meeting.**

#### 4. New Roles and Next Steps

S. Leslie referred to the circulated paper on 'New Roles'. S. Leslie explained that the purpose of the report to the Programme Board was for workstreams to identify new roles in support of new ways of working to underpin the Moving Forward Together priorities. The paper outlined the roles identified as follows:

- Care Navigator
- Advanced Practice Dietician
- Advance Prescribing Pharmacist (diabetes/end of life care)
- Advance Nurse Practitioner (ACP/end of life)
- Home Care Liaison

T. Quinn referred to tests of change that were already in progress via the Mental Health workstream and were at the stage of developing job descriptions. The group agreed that there was a need to look at the finance aspects to realise the investment. S. Leslie suggested developing a finance profile, taking into account how this would transpose into the Financial Improvement Programme and asked the group for their thoughts.

D. Mann asked if the Non-Medical Prescribing role was a training aspect rather than recruitment. D. Furnivall confirmed that there 1800 non-medical prescribers across NHSGGC, with S. Leslie confirming that there was a need to manage this job family and unlock their potential.

S. Leslie confirmed that the group had a responsibility to the workstreams to help them to understand the infrastructure and complexities involved. S. Leslie advised she would amend the paper to include infrastructure and how this could be packaged.

A group discussion with D. McErlean explaining that there was no need to develop new job descriptions as there was already a bank of job descriptions available that would be similar to the roles listed above, therefore an opportunity to develop these further to fit the needs of the service. All agreed.

S. Leslie advised that there was a need for workstreams to have access to job descriptions to assist in developing pathways in order to close down the task. Members agreed that each workstream should have a People & Change Manager and Staff Side representative present to help take forward. D. McErlean asked if it would be easier for herself and Paul Watt, Job Evaluation Lead to look at the

job descriptions. S. Leslie confirmed she would prefer if workstreams took this work forward, emphasising that role of the Workforce Reference Group was to support workstreams and asked HoPAC's to take this forward. J. Pender queried whether the WRG should be providing practical advice or whether this should be coming from workstreams and asked if we would add value by doing this.

D. McErlean commented that we have a good group of job evaluators that could do this and we should use this resource. S. Leslie commented that clinical staff had detailed what would be helpful to them as some were struggling with what a future workforce could look like.

It was agreed that D. McErlean, S. Leslie and Paul Watt, Senior Learning & Education Manager, should meet to discuss how to put a support pack together.

J. Pender commented on the WRG's credibility if the group was to issue job descriptions.

D. McErlean commented on the governance required for job description templates.

M. Macdonald joined the meeting.

**Action:** S. Leslie to review paper, including infrastructure and the complexities involved.

**Action:** HoPAC's to inform workstreams to review job descriptions already available.

**Action:** D. McErlean, S. Leslie and P. Watt to meet to put together a support pack.

## 5. Project Plan

D. Furnivall updated everyone on the amendments made to the action plan following a meeting with A. MacPherson. D. Furnivall asked the HoPAC's present if it would be helpful to identify a date each month for which updates had to be in by. S. Leslie agreed there was a need for a timeline to be able to move forward with the project plan.

J. Smith confirmed her workstream often met on a 6 weekly basis and T. Quinn confirmed the Mental Health group met unusually on a monthly basis therefore there would not be an update available at every request. It was agreed however that if workstreams had not met, a nil return should be sent to D. Furnivall to note and amend the plan accordingly. It was noted however that although workstreams had not met, work was still ongoing behind the scenes therefore tasks could still be added.

S. Leslie confirmed that a timeline/meeting planner would be developed specifically showing when updates were required would be issued to all HoPAC's for reference. S. Leslie explained there was a need clarity and clear accountability.

Members noted that those who had tasks on the plan had been colour coded for ease of reference.

Everyone agreed the project plan going forward.

**Action:** A meeting planner to be issued to HoPAC's.

## 6. Learning & Education Plan

M. Macdonald thanked S. Leslie for the opportunity to join the group.

M. Macdonald gave an overview of the Strategic Alliance Event which took place on Wednesday 11<sup>th</sup> December 2019, within the Golden Jubilee Conference Centre. The event, agreed by West of Scotland Human Resources Director's brought together Further and Higher Education stakeholders

to discuss the creation of a strategic alliance with the purpose of developing a more collaborative approach/focus on future workforce planning. It was noted that the event was well attended.

