

## Shetland NHS Board

### Minutes of the Area Partnership Forum – Tuesday 03 September 2024, via MS Teams

#### Present

Brian Chittick	Chief Executive/APF co-chair (In the Chair)
Bruce McCulloch	Employee Director (Unison Representative)/APF co-chair
Kathleen Carolan	Director of Nursing and Acute Services
Lorraine Hall	Director of Human Resources and Support Services
Colin Marsland	Director of Finance
Mandy Thomson	CSP Representative
Lianne Jamieson	CSP Representative

#### In Attendance

Lorraine Allinson	HR Services Manager
Kirsty Clark	Learning and Development Manager
Karl Williamson	Head of Finance and Procurement
Carolyn Hand	Corporate Services Manager
Amy Gallivan	Senior Communications Officer
Keji Oni	HR Manager- Workforce Planning and Employee Relations
Marianne Williamson	PA to HR Director (APF Administrator)

#### **APF2425-13 Apologies for Absence**

Apologies were noted from Dr Susan Laidlaw, Dr Kirsty Brightwell, Jo Robinson (Management) and Hilary Nelson (RCN) and Tom McIntosh (Unison).

#### **APF2425-14 Minutes of the meeting (13 June 2024)/Matters Arising**

The minutes of the meeting were confirmed as an accurate record.

#### Matters Arising

*APF2425-05 ePayslips*- Lorraine Hall to contact Val Adamson to seek views on impact.

Update provided during meeting: Mrs Adamson content that with support, Facilities staff could access ePayslips but would require a lead in time to fully engage with staff- e.g November.

#### **APF2425-15 Terms and Conditions Group- Update**

Mr McCulloch provided an update, noting that the majority would be covered via other items on the agenda:

Review of DIA taking place and a paper is expected soon. Mr Marsland explained that the purpose of this review was to look at a proposal that would be submitted to STAC/MSG which would help clearly define who is eligible to receive the allowance. This is particularly pertinent with remote working etc. The aim would be to see the circular strengthened which would be of benefit to all Boards who pay DIA (Shetland, Orkney, Western Isles and Highland).

### **APF2425-16 Workforce Highlight Report- August 2024**

Lorraine Allinson presented the Workforce Highlight report to members, highlighting the following:

- Headcount data is now taken from eEES rather from SWISS which helps improve accuracy.
- Sickness absence is currently running above the 4% target but we are still performing well.
- Vacancy overview- between April and August 70% of applications did not meet essential criteria. This is a national issue for Boards across Scotland.
- Updated Core and Mandatory training figures provided.

Regarding MSK absence, Mandy Thomson told members about a tool called Phio which helps triage MSK conditions which is currently being used by staff in NHS Orkney. Gillian Ironside, Professional Lead for Physiotherapy is due to attend an Occupational Health Team meeting to discuss the software.

Anxiety, Stress and Depression remains one of the most common reasons for absence, Brian Chittick queried whether there were any gaps in organisational support? Are there any early intervention measures we could implement? Lorraine Allinson said it was difficult to differentiate between Workplace/personal stresses (often a bit of both) and that it may be worthwhile to have a review of submitted Return to Work questionnaires for this absence type. She also noted that Occupational Health is currently carrying a vacancy, interview taking place for Band 7 role which will hopefully be successful. Continue to work with NHS Highland to alleviate pressure.

**OUTCOME:** APF noted the update.

### **APF2425-17 iMatter 2024 Cycle- Update**

Kirsty Clark and Marianne Williamson presented an update to members on the iMatter 2024 cycle. The 8 week Action Planning period ended on 12 August, at which the board reached a completion figure of 43%. This is the KPI figure that will be published nationally however since that time a further 11% of teams have completed action plans. The national report which will benchmark NHS Shetland against the rest of Scotland is due to be published in November. Mrs Clark also noted that the contract with Webropol runs until 2025 and it is unclear at this stage what the plan is going forward.

Lorraine Hall noted that the 'ambiguous' questions around board visibility remain our lowest scoring questions. One of the actions as part of the EMT action plan was to query through management structures how people view these questions and what they would like to see as actions. Brian Chittick noted that since the iMatter Action Planning period there has been a flurry of volunteers for the 'Keep calm and have a yarn sessions'.

**OUTCOME:** Area Partnership Forum noted the update.

## **APF2425-18            Travel and Subsistence Claims Guidance**

Karl Williamson presented this updated Travel and Subsistence Claims Guidance. The purpose of the document is to give clarity to staff on travel is booked and subsistence claimed back, it also has more of an environmental onus than previous iteration.

There was a long discussion regarding the £75 figure per night for accommodation. Staff Side members felt that this figure was not fit for purpose in the current financial climate. It was also noted that it was extremely time consuming for Staff Development staff to find accommodation within current budget. Concerns were also raised about staff safety if accommodation is booked a significant distance away from training venue etc.

**OUTCOME:** Staff Side colleagues were unable to support the document with the figure included. The guidance will be revised and put forward again to Area Partnership Forum.

**ACTION:** Brian Chittick to discuss with Colin Marsland, Karl Williamson and Colin Campbell outwith the meeting as to further steps.

## **APF2425-19            Update on Audit Action Plan- Internal Communications**

Carolyn Hand and Amy Gallivan presented an update following the recent internal audit exercise on internal communication within NHS Shetland. The audit highlighted areas of good practice and has helped with developing next steps. Mrs Hand explained that the team had not carried out in depth consultation with staff since 2016 regarding internal communications so this is something that will be carried out. This will involve a survey and going out to staff meetings and an improved Corporate Services area on the intranet.

