

SHETLAND NHS BOARD

MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 18 MARCH 2021

Meeting was held via MS Teams

PRESENT

Ian Sandilands	Co- Chair of APF and Employee Director (IS) (In the Chair)
Cathrine Coutts	CSP Representative (CC)
Dr Kirsty Brightwell	Medical Director (KB)
Maurice Staples	Unite Representative (MS)
Lorraine Hall	Director of Human Resources and Support Services (LH)
Kathleen Carolan	Director of Nursing and Acute Services (KC)
Callum Rumming	RCN Representative (CR)
Karl Williamson	Head of Finance and Procurement (KW) (<i>as deputy for Colin Marsland</i>)
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)
Erin Seif	Corporate Services Administrator (ES)
James McConnachie	Business Continuity and Resilience Officer (JM)

APF 20/80 APOLOGIES FOR ABSENCE

Susan Webb	Director of Public Health (SW)
Carolyn Hallam	RCM Representative (CH)
Lola Wild	RCM Representative (LW)
Michael Dickson	Co-Chair of APF and Chief Executive (MD)
Bruce McCulloch	Unison Representative (BM)
Brian Chittick	Interim Director of Community Health and Social Care (BC)
Colin Marsland	Director of Finance (CM)

APF 20/81 MINUTES OF THE MEETING HELD ON THURSDAY 21 JANUARY 2021

The minutes were approved as an accurate record.

Matters Arising

There were no matters arising.

APF 20/82 BREXIT

No update received.

APF 20/83 HEALTH AND SAFETY UPDATE

Jed Westmoreland presented this standing health and safety update. He took APF members through the Datix dashboard that was presented at the Health, Safety and Wellbeing Meeting on 10 March. He also provided updates on the following:

- Falls with harm- NHS Orkney had shared the information requests from the Health and Safety Executive following the reporting of a fall with harm. Committee members had discussed at length and felt they would be in good position to provide this information if required.
- FFP3 masks update- all staff have been moved off of out of date masks. New, Scottish made Alpha Solway masks will be available in May/June.
- Safety Culture SLWG- first training session had been held with group of senior nurses. Going to follow up later this month.
- Audit- joint Health and Safety/ Infection Control walkaround at Gilbert Bain Hospital. Mr Westmoreland felt this went really well and learnings were shared with senior staff on site at the time.
- Joint Health and Safety Committee- looking at developing its Terms of Reference and define role and remit alongside the NHS Health, Safety and Wellbeing Committee.

Lorraine Hall wanted to raise to APF the lack of staff side representation at the Health, Safety and Wellbeing Committee. Callum Rummig had recently begun to attend as RCN representative but she is concerned that there is a lack of engagement and no issues are being fed into the Committee. Health and safety should be a standing item on all team and branch meetings and issues reporting through the appropriate representatives to the Committee.

She also asked members to consider whether the information that is being reported to the forum is helpful and in the correct format for them.

Maurice Staples asked if you had concerns who was the best person to pass it on to. Should you be the one to record in Datix? Jed Westmoreland suggested talking to the person in charge of the area, eg. Senior Charge Nurse and asking them to raise a Datix. Kirsty Brightwell reminded members about the new Whistleblowing Standards that come into play from 01 April.

There was also a discussion about skin problems particularly on the hands. Mr Westmoreland reminded members to encourage staff to report on Datix or to Occupational Health any problems.

OUTCOME: APF noted the update from Mr Westmoreland.

APF 20/83 FINANCIAL POSITION UPDATE AS AT MONTH 10

Mr Williamson presented the standing financial update. The paper details the position as at the end of month 10 (January) and includes the additional costs that have arisen from the Covid-19 pandemic and includes the funding received from the Scottish Government to cover the costs incurred by NHS Shetland. He also confirmed that the £1.2million primary care harmonisation funding had been received.

The projection is for a year end position of breakeven with the possibility of a small underspend.

Regarding savings, £726,000 has been returned out of a target of £2million.

There were no questions.

OUTCOME: APF noted the update from Mr Williamson.

