

Shetland NHS Board

Minutes of the Area Partnership Forum – Thursday 19 January via MS Teams

Present

Bruce McCulloch	Employee Director (In the Chair)
Tom McIntosh	Unison Representative
Maurice Staples	Unite Representative
Ian Sandilands	RCN Representative
Lorraine Hall	Director of Human Resources and Support Services
Brian Chittick	Director of Community Health and Social Care
Colin Marsland	Director of Finance (until 3pm)
Kathleen Carolan	Director of Nursing and Acute Services
Marianne Williamson	PA to DHRSS (APF Administrator)

In Attendance

Joe Higgins	Non-Executive Whistleblowing Champion
Gillian Tait	Senior RCN Officer- Grampian, Shetland, Orkney and Western Isles
Lorraine Allinson	HR Services Manager

APF2223-42 Apologies for Absence

Apologies were received from Michael Dickson, Dr Susan Laidlaw, Dr Kirsty Brightwell, Lola Wild and Mandy Thomson/Julia Smith Porter (CSP rotating seat).

APF2223-43 Minutes of the meeting held on Thursday 03 November 2022

The minutes were confirmed as an accurate record.

Matters Arising

APF2223-34 Staff Development Update- Kirsty Clark is in the process of drafting of a letter to STAC.

APF2223-26 Greatix- Marianne Williamson reported that work is ongoing in developing a pilot scheme. An online form has been developed and approved by Information Governance. Next steps are to look at communications plan.

APF2223-28 Financial Performance Management Report Update- Michael Dickson has arranged for the financial information to be prepared. He will bring this to the next meeting.

APF2223-44 Political/Change Update

No update received in Mr Dickson's absence.

APF2223-45 Update from Terms and Conditions Group

Mr McCulloch highlighted the following from the recent Terms and Conditions Group:

- The Band 2/3 review for Health Care Support Review has been completed. This was a national piece of work.
- Current position regarding strike action.
- Agenda for Change Pay Award will be implemented in January pay with arrears to follow.
- Two papers were considered which are also on the APF agenda for discussion.

OUTCOME: Members noted the update.

APF2223-46 Dental Service Public Holiday Arrangements

Mr McCulloch explained that this paper had been prepared by the Director of Dentistry. It had previously been considered by the Terms and Conditions Committee who were supportive of the paper but had asked that additional evidence was provided to Area Partnership Forum to demonstrate that consultation had taken place with staff. This had been provided and attached to the paper.

OUTCOME: Area Partnership Forum approved the proposal that for Dental Service staff only 4 days Public Holidays (Christmas and New Year) are compulsory holidays (in line with the T&Cs). The remaining 4 Public Holidays are 'normal' working days, with these additional four days being added to staff's Annual Leave entitlement.

APF2223-47 Recruitment and Retention Premia Application

Mr Marsland presented this paper in his role as Chair of the Terms and Conditions Committee. Members of the T&Cs committee had considered the application in line with the guidance and did not feel that there was enough evidence to support an RRP application to STAC.

OUTCOME: Area Partnership Forum agreed with the recommendation of the Terms and Conditions Committee.

APF2223-48 2022-23 Financial Performance Management Report Update- Month 8

Colin Marsland presented his standing financial report. He noted the current budget position and the Board's obligation to breakeven. Locum costs, increase in mental health activity and increasing drug costs are some of the budget pressures.

Members had a long discussion about locum staff. Mr McIntosh observed that there was pressure on substantive staff as locum staff withdrew. Mrs Carolan explained that there was a 'tapering plan', she acknowledged that it was a fragile picture at the moment. Mr Chittick said that they were considering models of service in Mental Health, the aim being to make the service more sustainable and decrease the need for locums.

There was also a discussion about the CGI exercise and how it links with the Clinical Strategy. Mrs Carolan noted her hope that the CGI work will help give us the momentum to support and implement change. Allow staff the space to make changes and providing scope to know where we are heading. Acknowledgement that staff struggle to have the capacity to make change and are limited by short business and planning cycles.

OUTCOME: Area Partnership Forum noted the update.

APF2223-49 Promoting Attendance Update

Lorraine Allinson gave the standing promoting attendance update. Highlighting the following:

- Latest available figures for October 2022 show an absence figure of 4.64% (this is compared to a Scottish average of 6.35%)
- Rolling 12 month figure is 4.57% (5.85 Scottish average)
- Covid is now recorded as 'sickness absence' rather than special leave, we will monitor how this impacts on the figures.
- Flu/Covid vaccines delivery was positive. New Occupational Health IT system has been installed and this has led to some delay in OH information.
- Wellbeing Group will utilise the absence figures to develop work plans going forward.

Members noted an increase in MSK as a reason for absence, they wondered whether it was related to stress/working from home and whether there was a difference between instances clinical/non-clinical staff.

Ms Allinson said that the DSE risk assessments had been recirculated and staff should ensure that they were completed. Occupational Health can help by suggesting additional equipment.

OUTCOME: Members noted the update.

ACTION: Following a question from Gillian Tait, Lorraine Allinson to look to incorporate more information on staff groups and age profiles into the promoting attendance update.

