

SHETLAND NHS BOARD

MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 24 MARCH 2022

Meeting was held via MS Teams

PRESENT

Ian Sandilands	Co- Chair of APF and Employee Director (IS) (<i>IN THE CHAIR</i>)
Michael Dickson	Co-Chair of APF and Chief Executive (MD)
Cathrine Coutts	CSP Representative (CC)
Bruce McCulloch	Unison Representative (BM)
Brian Chittick	Director of Community Health and Social Care (BC)
Lorraine Hall	Director of Human Resources and Support Services (LH)
Kathleen Carolan	Director of Nursing and Acute Services (KC)
Tom McIntosh	Unison Representative (TM)
Dr Susan Laidlaw	Interim Director of Public Health (SL)
Maurice Staples	Unite Representative (MS)
Dr Kirsty Brightwell	Medical Director (KB)
Callum Rummig	RCN Representative (CR)
Marianne Williamson	PA to DHRSS (note-taker) (MW)

IN ATTENDANCE

Jenny Coleman	Training Advisor (JC)
Lawrence Green	Health and Safety Lead (LG)
Lorraine Allinson	HR Services Manager (LA)
Emma Garside	Clinical Governance and Risk Lead (EG)
Mandy Thomson	Incoming CSP Representative (MT)

APF 21/53 APOLOGIES FOR ABSENCE

Carolyn Hallam	RCM Representative (CH)
Lola Wild	RCM Representative (LW)
Colin Marsland	Director of Finance (CM)

APF 21/54 MINUTES OF THE MEETING HELD ON THURSDAY 04 NOVEMBER 2021

The minutes were approved as an accurate record.

MATTERS ARISING

There were no matters arising from the minutes.

APF 21/55 POLITICAL/CHANGE UPDATE

Michael Dickson gave a brief update.

- We will soon be entering Purdah for the Local Government elections.
- Three horizons moving forward- reflect, rebuild and remobilise as we move away from COVID funding.

- Looking forward 22/23 will be incredibly challenging for NHS Scotland and Staff Wellbeing will be so important.

APF 21/56 UPDATE FROM TERMS AND CONDITIONS GROUP

Ian Sandilands provided an update. He highlighted the following:

- Annual Leave buy-back forms and process were circulated to staff with a deadline of 31 March.
- A number of pension circulars from the SPPA as we approach year end.
- Clarification that the circular regarding incremental credit applies to new employees.

APF 21/57 STAFF DEVELOPMENT UPDATE

Jenny Coleman attended and presented an update from the Staff Development Team noting the following:

- Kirsty Clark is working on 'Guidelines for Statutory and Mandatory Training' which will be circulated to APF members for approval in the coming weeks. This document has been developed as a result of the internal audit that took place last year.
- Using FWF funding to trial running an SVQ2 for Laundry staff with Shetland College. If successful will look to develop courses with other clinical/non-clinical staff groups. It is a structured way of learning focusing on values, systems and role specific.
- After Easter some Admin staff will be undertaking the Advanced ECDL modules in Excel.
- TURAS- have diagnosed some problems with reporting. Working with national team to make sure reporting is more straightforward. It will also allow Staff Development Team to run some training for managers and subject matter experts.

Members noted the positive pieces of work that were ongoing. Lorraine Hall said that the Training Plan for 2022/23 would be presented to EMT in the coming weeks for review and approval.

APF 21/58 HEALTH AND SAFETY UPDATE

Lawrence Green presented the Quarter 3 update. Highlighting a few adverse events that had occurred.

There was a long discussion about a sexual assault incident that had occurred prior to Mr Green starting in post. The Executive Directors members were concerned that an incident like this should have been escalated immediately to ensure all support is offered. Lorraine Hall noted that there had been a discussion at the Health, Safety and Wellbeing Committee, where it had been flagged to the Clinical Governance team and what work needs to be done around the risk management system so incidents like this are flagged to the appropriate person(s) in Datix. Ian Sandilands said that he thought that some of the work that Lawrence Green is doing with Control Book holders will help reinforce the importance of reporting adverse incidents to ensure resolution, feedback and support for those involved.

