

## Shetland NHS Board

### Minutes of the Area Partnership Forum – Thursday 01 June 2023 via MS Teams

#### Present

Bruce McCulloch	Employee Director (in the Chair)
Michael Dickson	Chief Executive
Kathleen Carolan	Director of Nursing and Acute Services
Brian Chittick	Director of Community Health and Social Care
Colin Marsland	Director of Finance
Julia Smith Porter	CSP Representative
Tom McIntosh	Union Representative
Gillian Tait	RCN Regional Officer
Marianne Williamson	PA to Director of HR and Support Services (Committee Administrator)

#### In Attendance

Lorraine Allinson	HR Services Manager
Lawrence Green	Health and Safety Lead

#### APF2324-1 Welcome and Apologies

Apologies were received from Lorraine Hall, Susan Laidlaw, Lola Wild, Mandy Thomson (rotating CSP seat).

Bruce McCulloch expressed sadness at the unexpected passing of Maurice Staples, acknowledging the work that he had done as a Unite representative over the years.

#### APF2324-2 Minutes of the meeting held on Thursday 23 March 2023

The minutes were confirmed as an accurate record and there were no matters arising.

#### APF2324-3 Update from Terms and Conditions Group

A written update was provided to members. Bruce McCulloch gave a brief summary noting the following:

Salary Sacrifice- Issue with Car Scheme, while staff gain National Insurance benefits, they currently do not receive tax benefits which has been raised by the Director of Finance to NHS Grampian Payroll Team. Colin Marsland confirmed that code is now in place and will be applied retrospectively.

Distant Island Allowance-An inclusion and exclusion criteria is to be provided by the Human Resources Manager to determine staff that live off island but still work for the Board are entitled to this. It was raised that it needs to be identified if this is consistently applied across all island Board.

Supplementary Staffing- Appropriate staff have been informed of the controls that will be in place with regard to the agencies that will be used by the Board.

#### **APF2324-4 2022-23 Year End Financial Performance Management Report Update**

Mr Marsland presented this paper. It was noted that this information should not be shared until the accounts are presented to the Scottish Parliament in the autumn. Any comments and suggestions on savings schemes are welcomed.

**OUTCOME:** APF noted the report.

#### **APF2324-5 Workforce Report 2022-23**

Lorraine Allinson presented the annual report. The information has been collected by HR and other services. It is a similar template to other years. We continue to work on how we improve the data collection and how it is presented. She highlighted the following:

- Decrease in locum usage
- Increase in bank usage
- Sickness absence- comparison with North Region given
- Turnover is not out of the ordinary
- International recruitment, looking at learning from successful candidates. Look at learning.

There was a discussion about the high rates of overseas applicants to our vacancies. This is happening nationally and discussions are ongoing. We are supporting managers through shortlisting to ensure that those that meet the minimum criteria move through to the interview stage.

We need to consider how we use this data going forward. Members discussed a recent 'Developing the Young Workforce' event and the really useful conversations that had taken place. Bruce McCulloch to link in with Pupil Support Team at the Anderson High School as a starting point.

**OUTCOME:** Area Partnership Forum noted the Workforce Report 2022-23.

#### **APF2324-6 Promoting Attendance Update**

Ms Allinson presented the standing Promoting Attendance update. She highlighted the following:

- Absence spike in February following Up Helly Aa. Stabilised in March.
- Trends remain the same in relation to Anxiety, Stress and Depression and Musko-Skeletal
- Information on age profile included. Consideration to be given as to whether it would be useful to set up a SLWG to look at trends from this data.
- Final figures for 22/23 flu vaccination campaign- uptake of 61%. Preparations are underway for 23/24 campaign.

**OUTCOME:** Members noted the Promoting Attendance Update.

#### **APF2324-7 NHS Shetland Equality and Diversity Workforce Monitoring Report 2023**

Ms Allinson presented this report explaining that a lot of the data was contained in the Workforce Report that had been considered earlier in the meeting.

**OUTCOME:** Area Partnership Forum noted the report and that the final version would be published on the website before the end of June.

### **APF2324-8 NHS Shetland Equal Pay Monitoring Report 2023**

Ms Allinson explained that this draft report had been prepared by NHS Grampian. She has asked that some of the information regarding senior managers is adjusted.

Following a query she explained that from next year we will be required to complete an action plan regarding the 'gender pay gap'. She has been linking in with national equality leads. Mrs Carolan spoke about asking our female staff what we can do to support and creating reasonable expectations. How do we help fulfil the potential of our staff. Gillian Tait said that monitoring the number of flexible working requests would be useful.

Mr Dickson provided members an update on the situation relating to the delay in the publication of the Equality and Diversity publications. This was due to the retirement of the Equality and Diversity Manager, NHS Grampian had not informed NHS Shetland that they would not be able to fulfil this aspects of the Service Level Agreement. We have advised the EHRC of the delay and added it to the risk register.

**OUTCOME:** Area Partnership Forum noted the report and that the final version would be published on the website before the end of June.

### **APF2324-9 NHS Shetland Equality Mainstreaming Report 2021-23**

As discussed paper not available at this time.

