

# **SHETLAND NHS BOARD**

## **MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 27 AUGUST 2020**

***Meeting was held via MS Teams***

### **PRESENT**

Ian Sandilands	Chair of APF and Employee Director (IS) (In the Chair)
Michael Dickson	Co-Chair of APF and Chief Executive (MD)
Cathrine Coutts	CSP Representative (CC)
Dr Kirsty Brightwell	Medical Director (KB)
Maurice Staples	Unite Representative (MS)
Bruce McCulloch	Unison Representative (BM)
Brian Chittick	Interim Director of Community Health and Social Care (BC)
Colin Marsland	Director of Finance (CM)
Marianne Williamson	PA to DHRSS/APF Administrator (note-taker) (MW)

### **IN ATTENDANCE**

Lorraine Allinson	HR Services Manager (LA)
Amanda McDermott	Clinical Nurse Manager (AM)

### **APF 20/37 APOLOGIES FOR ABSENCE**

Kathleen Carolan	Director of Nursing and Acute Services (KC)
Lorraine Hall	Director of Human Resources and Support Services (LH)
Julie Kidson	RCN Representative (JK)
Lola Wild	RCM Representative (LW)
Freya Sewell	RCN Representative (FS)
Susan Webb	Director of Public Health (SW)
Carolyn Hallam	RCM Representative (CH)

### **APF 20/36 MINUTES OF THE MEETING HELD ON THURSDAY 18 JUNE 2020**

The minutes were approved as an accurate record.

### **Matters Arising**

APF 20/26 Terms of Reference- Following a query Brian Chittick confirmed that he would follow up on the issue of BDA representation on the Forum with the new Dental Director.

APF 20/27 Cycle to Work Scheme- Colin Marsland updated members that the Cycle to Work Scheme was being progressed with a launch planned for September. Contact has been made with Halfords. EMT will be asked to confirm the upper limit for purchase but the feeling is that £2500 is an affordable figure for most NHS Shetland staff. Members were content with this figure but asked that clear information is provided to staff when the scheme launches about potential implications.

### **APF 20/37 SICKNESS ABSENCE UPDATE**

*(Lorraine Allinson joined the meeting)*

Lorraine Allinson presented the standing sickness absence report. She noted an error in the COVID section where information had been duplicated. This would be updated for the pack on the intranet.

She reported that the Board had a figure of 3.04% which is well below the 4% target. She felt that the instances of COVID related absences were levelling out. Occupational Health were continuing to support staff and working to implement the TRIM model (trauma response).

MS asked if there was any sign in the figures that suggested that 'Working from Home/Flexible Working' had a positive impact on Sickness Absence Figures. LA said it would be difficult to quantify that but it would be another thing to consider as we looked at the figures going forward. BM noted that Unison members responses regarding Working from Home mirrored the responses of the Board's survey in May.

MD explained that the Board will continue to be supportive of Homeworking going forward. A national policy/guidance document on Homeworking is in development and this will be circulated when this is finalized.

LA explained that the Occupational Health's main priority at the moment was the development of the Flu strategy. It is planned to start at the end of September/early October. There is a real hope to build on the excellent uptake staff uptake figures from last year. BC stressed that Management were happy to support the Flu programme in any way possible. He suggested using some of the communication strategies that have been employed during the pandemic-video messaging for example.

IS stressed the importance of staff taking their Annual Leave. There has been central communication of this but perhaps needs to be reiterated.

**OUTCOME:** APF noted the update.

### **APF 20/38 FINANCE MONITORING REPORT AS AT 30 JUNE 2020**

CM presented his standing Finance Monitoring Report. The report told of an overspend of £1.5m at the end of June. The figures include the additional costs that have arisen from the COVID pandemic. Funding from the Scottish Government to cover these costs has not been included. Other points to note:

- There has been a saving of £0.5m in Patient Travel costs.
- Increase in staff costs, IT and Clinical equipment and changes to promote to ensure the health and safety of both staff and patients.
- Staff cost pressures with locums covering vacancies in Mental Health, General Medicine and Anaesthetics.