APF 20/84 PROMOTING ATTENDANCE UPDATE

Lorraine Allinson presented this standing update. The paper reports a good position for the Board. The most recent available figures show that in December NHS Shetland had a sickness absence rate of 2.43%, below the 4% target rate, and below the Scottish average rate (5.18%) for the month. The rolling 12 month period 1 January 2020 to 31 December 2020, the annual sickness absence rate was 3.13% this was below the Scottish average (4.96%), and below the HEAT target of 4%. NHS Shetland remains the best performing territorial board.

Skin conditions are being monitored closely by Occupational Health but at this time there are no long term absences related to this.

She also reported that staff COVID vaccinations were progressing well with delivery of second doses beginning.

OUTCOME: APF noted the update from Ms Allinson.

APF 20/85 RRP for Estates Staff

Lorraine Allinson presented this item. She explained that the application had been produced by herself, Steve Lamming and Lawson Bisset. The application is to extend RRP (Recruitment and Retention Premium) beyond the current date of 30 September 2021 for Estates Craftspersons. APF are asked to confirm their support for the application before it is submitted to STAC at the end of March. The three island boards had met to confirm that they would all be applying.

Lorraine Hall commended Ms Allinson and the rest of the group on a well written and robust application.

OUTCOME: APF were happy to approve the application to STAC for an extension to RRP.

APF 20/86 SALARY SACRIFICE SCHEME

Karl Williamson introduced Graham Mitchell and his team from One Call to talk about the Salary Sacrifice Scheme that they were offering to supply to the Board. They explained how the scheme works, Staff have the opportunity to savings as a result of NI, pension contributions and on the cost of finance.

Staff will have a choice from a range of benefits including home technology and white goods, holidays, car leasing and cycle to work schemes.

There was a long discussion about the car leasing scheme and how that would work living in Shetland and the types of vehicles available.

Lorraine Hall asked whether this is just available to full time employees and whether it would mean additional work for Payroll. It was confirmed it was also available to part-time substantive staff members. Mr Williamson confirmed that he had discussed with the Payroll team and it would not lead to additional work.

Mr Williamson was going to circulate the presentation from today to members. Mr Sandilands suggested that Staff Side should discuss with their members and feedback whether they were supportive of the initiative.

OUTCOME: APF thanked Graham Mitchell and his team for attending and the informative discussion. It was felt that Members should take some time to further digest the reading material and feedback.

ACTION: Staff Side to discuss with their members and feedback before the end of the month (31 March).

APF 20/87 REMOBILISATION PLAN 3

Elizabeth Robinson presented this item. She explained that this document had been submitted to the Scottish Government. Although it does state that it has been developed in partnership, it wasn't possible to attend APF before the first submission deadline. There is an opportunity to make changes so members were encouraged to submit any comments to Ms Robinson before the end of March.

The document takes the place of the Annual Operating Plan this year and is kept to a high level. Ms Robinson had met with Colin Marsland that morning around the financial elements of the plan. It was important to note that NHS Shetland did not have the efficiency of scale that was available to some Boards. We are also running the testing scheme on behalf of the UK government.

Kathleen Carolan noted that that Wellbeing and Resilience is front and centre of the plan. Ms Robinson agreed, we are trying to maintain resilience and there has been a deliberate decision to maintain the temporary staffing arrangements to March 2022.

Ian Sandilands said he thought it was a good piece of work and it was really positive to see wellbeing so high on the agenda.

OUTCOME: APF noted the Remobilisation Plan and the opportunity to submit further comments.

ACTION: Members to submit any comments on the Remobilisation Plan to Elizabeth Robinson.

APF 20/88 STAFF DEVELOPMENT TEAM UPDATE

Sally Hall gave verbal updates on the following:

Training Plan

Submissions for 2021/22 have been received via the new format of Forms. Mrs Hall felt that this would help the development of the Corporate Training Plan and allow information to be presented in a clearer way- eg. Course fees/ travel. The Corporate Training Plan is due to be submitted to EMT in the next couple of weeks. The team is working on closing off the 2020/21 Training Plan.

Managing Virtual Teams

This course was run recently by Staff Development with 15 delegates. Will use the feedback to develop and identify further support and improvements.

