

SHETLAND NHS BOARD

MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON TUESDAY 04 FEBRUARY 2020 IN THE BRESSAY ROOM, UPPER FLOOR, MONTFIELD

PRESENT

Ian Sandilands	Chair of APF and Employee Director (IS) (In the Chair)
Simon Bokor-Ingram	Director of Health and Social Care (SBI)
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)
Kathleen Carolan	Director of Nursing and Acute Services (KC)
Brian Chittick	Medical Director (BC)
Marianne Williamson	PA to DHRSS/APF Administrator (note-taker) (MW)

IN ATTENDANCE

Lorraine Allinson	HR Services Manager (LA)
Kirsty Clark	Learning and Development Manager (KC)

APF 20/14 APOLOGIES FOR ABSENCE

Lola Wild	RCM Representative (LW)
Freya Sewell	RCN Representative (FS)
Susan Webb	Director of Public Health (SW)
Colin Marsland	Director of Finance (CM)
Cathrine Coutts	CSP Representative (CC)
Carolyn Hallam	RCM Representative (CH)
Michael Dickson	Co-Chair of APF and Chief Executive (MD)

APF 20/15 'Once for Scotland' Workforce Policies

Lorraine Allinson introduced the set of policies that will become live on 01 March 2020. There has been limited comments back from Staff Side but they have been involved nationally in the development of the policies. The policies are available to view on the national portal but as yet the supporting documentation (including letters) and guidance is not available. Until this documentation is available it is difficult to assess fully differences to current practice. She also noted that further guidelines on 'Phased Return' in the Attendance Policy are currently with STAC for approval.

There was a discussion and the following points were raised:

- The standardisation will make it easier for National Union Reps to support staff in different Boards
- Onus will be on Managers (with the support of HR) to navigate the supporting documentation on the portal when sending out letters
- There may be issues with some of the escalation routes detailed in the policies due to the flat organisational structure within the Board. This was a comment that was fed back to the national group.

- Other than Capability (Staff Side request) processes that are currently underway will continue following the old policies. All new processes from 01 March will be under the new policies.

Forum members discussed what might be the best way to communicate the changes to Managers and staff. It was felt that offering a Management Bundle would be useful, a short A4 summary of major changes and perhaps a recorded 5 minute summary for Managers to watch.

ACTION: LA

Staff Side may receive additional training from their Unions on the new policies.

Managers should be signposted to the policies on the national portal. HR will link to the national portal through the intranet.

OUTCOME: APF were happy with to adopt the first phase of Workforce policies with suggested training and communication.

APF 20/16 Appraisal and Incremental Progression- Once for Scotland Statutory and Mandatory Training

Kirsty Clark attended to update the forum on the work that is being done nationally on statutory and mandatory training. It is being approached in a 'Once for Scotland' manner. Specialist groups (eg. Health and Safety, Fire and Information Governance) with representation from Boards across Scotland are working to develop units that will be available to staff via TURAS. Information Governance already has a foundation course available. It is hoped that the timeline for completion will be quick- within the calendar year.

The contract with Learn Pro has been ended and all e-learning will move over to TURAS. Kirsty confirmed that NES are working on a Learning Record Bank so a record of all training completed on different platforms will move across to TURAS. Work was also being done on In the near future a Dashboard will be available to Managers to allow them to see the status of staff completion.

OUTCOME: Members welcomed this update and were content to hear the progress being made in this area.

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