

## Shetland NHS Board

### Minutes of the Area Partnership Forum – Thursday 13 June 2024, via MS Teams

#### Present

Bruce McCulloch	Employee Director/Unison Representative (In the Chair)
Brian Chittick	Chief Executive/APF co-chair
Lorraine Hall	Director of Human Resources and Support Services
Colin Marsland	Director of Finance
Dr Kirsty Brightwell	Medical Director
Prof Kathleen Carolan	Director of Nursing and Acute Services
Mandy Thomson	CSP Representative
Stuart Falconer	RCN Representative

#### In Attendance

Lawrence Green	Health and Safety Lead
Jenny Coleman	Learning and Organisational Development Officer
Kirsty Clark	Learning and Development Manager
Marianne Williamson	PA to HR Director (APF Administrator)

#### **APF2425-01 Welcome and Apologies**

Bruce McCulloch, in the Chair, welcomed everyone to the meeting. Stuart Falconer was attending his first meeting on behalf of the Royal College of Nursing.

Apologies were noted from Dr Susan Laidlaw, Jo Robinson and Tom McIntosh.

#### **APF2425-02 Terms and Conditions Group**

This group is a sub-committee of Area Partnership Forum. They had reviewed their Terms of Reference and they were presented to APF for final approval.

Area Partnership Forum approved the Terms of Reference for the group.

#### **APF2425-03 Induction Policy**

Jenny Coleman presented the policy, she explained that following being presented to APF in November she had taken it to Hospital Management Team for further engagement. She is also working with Dr Pauline Wilson to ensure that it is relevant to Junior Doctors. Communication following implementation will be key and a plan will be developed.

Brian Chittick said he was very supportive of the policy and felt that it can be used in a variety of settings across the organisation. His only concern was making sure that Area Partnership and Staff Governance have oversight of any 'blockages'.

Mrs Coleman explained that they will be undertaking an annual audit. She took on board the suggestion to add wording to reflect that the outcome of this audit will be included as part of the Workforce Report. Other KPIs may be introduced if appropriate.

Area Partnership Forum recommended the Induction Policy, with the addition of suggested wording, to Staff Governance Committee for final approval.

**ACTION:** Mrs Coleman to circulate updated policy to Area Partnership Forum prior to it going to Staff Governance Committee.

#### **APF2425-04            Workforce Annual Report 2023-24**

Lorraine Hall presented the Workforce Annual Report 2023-24. She explained that the format of the report had been revamped from last year's iteration with the information being presented under the headings of 'Plan, Attract, Train, Employ and Nurture' as per the Scottish Government's National Workforce Strategy for Health and Social Care in Scotland. She highlighted the following:

- Promoting Attendance- we still remain the best performing territorial board. Commending the hard work of our staff and managers.
- Recruitment- high number of applications from overseas. We continue to monitor to ensure that we are not disadvantaging.
- International Recruitment has been really positive.
- Hopeful that the Protected Learning Time circular will help improve the Core and Mandatory Training figures moving forward.

Mandy Thomson explained that the new Lead in Physio was hopeful to reintroduce self-referrals for staff.

Area Partnership Forum noted the report.

#### **APF2425-05            ePayslips**

Mr Marsland presented this item. He explained that the attached paper had been prepared by colleagues in NHS Grampian. In order to reduce carbon footprint, the aim is to move all staff to ePayslips. The ask of this paper is to agree timeline for this. Members had concerns regarding access for particular groups of staff.

**ACTION:** Seek views of management of Estates and Facilities staff on potential impact of moving entirely to ePayslips and bring back to Area Partnership Forum for further discussion.

#### **APF2425-06            Financial Management Report- Draft 2023-2024 Year End Outturn**

Mr Marsland presented the draft 2023-2024 Outturn Report to members in confidence. The report highlights financial issues that have been managed to ensure the year-end outturn met both the Board's statutory obligation to breakeven and corporate objective to provide best value for resources and deliver financial balance.

There were no questions and Area Partnership Forum noted the report.

