

# **SHETLAND NHS BOARD**

## **MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 21 JANUARY 2021 *Meeting* *was held via MS Teams***

### **PRESENT**

Ian Sandilands	Co- 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)
Lorraine Hall	Director of Human Resources and Support Services (LH)
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)
Lorraine Allinson	HR Services Manager (LA)
Jillian Charleson	Health Improvement Advisor (JC)
Sally Hall	Head of Talent Development and Culture (SH)

### **APF 20/64 APOLOGIES FOR ABSENCE**

Susan Webb	Director of Public Health (SW)
Carolyn Hallam	RCM Representative (CH)
Lola Wild	RCM Representative (LW)

### **APF 20/65 MINUTES OF THE MEETING HELD ON THURSDAY 05 NOVEMBER 2020**

The minutes were approved as an accurate record.

### **Matters Arising**

There were no matters arising.

### **APF 20/66 BREXIT**

This is a standing item. Mr Dickson noted that we have now left the transition period with a Trade Agreement. Thanks to the work done by many NHS Scotland employees we have yet to experience any major problems.

**OUTCOME:** APF noted the update.

### **APF 20/67 HEALTH AND SAFETY UPDATE**

Mr Westmoreland updated members on the Datix dashboard summary that was presented to the last meeting of the Health, Safety and Wellbeing Committee in December.

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He wanted to highlight to members the issue of late/non-reporting of injuries on Datix or to line managers. This denies the organisation the chance to intervene and help the individual and means that RIDDOR reporting triggers can potential be missed. A discussion about changing the safety culture of the organisation led to the formation of a SLWG. The group met and decided to focus on looking at equipping Managers with the appropriate skills. A test group of managers from the nursing cohort will have some Managers Bundles delivered to them and this will be reviewed and if useful rolled out across the Board.

Mr Westmoreland also provided an update on FFP masks. There has been a focus on Dental. A new mask will become available in May which will result in another round of face fit testing.

Ian Sandilands raised a query about verbal aggression in relation to the Test and Protect staff and whether there was an issue of underreporting. Kathleen Carolan said this was a timely query as she was meeting next week to discuss the clinical supervision of this group of staff so would raise it with them. Mr Westmoreland noted that it was important to remind staff to record incidents on Datix to help alert us to wider trends.

**OUTCOME:** APF noted the update from Mr Westmoreland.

### **APF 20/68 PROMOTING ATTENDANCE UPDATE**

Lorraine Allinson presented the standing Promoting Attendance update. The latest figures for October remain good and keep us below the target figure of 4%. We do expect to see an increase in COVID absence figures from the Christmas outbreak. Most common reasons for absence remain anxiety, stress and depression, more analysis is needed to see if this links with COVID.

Following on from Mr Westmoreland's update she noted that in general sickness absence is being reported. Currently there is a low instance of long term sickness and most staff in the shielding category are working from home.

She gave an update on the Occupational Health Teams work delivering vaccinations which they have run alongside their usual case management activity. Three clinics run, vaccinating between 70-100 people each day. Currently looking at supplementing the team with increased administration resources to help with delivery.

Following a question Ms Allinson agreed to look at how many years data was included on the graphs.

Lorraine Hall told members that the Scottish Government are looking for information regularly on absence. How do we 'take the temperature' of the organisation?

Mrs Carolan noted that she had always found this report fit for purpose. She would encourage managers to use the Tableau resource and we need to look at how data is used to drive quality and performance within teams. Lorraine Allinson felt there was definitely scope to improve how

we used the software potential adding vacancy data etc but this would be time consuming and we would need to ensure the use/benefit.

Cathrine Coutts asked about whether the HR team monitored the numbers using the Promoting Attendance Policy. Ms Allinson explained that the team record and track all those being supported through the policy and would be in dialogue with Managers on a case-by-case basis.

**OUTCOME:** APF noted the update.

### **APF 20/69 FINANCIAL POSITION UPDATE (VERBAL)**

Due to reporting/submission deadlines Mr Marsland gave a verbal update. The Board had submitted a final return to the Scottish Government with an indication that our COVID-19 costs for 2020/21 are looking at £8.1million. The current overspend at Month 9 is £2.4million.