Members discussed the report. BM asked whether any themes had emerged that would impact how we do things? MD described some of the positives he had observed during the last few months, especially how staff had demonstrated different skill sets and excelled. As an organization we had successfully innovated under pressure and that should give us confidence as we move forward. BC gave the example of Care Home Assurance and how that will be sustained going forward.

It was felt that the Scottish Government was shifting focus again to a change agenda. Do we as an organisation have the infrastructure to support this?

**OUTCOME:** APF noted the content of the report.

### **APF 20/39 ROSTERING POLICY**

*(Amanda McDermott joined the meeting)*

Amanda McDermott presented the latest draft of the Rostering Policy. She explained that this policy for the Gilbert Bain has been prepared as a response to the implementation of the Safer Staffing Act. A review of rostering practices had taking place which had revealed some concerning practices. Some of these patterns were as a result of staff childcare/caring responsibilities. She noted that the policy does not at this time cover on-call practices. The policy has been discussed with the teams affected, shared with the Health and Safety Committee, Occupational Health and HR. The next step will be a formal consultation process.

A discussion followed. BM noted that Unison members did not have any specific feedback. IS suggested that we may see an increase in formal 'Work Life Balance/Flexible Working' requests. He also queried whether there had been any consultation with Community Nursing, it was noted that it had been discussed at the Strategic Nursing Group.

**OUTCOME:** APF was content for the policy to move onto the next stage.

### **APF 20/40 BUDGET SETTING 2020-21 AND MEDIUM TERM FINANCIAL PLAN**

This report was also presented to the Board on 18 August 2020.

The following points were highlighted:

- A savings target of £2m, this takes account of the funds available in reserves.
- Assumptions that pay deals will continue to be at the same level as previous years.
- £1m of savings have been allocated to acute/community.
- Feeling that targets are more realistic than previous years but still challenging.
- Real difficulties of making planning assumptions due to the pandemic.

**OUTCOME:** APF noted the contents of the report.

### **ITEMS FOR NOTING**

#### **APF 20/41 HEALTH AND SAFETY UPDATE**

The Health and Safety Committee is due to meet on 09 September so Jed Westmoreland had prepared this update for the Forum. Members were asked to send on any queries or questions about the content of the update to Mr Westmoreland.

#### **APF 20/42 LIST OF CIRCULARS PUBLISHED SINCE LAST MEETING**

Noted.

## **APF 20/43 LETTER TO HEALTH BOARDS- ACTION ON MINORITY ETHNIC NETWORKS AND RACE EQUALITY**

Noted.

## **APF 20/43 NATIONAL STAFF EXPERIENCE MEASUREMENT 2020**

Bruce McCulloch provided a verbal update alongside this letter. The survey is due to launch on 01 September. BM explained that it has been a significant challenge to ensure that staff reporting structures were ready ahead of the launch. BC agreed stating that a lot of staff resources had been used in the Community Health and Social Care confirming structures. BM confirmed that there will be support from the Communications Team to help engagement.

Members discussed some concerns they had with the survey particularly with some of the wellbeing questions and what the outcome of the survey will be- will there be an expectation to complete Action Plans like iMatter? Is it another example of the clash between a change agenda and operational priorities?

BM spoke about the Manager Reach Out calls that had taken place. The decision had been made to carry these out before it was known the national survey would be taking place. A timeline of these calls will be produced. He thought that the outcomes from these calls and the survey might inform work streams in the Staff Governance Action Plan going forward.

## **AOCB**

### **APF 20/44 BANK REVIEW**

BM updated members on work that had been ongoing to review the Nursing/HCSW and Administration Banks at the Gilbert Bain. Teams is being used to facilitate a new process which will be trialed and audited in 3 months. It will aim to record where people have worked, additional skills that they have and availability. Communication will be going out next week and if it is successful then may look to expand to other areas in the Board.

### **APF 20/45 FACILITIES TIME**

IS reminded staff side members to ensure their Facilities Time is entered by their managers in SSTS. This is to ensure the Board's compliance with the Trade Union (Facility Time Publication Requirements) Regulations 2017

**The next meeting of APF will take place on Thursday 05 November 2020 at 2pm. Members agreed that this would again take place via Microsoft Teams.**