

SHETLAND NHS BOARD

MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 05 NOVEMBER 2020 *Meeting was held via MS Teams*

PRESENT

Michael Dickson	Co-Chair of APF and Chief Executive (MD) (In the Chair)
Ian Sandilands	Co- Chair of APF and Employee Director (IS)
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)
Lola Wild	RCM Representative (LW)
Lorraine Hall	Director of Human Resources and Support Services (LH)
Marianne Williamson	PA to DHRSS/APF Administrator (note-taker) (MW)

IN ATTENDANCE

Jed Westmoreland	Health and Safety Lead (JW)
Lorraine Allinson	HR Services Manager (LA)
Kirsty Clark	Learning and Development Manager (KC)
Sally Hall	Head of Talent Development and Culture (SH)

APF 20/46 APOLOGIES FOR ABSENCE

Kathleen Carolan	Director of Nursing and Acute Services (KC)
Julie Kidson	RCN Representative (JK)
Freya Sewell	RCN Representative (FS)
Susan Webb	Director of Public Health (SW) Carolyn
Hallam	RCM Representative (CH)

APF 20/47 MINUTES OF THE MEETING HELD ON THURSDAY 27 AUGUST 2020 The minutes were approved as an accurate record.

Matters Arising

APF 20/36 Cycle to Work Scheme- Colin Marsland updated members that 9 members of staff were participating in the Cycle to Work scheme.

APF 20/45 Facilities Time- Lorraine Hall reminded Staff Side of the requirement to make sure Facilities Time is being recorded in SSTS. She also noted concern at the absence of Staff Side representatives at the previous two meetings of the Health, Safety and Wellbeing Committee. It was agreed that the Committee Administrator would arrange for a BOXI report on Facilities Times to be run before the next meeting and provide this to the Employee Director.

Flu Vaccines- Ian Sandilands wanted to formally record thanks to all staff involved in the delivery of the Flu Vaccine. The co-Chairs noted that they were extremely pleased at the increased levels of staff uptake of the vaccine.

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APF 20/48 HEALTH AND SAFETY UPDATE

Jed Westmoreland presented this update. The summary report that had been considered at the previous Health and Safety Committee was included in the APF pack.

JW wanted to highlight a particular issue to members. Injuries to staff are not being reported promptly on Datix. This can delay medical intervention and Occupational Health involvement. This puts us at risk of breaching RIDDOR reporting schedules. JW asked members to help feedback to staff the importance of reporting injuries on Datix and keeping the system up to date. As chair of the H&S Committee LH endorsed this message. She also took the opportunity to remind staff to follow the signs on the doors advising how many people should be in a room. If people have concerns they should escalate to their line managers or Directors.

Control Books- The H&S Team have been working on moving the Control Books onto Teams. This will allow control book holders to share best practice and for JW to have oversight of all books. It is hoped that this will be ready to roll out by the end of the year.

Pandemic Management- During the pandemic the organization has taken a multi risk assessed approach. Various risk assessments, policies and guidance have been produced and circulated

PPE- JW gave an update on face masks. During the peak of the pandemic up to 18 staff were mobilized to help with Face Fit Testing. Due to changes in the masks supplied, 1200 face fittings were carried out. Two new Alpha Solway masks are now being supplied so Face Fit Testing will need to be undertaken. There is a potential issue with dedicated space for the testing as Dental require use of the suite at the GBH. Members discussed potential areas that might be suitable alongside prioritisation of stock.

OUTCOME: APF noted the update from Mr Westmoreland.

APF 20/49 FINANCE MONITORING REPORT AS AT MONTH 5

Colin Marsland presented his standing finance update. It details an overspend of £2.8m but that does not take into account any allocation from the Scottish Government to cover increased COVID costs. There are still staff cost pressures outside COVID as locums are still required to fill substantive vacancies in Mental Health, Anaesthetics and General Medicine. There is on-going recruitment to these vacancies and pathway redesign models being explored to reduce the reliance on locums.

IS noted that it has been a difficult year and making savings is not at the forefront of staff members minds. MD thought that was understandable. We have had to work in new ways during the pandemic and it may offer us opportunities to move into a sustainable financial position.

LH agreed, staff are focused on a delivery agenda at the moment. It is clear that people are beginning to consider their personal situations with increased enquiries about retirement and other flexible working options.

More training and meeting options being available remotely has had a positive financial impact.

OUTCOME: APF noted the content of the report.