APF2223-50 Job Evaluation

Lorraine Allinson presented this item for discussion. APF had previously agreed that due to a shortage of trained job matchers, panels could be made up of the members: HR Rep/Management Rep/Staff Side Rep. The Staff Side member would not necessarily need to be an accredited union representative but hold union membership. It was recognised that this was not ideal but allowed for matching to continue on a regular basis. Bruce McCulloch encouraged staff side representatives on APF to encourage their members to look at attending the training.

OUTCOME: APF members approved continuation of current Job Evaluation arrangements.

APF2223-51 Organisational Change

Lorraine Allinson presented this update. She explained that Organisational Change returns had been paused during the pandemic. STAC (Scottish Terms and Conditions Committee) had requested returns for a number of years. The information had been provided by our colleagues in NHS Grampian payroll.

OUTCOME: Area Partnership Forum were content for the returns to be submitted to STAC.

ACTION: Lorraine Allinson to submit to STAC.

APF2223-52 Proposed Guidance for the engagement of supplementary medical staff

Kathleen Carolan presented this item. She explained that it had been developed alongside Lorraine Allinson, Karl Williamson and Pauline Wilson. The purpose of the document is to provide a more consistent framework for recruitment and provide clearer governance and oversight of supplementary medical staff. She noted that they have begun to apply the principles contained in the document which has helped those engaging these staff have consistent conversations. It will be discussed by Area Clinical Forum on 09 February.

Members discussed how the guidance would help end potential inconsistencies around travel, accommodation and CPD.

Tom McIntosh stressed the importance of good local induction for supplementary staff and consideration should be made as to how this could be incorporated into the document.

Lorraine Hall noted that she felt that the document would help support the safety and quality agenda and she was supportive of its introduction.

OUTCOME: Area Partnership Forum were supportive of the document.

APF2223-53 Staff Wellbeing Group/Whistleblowing

Unfortunately Karen Smith was unable to attend the meeting, she submitted the following update:

'the Staff Wellbeing and Support group is due to meet next Tues (24th), we are slightly out of sync with APF and will ensure our meetings take place prior to future meetings. The group consists of SIC, NHS and 3rd sector reps who are looking to share staff wellbeing projects and ideas to ensure coordination across all sectors. They will also ensure any issues will be escalated to the appropriate groups/partnerships'

Lorraine Hall updated members that the next meeting of the Health, Safety and Wellbeing Committee in February will be a development session looking at the results of the recent stress survey and action planning as a result.

Joe Higgins, the recently appointed non-Executive Whistleblowing Champion took the opportunity to talk to members about the Whistleblowing Standards and some of his early reflections since taking up the role. He spoke about reaffirming the principles, promoting and strengthening the training available.

OUTCOME: Area Partnership Forum noted the update.

APF2223-54 CGI Proposal

The proposal document from CGI was contained in the pack for noting. Mr McCulloch noted that we had seen these types of workshops before and he hoped that this exercise would lead to meaningful change.

There was a discussion about feedback from previous exercises and the importance of clear communication with staff as we move through the process.

Members also discussed the importance of giving staff the time, space and capacity to create change.

OUTCOME: Members noted the update.

ACTION: Information from the outputs from the upcoming discovery workshops will be taken back to the next APF meeting.

APF2223-55 List of relevant circulars/letters published since last meeting

Area Partnership Forum noted the following circulars etc.

SPPA 2022/11 Temporary suspension of the pension scheme abatement rules for NHS staff	PCS (DD) 2022 3 PAY AND CONDITIONS FOR HOSPITAL MEDICAL AND DENTAL STAFF AND DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE NEW CONTRACT FOR SPECIALIST DOCTOR GRADE
DL (2022) 35 NHS SCOTLAND: INTERIM NATIONAL ARRANGEMENTS FOR ADVERSE WEATHER	DL (2022) 37 PUBLIC HOLIDAY FOR THE CORONATION OF KING CHARLES III – MONDAY 8 MAY 2023
PCS (AFC) 2022/2 Christmas and New Year at the Weekend 2022/23	PCS (AFC) 2022-03 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT
DL (2022) 36 PREPARING FOR APPRAISAL FOR REVALIDATION PURPOSES Updated Guidance for Doctors Undergoing Appraisal	PCS (SDIA) 2022/1 SCOTTISH DISTANT ISLANDS ALLOWANCE
PCS (DD) 2022 2 PAY AND CONDITIONS FOR HOSPITAL MEDICAL AND DENTAL STAFF AND DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE	DL (2022) 39 TEMPORARY INCREASE TO NHS SCOTLAND MILEAGE RATES

APF2223-56 AOCB

District Nursing Evaluation- Kathleen Carolan updated members that the District Nurse role had recently been evaluated and it had come out at a Band 7. This reflects that it is an advanced clinical specialist role and their role as nurse leaders.

Absence of Chief Executive- Ian Sandilands noted the disappointment of Staff Side members that this was the third consecutive meeting of Area Partnership Forum from which the Chief Executive had been absent.

APF Paper Deadlines- Members discussed recent issues with the Area Partnership Forum agenda management process. There was an acknowledgement of system pressures. Going forward the Committee Secretary will set ‘soft’ and ‘hard’ paper deadlines. Those who submit papers on a regular basis are asked to keep the Committee Secretary and Chairs up to date if a delay is expected.