

# **SHETLAND NHS BOARD**

## **MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 23 JANUARY 2020 IN THE BRESSAY ROOM, UPPER FLOOR, MONTFIELD**

### **PRESENT**

Ian Sandilands	Chair of APF and Employee Director (IS) (In the Chair)
Michael Dickson	Co-Chair of APF and Chief Executive (MD)
Simon Bokor-Ingram	Director of Health and Social Care (SBI)
Cathrine Coutts	CSP Representative (CC)
Maurice Staples	Unite Representative (MS)
Julie Kidson	RCN Representative (JK)
Lorraine Hall	Director of Human Resources and Support Services (LH)
Bruce McCulloch	Unison Representative (BM)
Carolyn Hallam	RCM Representative (CH)
Karl Williamson	Head of Finance and Procurement (KW)
Kathleen Carolan	Director of Nursing and Acute Services (KC)
Marianne Williamson	PA to DHRSS/APF Administrator (note-taker) (MW)

### **IN ATTENDANCE**

Jed Westmoreland	Health and Safety Lead (JW)
Yvonne Graham	Management Accountant/ Patient Travel Manager (YG)
Lorraine Allinson	HR Services Manager (LA)
Carolyn Hand	Corporate Services Manager (CH)
Gareth Davies	Sustrans Scotland- Workplace Engagement Project Officer (GD)
Elsbeth Clark	Occupational Health Nurse (EC)
Bernadette Dunne	Senior Occupational Health Advisor (BD)

### **APF 20/01 APOLOGIES FOR ABSENCE**

Lola Wild	RCM Representative (LW)
Freya Sewell	RCN Representative (FS)
Susan Webb	Director of Public Health (SW)
Brian Chittick	Medical Director (BC)
Jo Robinson	Interim Director of Health and Social Care (JR)
Colin Marsland	Director of Finance (CM)

Ian Sandilands welcomed everyone to the meeting, especially Michael Dickson who was attending his first Area Partnership Forum. Staff Side Members introduced themselves.

### **APF 20/02 MINUTES OF THE MEETING HELD ON THURSDAY 31 OCTOBER 2019**

The minutes were approved as an accurate record.

## **APF 20/03 MATTERS ARISING**

(APF 19/68) Gender Neutral- Following the last meeting MW had checked with Lawson Bisset and it is hoped to update signage on toilet doors throughout the estate when time and money allow.

## **STANDING ITEMS**

### **APF 20/04 HEALTH AND SAFETY UPDATE- QUARTER 2 2019/20**

Jed Westmoreland presented the Health and Safety Dashboard for Quarter 2 2019/20. Main points to note:

Accidents- 6 incidents. No RIDDOR or time off work. All negligible or minor.

Violence and Aggression- 5 incidents all negligible or minor. Multiple Datixs for some patients.

Fire- 5 incidents- all false alarms.

Medical Devices- 1 incident with battery overheating in pager.

Infection Control- 1 incident which was a minor syringe driver issue.

Moving and handling- 2 incidents Negligible/minor deterioration/frailty of patients.

Self-Harm- 4 incidents. Negligible/moderate. This includes a death which was not a direct effect of NHS care. Two incidents of patients being sectioned.

SHARPS- 7 incidents. Minor/Negligible. Two incidents are related to waste. JW and LB to discuss further.

Slips, trips and falls- 27 incidents. No RIDDOR (One Moderate fall with harm).

### **Policies and Procedures**

JW provided a brief update on the status of some of the policies.

Lone Working- Deadline has been set for the end of March for guidance document.

Fire- CS Todd are visiting in February so will be working on policy update following that.

Smoking- national consultation still ongoing.

### **Control Book**

The priority is now to check that section 3 is complete by the end of the financial year. All books have been completed to section 2.

Focus Update: Shower Chair safety. Joint review with Occupational Therapy following on incident with a piece of SIC equipment. Investigation report will be sent to SIC too. There will be amnesty audit of equipment across wards and care homes.

## **APF 20/05 BREXIT**

MD provided a verbal update. At the current time planning for a 'no deal' Brexit has been stepped back but not stood down. A deadline of July has been given for future arrangements.

He noted that the Scottish Government had extended thanks to NHS Scotland staff for the planning work that has been undertaken to date.

### **APF 20/06 FINANCE MONITORING REPORT AS AT 30 NOVEMBER 2019**

It was decided that as Colin Marsland was not at the meeting to present there would be a discussion and any relevant questions would be passed on.

BM asked whether there was a plan for the next financial year as to how organisational and workforce change will be reported and communicated. LH explained that discussions were happening at EMT about how we can improve the transparency of how we present financial information. There is a need to be clear on the true cost of running the organization.

KC had previously prepared a briefing on elective care. Staff Side felt it would be useful to receive briefings on different subjects in the same format. It was decided that this template would be utilised. Any such documents will be distributed via the Employee Director and the APF Administrator.

### **APF 20/07 SICKNESS ABSENCE UPDATE**

Lorraine Allinson presented the standing Sickness Absence Update. She reported that we are below the 4% figure on both a monthly and annual basis and remain the best performing territorial board. The usual tables were provided for comparison. As with most Boards the main reason remains stress, anxiety and depression.

