

Shetland NHS Board

Minutes of the Area Partnership Forum – Thursday 03 November via MS Teams

Present

Bruce McCulloch	Employee Director (In the Chair)
Julia Smith Porter	CSP Representative
Lola Wild	RCM Representative
Maurice Staples	Unite Representative
Ian Sandilands	RCN Representative
Brian Chittick	Director of Community Health and Social Care
Colin Marsland	Director of Finance
Tom McIntosh	Unison Representative
Dr Kirsty Brightwell	Medical Director (until 3pm)
Marianne Williamson	PA to DHRSS (APF Administrator)

In Attendance

Dr Louise Polson	Junior Doctor
Lorraine Allinson	HR Services Manager
Kirsty Clark	Learning and Development Manager

APF2223-23 Apologies for Absence

Apologies were received from Michael Dickson, Kathleen Carolan, Dr Susan Laidlaw, Lorraine Hall and Mandy Thomson (CSP rotating seat).

APF2223-24 Minutes of the meeting held on Thursday 01 September 2022

The minutes were confirmed as an accurate record.

APF2223-25 Political/Change Update

No update.

APF2223-26 Greatix

Dr Louise Polson was welcomed to the meeting. She provided a bit of background to 'Greatix' which is a positive feedback system and how it works in other Boards including NHS Lothian and NHS Greater Glasgow and Clyde.

Members discussed the proposal, they were keen that it was accessible for all staff. They were supportive that a pilot scheme be undertaken. Support and advice should be sought from IT and Information Governance. Following this pilot scheme it should be brought back to APF to review the costs and look to consider where it could sit in the organisation going forward.

OUTCOME: Members approved a pilot scheme with approval from IT and Information Governance

APF2223-27 2022-23 Update from Terms and Conditions Group

Bruce McCulloch gave the following update from the Terms and Conditions Group.

Terms of Reference-Group reviewed its Terms of Reference. Staff Side membership reduced to 1 and emphasised the importance of recording Facilities Time in SSTS.

October meeting- discussed the £8k relocation allowance, Hybrid working, Nursing and Midwifery job profile survey.

OUTCOME: Members noted the update and approved the Terms of Reference.

APF2223-28 2022-23 Financial Performance Management Report Update- Month 5

Colin Marsland presented this standing update. NHS Shetland is currently forecasting a £2.9million overspend. He noted that we have a statutory obligation to breakeven. Suggestions and comments on savings suggestions from staff are always welcome. Bruce McCulloch asked if there was a recognised process for bringing suggestions and it was agreed that Mr Marsland would ensure this was clearly signposted for staff.

Mr Sandilands asked what the financial cost/benefit is to NHS Shetland of the joint working posts with NHS Orkney. It was suggested that information on this should be taken to the next APF meeting.

OUTCOME: Members noted the report.

ACTION: Update on joint working with NHS Orkney and the potential costs/savings to be provided to next meeting of APF.

ACTION: Colin Marsland to publicise the process for submitting savings suggestions.

APF2223-29 Pensions Auto Re-enrolment

Colin Marsland presented this paper and provided some background. The recommendations were:

- a) The CARD date for NHS Shetland be approved as 31 January 2023
- b) Adopt the regulation that allows for any employee who has opted out of the scheme since 31 January 2022 not to be automatically re-enrolled into the scheme or NEST.

OUTCOME: Area Partnership Forum approved the recommendations in the report.

APF2223-30 Pensions Recycling

Michael Dickson was not at the meeting to present this item. It is understood that work is being taken forward nationally around this.

OUTCOME: Members noted the item.

APF2223-31 Promoting Attendance

Lorraine Allinson presented the standing Promoting Attendance update. We continue to sit just below the 4% sickness absence target. From 01 September COVID absence has changed from 'special leave' to 'sickness' absence and we will see this reflected in the next set of figures.

She provided information on the vaccines delivered by the Occupational Health Team, 327 COVID and 331 Flu vaccines delivered in October. Additional administration will be available to help support the Occupational Health department during winter pressures.

Members spoke about how we support staff with stress, mindful that some of it may be external. Lawrence Green will be running the HSE Stress Survey in November and Wellbeing Group provides a voice for staff. It was agreed that the Chair of the Wellbeing Group would be invited to give an update to APF about the work of the group and what APF can do to support.

ACTION: Marianne Williamson to contact Karen Smith, Chair of the Wellbeing Group, to ask her or a depute to attend APF to give a verbal update each meeting.

APF2223-32 HR Department- Christmas Arrangements

Following a discussion at EMT an email was circulated to Staff Side members seeking approval for a Christmas closure of the HR department (included in the pack for this meeting).

An on-call rota will operate for emergencies and recruitment and locum use will be well planned.

OUTCOME: Area Partnership Forum approved the proposed arrangements.

APF2223-33 International Recruitment Update

Lorraine Allinson provided a verbal update. Amanda McDermott is the nursing lead. We bid for 6 nurses through Yeovil. It is a lengthy process and there is currently one in the pipeline.