Whistleblowing

There is a soft launch of the Whistleblowing Standards on 01 April. There is a small group looking at our plan to promote, underpin them in the organisation and support going forward. There is a training module in TURAS which members are encouraged to complete. The group is looking at what other training could support the implementation eg. Managers bundles on Bullying and Harassment etc.

OUTCOME: APF noted the verbal updates.

APF 20/89 IMATTER SURVEY UPDATE

Sally Hall presented this update and an iMatter distribution calendar was attached as an appendix to the report. She explained that there were discussions ongoing nationally on reducing the action planning timeline from 12 to 8 weeks. Ian Sandilands noted that he would be supportive of a reduction. Members were invited to submit further comments on this to Sally Hall.

She also asked APF if they were supportive of the Board iMatter administration team reaching out to Directorates to make a link to help support the staff team set and structure for the survey. Members confirmed they were content for this approach.

Nationally there is also discussion on the lowering of the 60% ceiling for receiving a report. Members discussed the positives and negatives of this, especially around aspects of confidentiality and the need to empower staff.

OUTCOME: APF noted the distribution calendar and were happy for Directorate administration links to be made to aid the confirmation of team structures.

ACTION: Members welcome to submit comments and feedback on the iMatter timeline and process to Sally Hall to feed into the national conversation.

APF 20/90 WHISTLEBLOWING UPDATE

Lorraine Hall presented this item which follows on from Sally Hall's early update. She asked members to signpost their managers and members to the Whistleblowing module. Kirsty Brightwell is the Executive Lead and Shona Manson the Non-Executive Whistleblowing Champion and it is hoped that they will begin to visit team meetings to discuss the Standards.

OUTCOME: APF noted the verbal update and that a programme of work is underway to integrate the standards.

APF 20/91 WORKFORCE WELLBEING AND MENTAL HEALTH OVERSIGHT GROUP

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: APF noted the verbal update.

ACTION: MW to circulate website address for the Workforce Specialist Service.

ITEMS FOR NOTING

APF 20/92 LIST OF CIRCULARS/LETTERS DISTRIBUTED SINCE PREVIOUS MEETING

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

Changes to Shielding Advice	Vaccinator Pay- Guidance Document and Examples
PCS (ESM) 2021-1 PAY AND CONDITIONS OF SERVICE	STAFF SHIELDING – REFERENCE Q&A
COVID-19 Vaccination Update	AGENDA FOR CHANGE PAY 2021-22
Cabinet Secretary- Letter on Additional Funding	PCS (AFC) 2021/1 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT 1% PAYMENT ON ACCOUNT AND REMOVAL OF PAY POINTS
PCS (COV) 2021-1 £500 COVID PAYMENT: OPT OUT AND FURTHER Q&A	DL(2021)08 CODE OF PRACTICE FOR THE RECRUITMENT OF INTERNATIONAL HEALTH AND SOCIAL CARE PERSONNEL
DL (2021) 03 ANNUAL LEAVE IN 2020-21 AND CARRY FORWARD TO 2021-22	PCS (COV) 2021-2 £500 COVID PAYMENT: OPT IN
Cabinet Sec- COVID-19 VACCINATION PROGRAMME	(AMENDED AS AT 5 MARCH 2021) Diversifying the Covid-19 Vaccinations Workforce: Terms and Conditions of Employment/Deployment
Working from Home Regulations	Briefing note ‘Once for Scotland’ Workforce Policies
Letter to Health Boards re. Whistleblowing Soft Launch	
SPPA- Disclosure of Salary and Pension Information for 2020 – 2021 Annual Reports and Accounts	
SPPA-Action required for Salaried GP’s/Assistant Practitioners	
SPPA- Pension Remedy Project Consultation Response	
DL (2021) 07- Working from Home Terms and Conditions	

APF/93 AOCB

Ian Sandilands reminded Staff Side colleagues as to actions from this meeting:

- Consult with members regarding the Salary Sacrifice Scheme and feedback by end of March.
- Elizabeth Robinson happy to take any comments or feedback on the Remobilisation Plan.
- Submit to Sally Hall if any comments to feed into national iMatter development.

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