APF 20/50 PROMOTING ATTENDANCE UPDATE

Lorraine Allinson presented the standing promoting attendance update. She highlighted the following points:

- Sickness Absence figures remain relatively low with a figure of 2.7% in August.
- Most recorded reason for absence remains stress, anxiety and depression. We continue to promote the various wellbeing activities that are available.
- Reporting issues with failure to report injuries in the workplace. This perhaps correlates to a higher instance of MSK as a recorded reason for absence.
- COVID related absence is recorded separately in the report and had a figure of 1% in August. Daily reporting was carried out at the beginning of the pandemic and this may be something that needs to be revisited to gain an accurate picture of what is happening across the Board.
- Occupational Health continue to support testing of staff and help support staff (and their managers) in the Shielding category.
- Needlestick injuries have fallen after a rise earlier in the year.
- 570 flu vaccines have been delivered to staff and we await a delivery of further vaccines in December. Particularly pleased in the improvement in uptake among Social Care staff.
- OH staff will undertake training in delivering the BCG vaccine.

LH thanked Lorraine Allinson for her informative report. She noted the COVID vaccine program and the requirement for staffing to deliver this. LH along with Dr Brightwell are meeting with the coordinator for the SIREN study (information previously distributed to members).

ACTION: For the next meeting members asked if it would be possible to include numbers of the routine tests carried out.

OUTCOME: APF noted the update.

ITEMS FOR DECISION OR DISCUSSION APF 20/51WORKFORCE PLAN REQUIREMENTS

Lorraine Allinson presented this item. The annual process for Workforce Planning and Workforce Projection submissions and publications has been reviewed following the temporary suspension during the review. DL(2020) 27 and DL (2020) 28 were published in October and an interim plan will require to be published in March 2021. We should then move to 3 year cycle for publication. She noted that she has been in conversation with BC and Jo Robinson as it isn't clear whether a joint plan with the IJB will be required. It is expected that

a template will be issued soon. She will be liaising with service leads, Hospital Management Team and other forums alongside the Remobilisation Plan.

Members had a discussion about the object of Workforce Planning and the need to link with the development of the Clinical Strategy, repatriation of services and the nature of single handed posts.

ACTION: LH suggested that a SLWG should be set up to help the writing of the Workforce Plan and asked IS to gauge interest from Staff Side in joining.

OUTCOME: APF noted that the Workforce Planning process had been reviewed and the timescale involved in the publication of the interim Workforce Plan.

APF 20/52 RRP UPDATE

Lorraine Allinson presented this item. It had been included to make members aware of the temporary extension of RRP (Recruitment, Retention Premium) for Estates staff until 31 March 2021. She noted that we are required to give staff appropriate notice if the premium is to be removed.

ACTION: Lorraine Hall will write to STAC at the beginning of December to follow up on 31 March 2021 deadline.

OUTCOME: APF noted the update.

APF 20/53 ANNUAL LEAVE

This item was presented by Lorraine Allinson and Ian Sandilands following the meeting of the Terms and Conditions Group. It relates to the publication of circulars DL (2020)9 and DL (2020)16 on Annual Leave. The T&Cs Group recommended adoption of the proposal adapted from NHS Grampian. The proposal will allow excess leave untaken due to COVID in 2019/20 to be carried forward to be taken in 2020/21 alongside current years leave or for payment to be made in lieu of carry forward leave (providing statutory leave of 28 days including public holidays, has been taken). Staff can carry the excess leave from 2019/20 forward this must be either taken or paid by 31 March 2022. Members discussed whether the relevant application form should be sent directly to Payroll or via the HR Department so that it could be monitored. It was felt that it should be relevantly low numbers so it would be appropriate for it to come through the HR Team.

LH noted that the message to all staff should be to make sure that they take their 2020/21 leave. This is to help maintain resilience and general staff wellbeing.

ACTION: Committee Administrator will arrange for a report to be run on Annual Leave entered into SSTS and feedback to next meeting if there are any areas of concern.

OUTCOME: APF noted the update from the T&Cs Group and were content to adopt the proposal.

APF 20/54 JOB EVALUATION-ANNUAL PERFORMANCE REPORT

Lorraine Allinson presented this report. She explained that this was the first year this report has been required. It provided a summary of all job evaluation activity for the period September 2019-September 2020. She noted that it was hoped to run a training session for new matchers via Teams shortly and that they were particularly interested in hearing from staff side members that would be interested in undertaking the training.

LH noted that it would be good to increase the pool of job matchers as there is a risk of burnout if the same people do it over and over. She suggested whether it we should look at amending our Job Evaluation Agreement and potentially joining up with another Board, perhaps NHS Orkney, to create mixed panels. This would be a pragmatic approach and help to build resilience.

ACTION: Staff Side to take this option to members and feedback at next APF meeting.

OUTCOME: APF noted the Job Evaluation Annual Performance Report.

APF 20/55 UPDATE ON CORPOTATE INDUCTION PROCESS

Kirsty Clark presented this item on the update to the Corporate Induction process. Work has been ongoing to redevelop the corporate induction process. The aim is to support the manager's role in local induction and support the new staff member with completing e-learning and other mandatory learning functions in the first month of them starting in role. A virtual Teams session will replace the monthly mandatory corporate induction session, this will be run by a member of the Staff Development Team and will look at values, behaviors and wellbeing. Checklists for managers and the handbook have been refreshed. Once live they will be on the Staff Development intranet page and featured in the weekly staff bulletin. The Staff Development Team will review and evaluate the induction process to ensure we have a process that works for the whole organization. She noted that they were looking at how new managers were supported through recruitment processes and sharing good practice from departmental inductions.