Focus is shifting to work as a 'North' region, NHS Grampian will lead a North of Scotland hub. Advertising and OSCE will be administrated through the Hub with checks being carried out locally.

We bid for Scottish Government funding and this has been used to refurbish some Board accommodation.

OUTCOME: Area Partnership Forum noted the update.

APF2223-34 Staff Development Update

Kirsty Clark provided verbal updates on the following:

Statutory and Mandatory Training- Staff Governance Committee agreed the recommendations of the Mandatory Training Review Group at their October meeting. This

will create a clear set of modules. Turas will be updated to reflect these changes thus improving line management reporting. Once these changes have been made it will be launched through Communications.

Training Prospectus- Learning and Development Team are working on making this role specific.

Training Attendance- Mrs Clark highlighted that we are seeing a high DNA rate for training. Staff are reminded that they can select on Turas the reason for cancellation and the trainers are feeding that back to managers. Brian Chittick noted that this was reflected across the Community Health and Social Care Directorate.

Members discussed whether it may be appropriate to add Management of Violence and Aggression as a risk to the organisation, especially given the issues in freeing people to attend. Brian Chittick raised that the Auditors had highlighted governance issues with Cash Handling for IJB staff. This may be something for us to be mindful of.

Ian Sandilands noted that those with a professional registration needed to take some personal responsibility in ensuring they were completing training.

Accommodation- Mrs Clark raised some concerns about those attending training in certain locations struggling to find safe and suitable accommodation for the £75 AfC limit.

ACTION: Following a discussion it was agreed that Area Partnership Forum co-chairs would raise this with STAC.

OUTCOME: Members noted the verbal update.

APF2223-35 Public Holidays 2023/24

Bruce McCulloch presented the proposed public holidays for 2023/24. They were based on the same pattern as 2022/23 and the NHS Grampian dates. We await further confirmation from the Scottish Government on any additional Public Holiday for His Majesty's coronation.

OUTCOME: Area Partnership Forum approved the proposed Public Holiday dates for 2023/24.

ACTION: Marianne Williamson to inform Payroll of the agreed dates, arrange for dates to be placed on the intranet and in the weekly Communications bulletin.

APF2223-36 'Once for Scotland' Workforce Policies Consultation

The consultation on the next phase of the 'Once for Scotland' Workforce Policies has opened and will run until 25 November. Each Board is asked to submit a single response and it was agreed that Area Partnership Forum would co-ordinate this. Comments should be sent to Marianne Williamson for inclusion. Ian Sandilands noted that it should be recorded in the response where the comments have come from e.g RCN.

OUTCOME: Area Partnership Forum agreed the process for the submitting the NHS Shetland Board response.

ACTION: Marianne Williamson to send out further information to Forum members and set up a meeting between APF co-chairs and HR Services Manager to agree Board response.

APF2223-37 Industrial Action

Contained in the pack was a summary paper that had been presented to STAC. Bruce McCulloch noted that this paper had not been agreed by Staff Side but was Management Guidance. He noted that an Industrial Action Planning Group has been set up and will meet for the first time next week, chaired by Lorraine Hall.

Members noted that different unions were at different stages in the balloting process.

OUTCOME: Area Partnership Forum noted the item.

APF2223-38 Area Partnership Forum- Dates for 2023/24

OUTCOME: Area Partnership Forum approved the proposed meeting dates for 2023/24.

APF2223-39 Social Grants and Funds

Contained in the pack was the list of additional resources and areas of support that had been published in the weekly communications bulletin.

ACTION: Staff Side members were asked to share any further information with APF administrator.

APF2223-40 List if relevant circulars/letters published since last meeting

The following correspondence was noted by the Committee:

DL (2022) 30 NHSSCOTLAND NATIONAL INTERIM ARRANGEMENT ON RETIRE AND RETURN	DL (2022) 33 ENHANCING HEALTH WORKFORCE CAPACITY
DL (2022) 31 PUBLIC HOLIDAY FOR THE FUNERAL OF HER MAJESTY QUEEN ELIZABETH II – MONDAY 19 SEPTEMBER 2022	"DL (2022) 34 Guidance on Reimbursement of 'Out of Pocket' Expenses for Volunteers within NHS Scotland"
"DL (2022) 32 Advance Notice of a Pause of Asymptomatic Staff Testing in Health and Social Care and Asymptomatic Testing in Hospitals to be in place by the end of September 2022. Rationale for Pausing Asymptomatic Testing"	SPPA 2022/09 NHS Pension Scheme Remedy Calculator

Members discussed DL (2022) 30 Retire and Return and some of the practical issues around it.

APF2223-41 AOCB

Job Evaluation Training- Further Job Evaluation training is taking place on Monday 28 and Tuesday 29 November. Any Area Partnership Forum members who are interested in attending are asked to contact Kari Wright in the HR team.