Mr Green informed members that he was developing a new format for reporting for 2022/23 setting KPIs and which progress will be tracked against.

ACTION: Following the discussion on the sexual assault incident, feedback to members on what actions are to be taken to prevent non-reporting or this being escalated appropriately.

APF 21/59 FINANCIAL POSITION UPDATE AS AT MONTH 10

Mr Marsland was not in attendance at the meeting to present this paper. Michael Dickson noted that at the moment it looked like we would have a balanced budget for 2021/22.

APF 21/60 PROMOTING ATTENDANCE UPDATE

Lorraine Allinson presented this standing update. She highlighted that we were seeing the absence and COVID figures creeping up again due to the recent outbreak but we are still performing well against the rest of Scotland.

Flu and COVID vaccines were discussed. Including Bank staff we are looking at a figure of 76% uptake. The Risk Assessment process around unvaccinated locum staff has been updated mindful that there will be a potential impact on business continuity.

Members discussed the guidance which requires unvaccinated staff who are close contacts to isolate for 10 days and the impacts of this.

Lorraine Allinson also noted that there had been a reasonable uptake to the Annual Leave Buy Back scheme with one week left to apply.

APF 21/61 JOB EVALUATION POLICY

Area Partnership Forum adopted the updated Once for Scotland Job Evaluation Policy. Lorraine Allinson noted that there weren't any significant changes. It is hoped that we can share delivery of job evaluation training with NHS Orkney.

APF 21/62 BUSINESS CONTINUITY POLICY

This item was carried over to the next meeting due to illness.

APF 21/63 RISK MANAGEMENT STRATEGY

The draft Risk Management Strategy had previously been distributed to members, Emma Garside was attending the meeting to give a verbal update on how the development of the new strategy was progressing. She took members through the process to date and the changes that had been made. It will be presented to Audit Committee next week before going forward to the Board in April.

In depth training for managers will be rolled out following approval, it will be delivered virtually to help enhance access.

APF 21/64 WINTER PLAN- SWOT ANALYSIS

Kathleen Carolan presented this paper. It is an early look at the work that has taken place over winter 2021/22, a more comprehensive review will take place at a later date. She noted some positives including the national nursing recruitment campaign, staff have been flexible and accommodating. Accident and Emergency activity is still the same as mid-December with growing pressures related to the lifting of restrictions and the rise of COVID cases in the community.

Ian Sandilands said that he found it a really interesting document. He did wonder if it would be possible for staff, during non-crisis time, to have a taster of working in different areas. Mrs Carolan noted this, the planning for next Winter will begin again in August and rotational posts is something that could be taken account of.

APF 21/65 COVID STAR

Kathleen Carolan introduced this item. Information on the COVID star had been circulated to members in January. There was a long discussion, members were supportive but felt that it had to be managed correctly and the funding coming from Endowments. Mrs Carolan also reminded members about the long service pin badge that can be applied for.

OUTCOME: Members decided that it would be most appropriate that the Wellbeing Group should work through the parameters take forward.

ACTION: Feedback required at next meeting from the Wellbeing Group as to roll out plan.

APF 21/66 STAFF WELLBEING ROOMS

This item was not discussed as Colin Marsland was not present.

APF 21/67 ACCOMODATION ISSUES

Ian Sandilands introduced this item, he explained that this was some information he had asked for earlier in the year as he wanted to understand what was available.

Kathleen Carolan informed members that she, Amanda McDermott and Val Adamson had done a walkround the Montfield staff accommodation block to understand the current state. The Estates Department has subsequently developed an improvement plan which will look at upgrading rooms, doors, bathrooms and kitchens to help improve the experience of staff staying there.

ACTION: Update to APF when the work is complete.

APF 21/68 HSC STAFF EXPERIENCE REPORT

This report is included for noting. It provides data on the iMatter survey that took place in 2021. Marianne Williamson told members that she was acting as Board Admin for the 2022 survey, she had been liaising with Directors and their PAs to confirm Directorate Structures. A timeline will be appearing in the newsletter and will be sent out to Head of Departments in the next few weeks.