LH noted that she thought this was an excellent piece of work and that the information gathering element will be beneficial for the whole organization. IS stressed that it was important that all staff groups had equal access to the process and support may be needed for staff groups may struggle to access IT. MS hoped that the people would still be able to meet other colleagues from across the Board. KB said that as a manager she was pleased to see the development of a more robust process which will help create an ownership of the organisations culture. MD agreed with LH that it was an excellent piece of work.

OUTCOME: APF noted the progress in the development of the new Corporate Induction process.

APF 20/56 EVERYONE MATTERS SURVEY/IMATTER UPDATE

Sally Hall gave members an update on the Everyone Matters Survey that took place in September 2020. She was pleased with the 47% participation rate and noted that we had been

commended for using Facebook as a method for promoting the survey to staff. The first report relating to the survey had been issued but there had been a glitch where reports were sent to sub-reporting groups. This has been rectified. A full organization report which will go to EMT and APF will be released on 20 November. This report will contain more qualitative data. Members discussed the questions that were contained in this survey and it was noted that NHS Shetland had fed back through various means that they did not feel the wording of some questions was appropriate.

Regarding iMatter, it is planned that this will run in February next year. Conscious that staff may have 'survey fatigue' but they should be encouraged to participate. Staff from CHSC will be participating once again and their admin team will help confirm teams. A full timeline will be available soon.

OUTCOME: APF noted the update and that a further report on the Everyone Matters Survey will come to the next meeting.

APF 20/57 STAFF LISTENING/CONFIDENTIAL CONTACTS SERVICE

Sally Hall introduced this item. She explained that following monitoring of its use the Staff Listening Service had been stood down for the meantime. Staff that volunteered for the Listening Service undertook training with the Samaritans and they will be part of the new Confidential Contacts Service. It is hoped that the new service will be rolled out before Christmas. The aim of the service will be to provide support to staff, help their wellbeing and to embed a coaching culture within the organisation.

OUTCOME: APF were content with the development of the Confidential Contacts service.

APF 20/58 PEOPLE AND ORGANISATIONAL DEVELOPMENT STRATEGY

Sally Hall introduced this item. She explained the work is underway on the development of this strategy. Members of her team have begun work on different chapters and she will be reaching out to different teams and representative groups across the organisation. It is important that strategy is owned by staff. It will link in with the development of the new Clinical Strategy and the new Project Management Office. It is hoped that a first draft of the strategy will be complete by the end of December.

OUTCOME: APF noted the development of the People and Organisational Strategy.

APF 20/59 PUBLIC HOLIDAYS 2021/22

MW informed members that there was a typo in the paper. For both NHS Shetland and NHS Grampian it should read 'Monday 12 July' rather than 'Monday 07 July'. Members were happy with the proposed dates.

OUTCOME: APF approved the proposed public holiday dates for 2021/22.

ACTION: MW to provide dates to Payroll and add to the public holiday page on the intranet.

APF 20/60 STAFF SIDE REPRESENTATION- STAFF GOVERNANCE COMMITTEE

Bruce McCulloch has stood down as staff side representative on Staff Governance Committee. IS reported that there has been no nomination received for his replacement.

ACTION: IS to inform Committee Administrator of new Staff Side representative when identified.

ITEMS FOR NOTING APF 20/61 NHS Orkney/NHS Shetland Unified Communication Function

Noted.

APF 20/62 COVID-19 Testing for Staff Visiting Care Homes

Noted.

APF 20/63 LIST OF CIRCULARS/LETTERS DISTRIBUTED SINCE PREVIOUS MEETING

The following documents have been circulated to APF members and were noted at this meeting:

Letter from CMO- SIREN study	Briefing Note- Once for Scotland Policies September 2020
SPPA- Annual Benefits Statement	Letter from Cabinet Secretary- INWO
SPPA- Male Survivor Benefit	DL 2020 27 Update to Revised Workforce Planning Guidance
PCS AFC 2020/9 Christmas and New Year at the Weekend	Introduction of Regulations Extending the Wearing of Face Coverings in Workplaces

APF 20/63 AOCB

Behaviours- BM wanted to end the meeting by reminding members on the importance of being kind to each other. KB thought this was an important point. Many of our staff are exhausted and we are seeing this impact on some behaviours. Staff need to be encouraged to take breaks during the day and especially to take their Annual Leave.

APF Dates for 2021/22- MW noted that she would be setting meeting dates for next year. If members wanted an alternative slot from the Thursday PM please could they let her know.

The next meeting of APF will take place on Thursday 21 January 2021 at 2pm via MS Teams.