### **APF2324-10 NHS Shetland Equality Outcomes Update 2023**

As discussed paper not available at this time.

### **APF2324-11 Health and Safety Annual Report 2022/23**

Lawrence Green presented the Health and Safety Annual Report. It had previously considered by the Health, Safety and Wellbeing Committee. He highlighted the following:

- 185 health and safety adverse events- this is down from 224 the previous year.
- Slips, trips and falls- the majority are in patient falls. Indications are that we are managing falls in a positive way and hope to see reduction in 2023/24.
- 1 Riddor reportable incident
- Control Books- 34/47 in date for annual review. New Safety Officer is working through these meetings.
- Focus moving to quality of risk assessments.
- Stress Survey- first iteration carried out in December. Action Plans have been developed. Stress Awareness Training for managers in development.
- Developing Managing Safely module for managers/supervisors. Based on IOSH module.

Members noted the really positive work that was happening with regards falls in Ward 3.

**OUTCOME:** Area Partnership Forum noted the Health, Safety and Wellbeing Annual report.

## **APF2324-12 Stress Survey- Proposed Action Plans**

Lawrence Green presented this item. These action plans were developed following the Development Session in March. Proposal is that Bill Christey, Health and Safety Officer will begin working with Directors (or nominated deputies) to progress actions. Mr Green will then present updates back to Area Partnership Forum. There was a discussion about the timeline for the work. This first stage is 12 months but it is recognised that some strands will be multi-year. Further detail in the actions will be defined through the discussions with Directorates.

It was noted that Mr Green and Mr Christey were currently developing Stress Awareness training.

Members thanked Mr Green for the work on this to date and noted the positive impact this will have going forward.

**OUTCOME:** Area Partnership Forum approved the draft action plans and the planned approach.

## **APF2324-13 Allocate (eRostering) Update**

There was an update on the eRostering system and the background for the implementation and the links to the Safer Staffing legislation.

Focus will be on Nursing and Midwifery staff. Staff from NSS will be providing training during June and July.

In response to a question from Mrs Carolan on systems upkeep, Mr Marsland confirmed that it will be similar to SSTS with a hub and spoke approach.

**ACTION:** Any Staff Side representative interested in being on the Implementation Board to contact Colin Marsland.

## **APF2324-14 Chief Executive Recruitment**

After a really competitive recruitment process Brian Chittick has been appointed to the Chief Executive role. Members extended congratulations to Mr Chittick who will start in his new role on 01 July.

Mr Chittick said it had been a pleasure to work with Mr Dickson and members wished him luck for his new role at Scottish Ambulance Service.

## **APF2324-15 Driver Checks Software**

Mandy Thomson had sent through this document for information following the discussion at the previous meeting. It was agreed that Colin Marsland would also provide this to the Transport Group as part of their consideration.

## **APF2324-16 List of relevant circulars/letters published since last meeting**

Area Partnership Forum noted the following circulars etc.

PCS (SDIA) 2023-1 SCOTTISH DISTANT	MSG(2023)40 Medical Bank Rates - New SAS
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ISLANDS ALLOWANCE	contract
PCS (AFC) 2023-2 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT	PCS(AFC) 2023-2 Pay for Agenda for Change Staff (inc FAQ)
SPPA 2023/2 NHS Circular Employee Contribution Tiers from 1 April 2023	PCS (AFC) 2023- Job Description Sharing Protocol
DL (2023) 08 REVISED SCOTTISH CODE OF PRACTICE FOR THE INTERNATIONAL RECRUITMENT OF HEALTH AND SOCIAL CARE PERSONNEL	SPPA 2023/05 Disclosure of Salary and Pension Information for 2022 – 2023 Annual Reports and Accounts
SPPA 2023/03 - Annual Return data requirements	DL (2023) 11 Removal Extended Use of Face Masks and Face Coverings Guidance in Healthcare and Social Care Settings
SPPA 2023/04 -Introduction of new options for flexible retirement	DL (2023) 12 HUMAN RESOURCE ASPECTS OF FOUNDATION AND SPECIALTY TRAINING PROGRAMMES: CHANGEOVER DATES FOR 2023-2024
DL (2023) 09 MEDIUM SECURE SUPPLEMENT	DL (2023) 13 F1 INDUCTION AND SHADOWING ARRANGEMENTS
OVERTIME FOR EXECUTIVE AND SENIOR MANAGER STAFF	DL (2023) 14 SUPPLEMENTARY STAFFING – AGENCY CONTROLS

### **APF2324-17 AOCB**

**iMatter-** Marianne Williamson gave an update on the iMatter 2023 cycle. As at lunchtime on 01 June we were sitting at a response rate of 55%. The questionnaire closes at 5pm on Monday 05 June. Mrs Williamson was hopeful that we would meet the organisational target of 60%. All managers who were sitting at lower than 60% had been contacted and asked to encourage their teams to respond.

**Shetland Pride-** Michael Dickson told members that the 2023 event will take place on the first week in July. Members confirmed that they were happy to lend NHS Shetland's support to the event once again.