Discussion at the event focused on west regional priorities, looking at how a strategic alliance might work. Mark Cooper, Consultant Nurse, NHSGGC was in attendance and spoke regarding ANP's. M. Macdonald commented that there had been an appetite amongst attendees to discuss best practice and work already underway that could be developed further.

J. Pender confirmed he had attended the event.

M. Macdonald referred to a draft learning and education plan which she confirmed would share with the group. M. Macdonald explained that she had added non-medical prescribing to the plan and had added each workstream to avoid duplication.

T. Quinn explained that there was a need to focus on integration specifically regarding challenges with registration to the Scottish Social Service Council (SSSC). M. Macdonald commented that Mark Cooper was liaising with National Education Scotland (NES) looking to streamline nursing competencies and would ask if he could also take a look at SSSC.

S. Leslie commented she had recently met with Claire Ritchie, Director of Allied Health Professions, to discuss competencies and would share the outcomes of this discussion with the group for comment.

Members were content for the plan to be taken forward. M. Macdonald confirmed that similar events revolving around the themed outcomes of the event would be scheduled. M. Macdonald confirmed she would issue the write up of the event when available.

S. Leslie thanked M. Macdonald for her update.

**Action:** M. Macdonald to liaise with Mark Cooper regarding SSSC.

**Action:** M. Macdonald to share draft L&E plan with the group.

**Action:** S. Leslie to share outcomes of discussion with Claire Ritchie regarding competencies.

**Action:** M. Macdonald to circulate the outcomes of the strategic alliance event when available.

## 7. Organisational Development Activity

D. Mann commented that he would have to leave the meeting at 11.00 am, therefore the Chair agreed to discuss this item early.

D. Mann confirmed he had e-mailed out to all OD Advisors asking for confirmation that they had aligned themselves with the HoPAC of their workstream and were attending meetings. The OD Advisors confirmed to D. Mann that this had been done. In asking OD Advisors for their sense of any developing themes within workstream, OD Advisors had noted that early indications were that workstreams were still emerging and working towards developing actions, therefore no themes had emerged as yet.

S. Leslie asked for this item to be kept on future Agenda.

**Action:** D. Mann to update at the next meeting.

## 8. V300

S. Leslie confirmed that a sub-group had been convened specifically to discuss V300. S. Leslie informed members that there was a requirement to appoint a Human Resources Lead for this group and to seek a staff side representative. M. Macdonald agreed to also join the group.

S. Leslie agreed to send out a note to HoPAC's to agree a lead and to seek a staff side representative to join the sub-group.

**Action:** S. Leslie to issue note to HoPAC's to assign a Human Resources Lead for the sub-group and also to seek a staff side representative.

## 9. Non-Medical Prescribing

As discussed in item 4.

## 10. Staff Communication & Engagement

S. Leslie advised members that further engagement sessions would take place,

**Action:** S. Leslie to devise a timetable for engagement events and issue to members for information.

## 11. Risk Register

This item was not discussed and would be added to the next Agenda.

## 12. MFT Site Pages

### 12.1 Maintenance & Updating WRG Page

S. Leslie confirmed that K. McKenzie had spoken to Claire Primrose, who had now uploaded the MFT Workforce Reference Group's minutes to the MFT site. S. Leslie explained that she would liaise with Claire to add further information such as the Learning & Education Plan and Communications materials for stakeholders view.

**Action:** Further material to be uploaded to the MFT site.

### 12.2 Key Messages from WRG for Publication on MFT site

Key messages from the WRG for publication of the MFT site were to be taken forward by D. McErlean. The key messages confirmed were:

1. Training & Education
2. Staff Engagement
3. Job Descriptions/Roles
4. Timelines/Meeting Planner

**Action:** D. McErlean to take forward.

## 13. Group Reflection

I. Hyslop reflected on the group's discussion, and members were asked for their views. All agreed that reflection at the end of would be useful tool and productive measure going forward. Members

were encouraged that they were able to voice their differing opinions during the meeting and that this had been welcomed by the Chair.

**14. A.O.C.B**

There was no other corporate business discussed.

**15. Date & Time of Next Meeting**

Tuesday 14<sup>th</sup> January 2020, 9.30 am, Meeting Room 4, 2<sup>nd</sup> Floor, West Glasgow Ambulatory Care Hospital.

DRAFT