The team is also planning to utilise the functionality of Loop for staff communication and move the newsletter to a digital platform using M365. They also gave an overview of some of the plans for 'Speak Up' week.

Lorraine Hall thanked the Communication Team for their hard work and the high standard of the newsletter. Brian Chittick noted the positive audit report and hoped that it could be the stepping stone for moving forward further.

**OUTCOME:** Area Partnership Forum noted the update.

## **APF2425-20            Financial Performance Management Report Update- Month 4**

Colin Marsland presented the standing finance update. He noted that at the end of month 4 the out-turn position was £1.9million overspent. The board needs to look at how we reduce costs.

**OUTCOME:** There were no questions and Area Partnership Forum noted the update.

## **APF2425-21            Agenda for Change- Non Pay Reform Updates**

An update was provided for each of the three workstreams:

### Reduced Working Week

Lorraine Hall highlighted the updated circular which makes some changes to the arrangements for Part-Time staff. She acknowledged that it was quite complex and

recommended that managers and staff take time to read the guidance and examples provided on the intranet page.

National conversations ongoing about next stage of reduction, both MSG and STAC meeting in the near future and it is hoped that will provide further clarity as to whether reduction will be 30 minutes or the full hour.

#### Protected Learning Time

Kirsty Clark explained that NHS Shetland was ahead of most Boards in that a review has taken place of the organisational training matrix. There are national issues that need to be rectified as currently the system (Turas Learn) cannot deliver what is contained in the circular. The next step is to set up SLWG which will consider profession specific training. Support will be required from professional groups and Information Team.

#### Band 5 to 6

Lorraine Allinson updated that the digital portal opened on 17 June. The working group is looking for further representation from staff side colleagues, currently oversight is provided by Bruce McCulloch in his role as Employee Director. Job Evaluation training took place in the summer which will increase the number of panel members available. Briefing sessions will be held for nursing managers. Hopeful that we will be at the stage to begin reviewing submitted questionnaires in November/December. Communication scheduled to go out in the 04 September staff bulletin.

**OUTCOME:** There were no questions and Area Partnership Forum noted the updates.

### **APF2425-22            Workforce Plan/Attract Framework**

Keji Oni, HR Manager- Workforce Planning and Employee Relations, gave members an overview of the work that she has been undertaking over the last few months that will help form the development of the Workforce Plan. She has been engaging with all Directorates and national Workforce Planning Forums. She stressed the importance of engaging with all stakeholders.

Regarding the Attract Framework, this is a key component of national strategy. In terms of local engagement this has been taking place through pieces of work such as DYW and visiting County Shows.

Brian Chittick noted that it was a great piece of work which links with lots of things and most importantly is about valuing staff.

**ACTION:** Bruce McCulloch suggested that it would be helpful for Ms Oni to bring back a one page update to Area Partnership Forum to show as to how the piece of work is progressing.

### **APF2425-23            Improving Wellbeing and Working Cultures**

Lorraine Allinson updated the group on this Director Letter which was published in July 2024. She explained that the requirements of the circular linked with the Workforce Planning Work and Equalities Mainstreaming report. Actions will be developed which will map across other pieces of work (e.g Staff Governance Action Plan). We are doing some of it already but evaluation will be required.

Kathleen Carolan informed members about training that NES had delivered on sexual misconduct at the workplace at a recent Directors of Nursing meeting.

**APF2425-24            NHS Credit Union- Letter to HRDs**

Lorraine Hall explained that this was a letter sent to HRDs regarding the NHS Credit Union. She had brought it to the meeting to ascertain whether it would be something that members would be interesting in taking forward. Members were universally supportive of looking into further.

**ACTION:** Marianne Williamson to invite Elaine Rae (Chief Executive of Credit Union) to a future meeting to talk to members or share resources. Brian Chittick can use Chief Executive briefing to publicise.

**APF2425-25            List of relevant circulars/letters published last meeting**

SPPA 2024/07 Pension Estimate Tools	PCS(AFC) 2024/4 Changes to Agenda for Change Handbook
PCS (AFC) 2024/2 Reduction in the Working Week for AfC staff in NHS Scotland	Director Letter- Improving Wellbeing and Working Culture
National Uniform Policy- Letter to Health Boards	PCS (AFC) 2024-01 Protecting Learning Time for AfC Staff

**APF2425-26            AOCB**

**Pensions-** There was a query raised about pension support. This had previously been arranged by Ian Sandilands as Employee Director through RCN. Kirsty Clark provided the following update post meeting: ‘Update: The retirement planning sessions by Affinity Connect were cancelled last year due to low interest. A joint session with Orkney was also cancelled for the same reason. The course requires a minimum of 12 participants and is for those looking at retiring within 3 years. Nearly 100 staff have attended since 2020, but booking has dropped from 30 to just 2. We plan to schedule the next session for March 2025. Affinity Connect are public sector financial wellbeing and retirement specialists and there is no cost for this service. Booking is now done through their online portal. Their sessions are not independent financial advice.’

**RRP-** Mid Term update on Estates RRP is required to be submitted to STAC by 30 September. Lorraine Allison sought approval from APF members that they would be content to receive the relevant paperwork via email- this was confirmed by members.

*[MFW, Sept 24]*