The early launch of the Flu Vaccination programme proved successful and we have seen an excellent uptake in the Board and Social Care colleagues.

There was a discussion about whether it was possible to identify if people with musco-skeletal problems had completed their Manual Handling. Stressed the importance of recording workplace injuries on Datix. Occupational Health are trying to record whether problems are personal/workplace related.

Lorraine Hall noted that the Wellbeing Group planned to look at pulling together resources around resilience and how to sign post to resources.

Kathleen Carolan told members about the MIND Psychological Toolkit that has been adapted by NHS Grampian and is proving useful. She will share with members.

**OUTCOME:** APF noted the update.

### **FOR APPROVING/COMMENTS/DISCUSSION**

#### **APF 20/08 PENSION RE-ENROLMENT**

Lorraine Allison presented this on behalf of Colin Marsland. The purpose of the paper was to update members to that auto re-enrolment was to take place for another 3 year cycle from 31 January.

**OUTCOME:** APF were happy to approve the content of the briefing paper but asked Ms Allinson to ensure that Payroll were informing staff that had previously opted out.

### **APF 20/09 PATIENT TRAVEL POLICY**

Yvonne Graham presented this new policy. It is the first time that a Patient Travel Policy had been produced. Previously a number of documents have existed in different places. This pulls it all together into one document and helps meet an internal audit recommendation from several years ago. She noted that since this draft of the policy had been prepared she had updated the following:

- More information for parents/carers of neo-natal patients
- Information for people on a low income on accessing help
- Procedure regarding people travelling when their appointments have been cancelled.  
*(The Board will write for an explanation. If response is inadequate the Board reserves the right to invoice)*

Following a query, Mrs Graham confirmed that the £50 rate for overnight accommodation was based on the cost of the Red Cross Guesthouse (which has now closed).

LH noted that she welcomed the policy. She felt that it was easy to navigate and hoped that it would lead to less complaints and questions. KC noted that it would be important to market the policy properly when it becomes live in order to ensure it is in the public domain.

**OUTCOME:** APF were happy to recommend that the Policy move on to Board. Members were asked that if they had any additional comments to provide them to Mrs Graham by the end of January.

### **APF 20/10 SOCIAL MEDIA POLICY**

Carolyn Hand presented this policy. She explained that this policy replaced the Social Networking Policy. It has been developed with the help of a Short Life Working Group. The aim of the policy is to provide guidance on what we expect from staff both during and out with working hours. The aim is to empower staff to act as ambassadors for NHS Shetland. She explained that the policy was not prescriptive but aimed to offer strategies to staff. Following a query she confirmed that all departments are encouraged to go through Corporate Services when setting up departmental Social Media accounts.

KC suggested that it might be useful to link/signpost directly to professional bodies' codes of conduct. Mrs Hand noted that this was emphasized on page 6 of the policy but she was happy to insert links.

**OUTCOME:** APF were content that the Policy move on to Staff Governance Committee.

### **APF 20/11 ACTIVE TRAVEL PROJECT**

The Chair welcomed Gareth Davies to the meeting. Mr Davies provided some background to his new role and the Active Travel Workplace Engagement Project. One of his main aims is to

increase active and sustainable travel by NHS staff. He spoke about some of the work he has undertaken so far and some of his plans for the rest of the project:

- Session at the Corporate Induction
- Improving resources on the intranet
- Updating and moving forward the Physical Activity Champions initiative
- Look at reintroducing the Cycle to Work Scheme
- Staff walks- making accessible for as many staff as possible.

He stated that he was always open to ideas and asked if members could help promote the Workplace Travel Challenge during March. Lorraine Hall suggested it would be useful for Mr Davies to be invited to participate in the Workplace Wellbeing Group.

There was a general discussion about staff wellbeing and encouraging people to get active. It was decided to add a ten minute 'deskercise' session to the APF agenda as a standing item.

**ACTION: MW**

Ian Sandilands thanked Mr Davies for coming and speaking to members.

### **APF 20/12 NEEDLESTICK INJURIES**

Bernadette Dunne and Elsbeth Clark attended to tell Forum members about a training package they have developed around preventing needlestick injuries. It is hoped that the programme will be rolled out to clinical staff from February. The aim of the training is to reduce injuries and promote prevention measures. Ms Clark will be delivering the training and is willing to travel to departments. Forum members were asked to promote the importance of the training to their staff and colleagues.

### **APF 20/13 AOCB**

Lorraine Hall noted that she has been asked to take part in a review of the Scottish Distant Islands Allowance. Terms of Reference for the review will be going to the next Management Steering Group.

Kathleen Carolan mentioned the recently released guidelines around Medical Devices. Lorraine Hall confirmed that Jed Westmoreland is working on a gap analysis and will be pulling together staff across the organisation.

**An additional meeting of Area Partnership Forum will take place on Tuesday 04 February at 2pm in the Skerries Room to consider 'Once for Scotland' Workforce Policies.**

**The next meeting of APF will take place on Thursday 19 March 2020 at 2pm in the Bressay Room.**