Savings have not been achieved due to a number of factors including the use of locum staff. This is an issue that will hopefully be addressed by the development of the new Clinical Strategy. The new Project Management Office staff are now in post and will hopefully aid the change management process.

He explained that we are still waiting on confirmation of £1.2million in Primary Care Support funding. This has been provided for the last two years.

Ian Sandilands noted that it was a difficult time to ask staff to look at savings.

**OUTCOME:** APF noted the update from Mr Marsland.

### **APF 20/70 NO SMOKING POLICY**

Jill Charleson presented this item. The updated policy was previously put on hold but the implementation of the new legislation has been put on hold. All reference to the new legislation has been removed.

Members discussed the policy and felt that further information was required regarding other buildings in the NHS Shetland estate. Ian Sandilands made a point about using personal vehicles carrying medical equipment, Ms Charleson agreed to add a sentence on this.

**ACTION:** Jillian Charleson to update the policy into the correct format and clarify statements regarding other NHS Shetland sites, GBH boundary and carrying medical equipment in car.

**OUTCOME:** APF were content for the policy to move on Staff Governance Committee with the changes discussed.

### **APF 20/71 STAFF DEVELOPMENT UPDATE**

Sally Hall provided an update on a number of workstreams the Staff Development Team are working on:

### Wellbeing

- The Wellbeing Group continue to meet regularly. They are linking in with Dr Brightwell but would like some more representation from nursing staff.
- TRiM Training began before Christmas.
- Confidential Listeners are now in place. The suggestion that they could help provide mediation has been taken on board.
- Spiritual Care service is being utilised by staff and patients.
- The Sanctuary continues to be a well-used space. Two bucket chairs have been removed from the Sanctuary- call out to return them.
- Looking at how we share ideas among different staff groups eg. 'Positivitree' in A&E and the Weekly Mug in Outpatients. How do we promote these kinds of ideas and involve those that are working from home?
- Looking at developing a Winter Wellbeing Programme with some activities funded by Endowments. Ideas include pre-recorded sessions with Gym Gair and Speedcrafting.
- We continue to link in with the national Promis network.
- Gareth Davies let us know that NHS Shetland has been the recipient of the Walk at Work- special mention was made of the Uniform Policy.

Lorraine Hall commented that these are all outputs of a culture of kindness. It is key for us to reach out and understand what people value.

### Training Plan

She reported that the spend on the 2020/21 Training Plan was down, this was mostly due COVID and the significant reduction in travel costs. A new member of staff is joining the Staff Development Team to provide administration support.

MS Forms is being utilised to develop the 2021/22 Training Plan. Submissions are already being received which is positive. The new format will hopefully give us the ability to be more forward thinking but with the capacity to move and change as required.

### Support for Managers

As mentioned by Jed Westmoreland earlier the Team is looking at how we provide support to managers. This is an ongoing piece of work as we look to improve the support available particularly new managers. CIPD have some resources available for managers.

iMatter/Everyone Matters Survey iMatter has been put on hold for this year. Nationally there is talk of running an experience measure survey like 'Everyone Matters' to allow for comparison. Members will be kept abreast of developments.

## **APF 20/72 PHARMACY DEPARTMENT UPDATE**

Michael Dickson gave an update on interim measures in place regarding the management of the Pharmacy Department following Chris Nicolson's retirement. He thanked Mr Nicolson for his long service. Mrs Mary MacFarlane has agreed to undertake the role of Interim Director of Pharmacy for NHS Shetland and NHS Orkney. Mr Nicolson will undertake the Accountable

Officer for Controlled Drugs role for 2 days a month. These interim measures will allow us time to review the role and assess whether a joint post is still the best fit for both organisations.