#### **APF2425-07            Health and Safety Annual Report 2023-24**

Lawrence Green introduced this report and took the opportunity to highlight the following:

- Adverse events had fallen from previous years. He noted that the decrease in events can be attributed to the work being carried out in the Acute setting regarding inpatient falls.
- Of the 160 recorded adverse events, 2 were Riddor reportable.
- Control book completion was at 78% when the report was written but has now risen to 90%.
- Concern regarding Violence and Aggression training figures
- Team is preparing to roll out Managing Safety Matters Training
- Positive move incoming that there is about to be a revamp of Moving and Handling Training. A move to a national passport system and more workplace based training. This will mean less time away from the workplace and more targeted training for the individual.

Brian Chittick commended Mr Green for another great report and was pleased to note that it had informed the Health and Safety related actions in the Staff Governance Action Plan 2024-25.

Members discussed the issue of Violence and Aggression training, there was a suggestion that courses should be scheduled on different days to help allow people to attend. Following a query from Bruce McCulloch, Mr Green confirmed that Training Needs Analysis have been completed which allow for the Health and Safety Team to plan training and prioritise accordingly.

Area Partnership Forum noted the report.

### **APF2425-08            Agenda for Change Implementation Group Update**

Lorraine Hall provided an update on the progress of the three strands of the Agenda for Change Non-Pay Reform work:

Reduced Working Week	Returns received from all Directorates which confirm that the majority of departments have transitioned to new working hours. Working Group will continue to monitor for any negative impacts and risks moving forward.
Band 5 to 6 Review	She noted that Lorraine Allinson was currently attending a national meeting for Job Evaluation Leads on the process. She will continue to work with Working Group to determine how we implement the circular. Stuart Falconer noted that the RCN will be publicising to members when the portal opens.
Protected Learning Time	Discussions ongoing around systems and how it will be recorded and communicated.

### **APF2425-09            Strategy Update**

Brian Chittick gave Area Partnership Forum members an update on three strategic pieces of work. He explained that his first year in post had been ‘a year of discovery’:

Strategic Delivery Plan	Strategic delivery groups are now beginning to get to work and beginning to formalise workstreams to help deliver the plan.
Digital Strategy	This has been a major piece of work and will be presented to the next Board meeting

	for approval. Looking at what resources we will need to make a success. It is a live document which can change due to local and national digital requirements/systems.
Finance and Sustainability Group	<p>The group has been formalised with a Terms of Reference. It is looking at savings projects, considering the information collected in previous reviews and accommodation etc.</p> <p>Workforce Plan- new lead now in post which will help us deliver the framework. Sessions taking place for managers over next few weeks.</p>

Some of the issues being raised:

- Childcare
- Fixed Term contracts as a result of external funding, lots of flux which can lead to struggles to recruit
- Generalist vs. Specialist- rurality
- The value of being appreciated- small changes from the bottom up.

**APF2425-10            Staff Governance Action Plan 2024-25**

This action plan had been approved by Staff Governance Committee and is being shared with Area Partnership Forum for information. Lorraine Hall explained that she would be arranging the first meeting of the Raising Concerns Short Life Working Group.

**APF2425-11            Staff Governance Monitoring Update Letter**

Area Partnership Forum noted this letter which explained the change in Staff Governance Monitoring arrangements going forward.

**APF2425-12            List of relevant circulars/letters published since last meeting**

Area Partnership Forum noted the following publications:

PROTECTING LEARNING TIME FOR AGENDA FOR CHANGE STAFF IN NHS SCOTLAND	STAC(TCS01)2024 REDUCTION OF THE WORKING WEEK FOR PART TIME STAFF
REDUCTION IN THE WORKING WEEK FOR AGENDA FOR CHANGE STAFF IN NHS SCOTLAND	Disclosure of Salary and Pension Information for 2023 – 2024 Annual Reports and Accounts
DL (2024) 07 Annual Leave Policy for AfC Staff	Letter- UK GENERAL ELECTION: GUIDANCE FOR NHS AND OTHER HEALTH BODIES
SPPA 2024/04 Annual Return data requirements 2023-24	DL (2024) 14 Recommendations to improve the retention of consultants at the latter stage and peri-retirement career phase.
SPPA 2024/05 Changes to the NHS Pension Scheme (Scotland) (NHSPS[S]) rules from 1 April 2024"	PCS (AFC) 2024/3 REVIEW OF BAND 5 NURSING ROLES

{MFW, July 24}