APF 21/69 FACILTIES TIME REMINDER

Ian Sandilands reminded all Staff Side representatives to ensure that their Facilities Time is recorded in SSTS to ensure the Board complies with the relevant reporting requirements. If any managers have any queries on how to record accurately please contact Marianne Williamson.

There was a query from Tom McIntosh about what is considered reasonable time. Ian Sandilands noted that it was about having regular conversations with line manager, recording in SSTS is useful for monitoring. He is unaware of anyone being refused time. Full time officials are available for advice and support.

APF 21/70 EMPLOYEE DIRECTOR ELECTION

Lorraine Hall, as Returning Officer, confirmed that one nomination had been received for Bruce McCulloch as such he was confirmed as the new Employee Director. He will take over from Ian Sandilands in June 2022.

ACTION: Lorraine Hall to liaise with Board Secretary to complete appropriate paperwork with the Public Appointments Unit.

APF 21/71 DATE OF NEXT MEETING

Marianne Williamson raised that the scheduled meeting on 02 June was possibly not suitable now due to the Platinum Jubilee. She would circulate some options to members to look for a suitable date.

APF 21/72 LIST OF RELEVANT CIRCULARS/LETTERS PUBLISHED SINCE LAST MEETING

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

DL (2021) 35 ANNUAL LEAVE BUYBACK AND CARRY OVER 2021-22	DL (2022) 2 Queens Platinum Jubilee
QUARANTINE (SELF-ISOLATION) FOR NHS SCOTLAND STAFF RETURNING TO THE UK	Public Service Pension Indexation and CARE scheme revaluation 2022
DL(2021)39 NHSSCOTLAND CONSULTANTS – DISTINCTION AWARDS AND DISCRETIONARY POINTS SCHEMES	STAC (TCS01) 2022 Public Holidays and COVID
SPPA 2021/08 The McCloud Case	"SPPA 2022/2 Temporary suspension of the pension scheme abatement rules for NHS staff"
DL (2021) 43 REVISED GUIDANCE FOR PREGNANT EMPLOYEES	DL (2022) 03 NHS SCOTLAND JOB EVALUATION POLICY
SCOTTISH CODE OF PRACTICE FOR THE INTERNATIONAL RECRUITMENT OF HEALTH AND SOCIAL CARE PERSONNEL	STAC (TCS02) 2022 Payment Rates for On-Call Work Over Christmas and New Year
INCREMENTAL CREDIT FOR NEW EMPLOYEES	DL (2022) 1 UPDATE ON SELF-ISOLATION FOR HEALTH AND SOCIAL CARE STAFF

DL(2021) 50 UPDATE ON SELF-ISOLATION EXEMPTION FOR HEALTH AND SOCIAL CARE STAFF EXECUTIVE AND SENIOR MANAGEMENT PAY 2021-22"	DL (2022) 1 UPDATE ON SELF-ISOLATION FOR HEALTH AND SOCIAL CARE STAFF UPADTE
DL 2021) 51 Healthcare Workers to increase Lateral Flow Device (LFD) testing frequency from twice weekly to daily	"PCS (ESM) 2022/4 PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2021-22: CONSOLIDATED PERFORMANCE RELATED PAY"
PCS (ESM) 2021/3 PAY AND CONDITIONS OF SERVICE	

APF 21/73 AOCB

Shetland Pride- Dr Kirsty Brightwell raised this item. NHS Shetland had been approached to support for the event in July. There was a discussion about how do we do this. Suggestions that Sexual Health, Health Improvement and other teams to attend and share resources etc We had previously had 'champions' in the workforce and perhaps this was something that we should look at again at encouraging.

ACTION: Michael Dickson to prepare something with Comms team looking for expressions of interest. He will also go back to Kerry from Shetland Pride and give her NHS Shetland's backing for the event.

Staff Side members to see if their unions have any relevant resources or materials that they would like to circulated.

CSP Representative- Cathrine Coutts let members know that this would be her last APF meeting as she was standing down as a CSP rep. Mandy Thomson will be attending from the next meeting.

The next meeting of APF will take place on Thursday 02 June 2022 at 2pm via MS Teams.