**OUTCOME:** APF noted the verbal update.

### **APF 20/73 URGENT CARE PAPER**

This IJB paper had been included to give members an update into the Urgent Care Project. Mrs Carolan explained that the project was a 'test of change' with the aim of redesigning a number of pathways. Alongside Dr Brightwell she took members through the pathways and some of the governance arrangements that are being developed alongside NHS24 and NHS Highland. Next stage is looking at how we incorporate it into a more sustainable plan for delivering care. Mr Chittick noted that this was a great piece of collaborative work of great breadth.

Mr Sandilands asked whether the project linked with 'Ask my GP'. Dr Brightwell noted that there was a definite overlap and was another example of the benefit in the increased use of technology.

**OUTCOME:** APF noted the paper and the verbal update from Mrs Carolan, Mr Chittick and Dr Brightwell.

### **APF 20/74 LETTER FROM CABINET SECRETARY TO ALL STAFF INCLUDING EU CITIZENS**

Mr Sandilands explained that he had included this letter on the agenda to bring to the attention of members.

**OUTCOME:** APF noted the letter.

### **APF 20/75 DESIGNATED SPACE FOR STAFF IN ACUTE SETTINGS**

The letters and information had been attached to give members an indication of the work and discussions that are going on nationally regarding wellbeing supports for staff.

**OUTCOME:** APF noted the content of the letters and the support mechanisms that are currently in place for staff.

### **APF 20/76 STAFF SIDE REPRESENTATION ON STAFF GOVERNANCE COMMITTEE**

As previously noted Bruce McCulloch and Julie Kidson have stood down as Staff Side Representatives on Staff Governance Committee. Ian Sandilands asked members if there were any nominations to join to the Committee. Cathrine Coutts indicated that she was willing to join.

**OUTCOME:** Cathrine Coutts was nominated by APF as a Staff Side Representative on Staff Governance Committee. MW to send on meeting invites.

## **ITEMS FOR NOTING**

### **APF 20/77 Wastview Learnings**

This report has been to the Joint Governance Group. Ian Sandilands had asked for it to be included in the APF agenda to give sight to members. Members felt that it was clear that the learnings had been taken on Board during the current outbreak.

**OUTCOME:** APF noted the learnings.

### **APF 20/78 LIST OF CIRCULARS/LETTERS DISTRIBUTED SINCE PREVIOUS MEETING**

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

PCS (ESM) 2020-1 Pay and Conditions of Service: Executive and Senior Manager Pay 2020-21	Briefing Note 'Once for Scotland' Workforce Policies
DL (2020) 29 PUBLICATION OF COVID-19 ASYMPTOMATIC WEEKLY TESTING GUIDANCE – FOR EMPLOYERS AND STAFF ON THE IMPORTANCE OF WEEKLY ASYMPTOMATIC TESTING	DL (2020) 32 PUBLICATION OF INTERIM GUIDANCE ON EXPANSION OF TWICE WEEKLY TESTING FOR PATIENT-FACING STAFF WITHIN HOSPITALS, THE SCOTTISH AMBULANCE SERVICE AND COVID-19 ASSESSMENT CENTRES
DL (2020) 30 COVID SPECIAL LEAVE	Cabinet Secretary- Letter to NHS Staff
Letter for Health and Social Care- EVERYONE MATTERS PULSE SURVEY NATIONAL REPORT 2020	STAC (TCS09) 2020 COVID-19 SICKNESS ABSENCE MANAGEMENT
Partnership Working during the period impacted by the COVID-19 pandemic-Updated on 17 November 2020	PCS (COV) 2020-1 £500 COVID Bonus
STAC (TCS08) 2020- HEALTH AND CARE COVID BONUS	COVID-19 Vaccine Prioritisation

### **APF/79 AOCB**

**Facilities Time-** Ian Sandilands issued a reminder to all Staff Side colleagues that Facilities Time needs to be recorded in SSTS. We are required to include the figure in the annual accounts. He had issued reminders to representatives and their managers. If anyone needs guidance on how to enter on SSTS please contact Ian Sandilands or Marianne Williamson.

**The next meeting of APF will take place on Thursday 18 March 2021 at 2pm via MS Teams.**