

Shetland NHS Board

Minutes of the Area Partnership Forum – Thursday 01 September via MS Teams

Present

Bruce McCulloch	Employee Director (In the Chair)
Mandy Thomson	CSP Representative
Lorraine Hall	Director of Human Resources and Support Services
Lola Wild	RCM Representative
Maurice Staples	Unite Representative
Ian Sandilands	RCN Representative
Brian Chittick	Director of Community Health and Social Care (until 3pm)
Colin Marsland	Director of Finance
Tom McIntosh	Unison Representative
Dr Kirsty Brightwell	Medical Director (from 3pm)
Marianne Williamson	PA to DHRSS (APF Administrator)

In Attendance

Lorraine Allinson	HR Services Manager
Lawrence Green	Health and Safety Lead
Kirsty Clark	Learning and Development Manager

APF2223-1 Apologies for Absence

Apologies were received from Michael Dickson, Kathleen Carolan and Dr Susan Laidlaw.

APF2223-2 Minutes of the meeting held on Thursday 24 March 2022

The minutes were confirmed as an accurate record.

APF2223-3 Political/Change Update

No update.

APF2223-4 Update from Terms and Conditions Group

Bruce McCulloch gave an update from the last meeting of the group. They covered the following:

- Ending of the COVID policies
- RRP application- no specific information to support

It wasn't discussed at T&Cs but Bruce McCulloch noted that he had been considering the cost of living crises and advancing staff wages.

ACTION: Colin Marsland to share with members the resources that have been included in the Staff Newsletter around the Social Wellbeing Fund, Benefit Checker and Guidance around budgeting and debt.

APF2223-5 2022-23 Financial Performance Management Report Update- Month 3

Colin Marsland presented this update. At the end of Month 3 NHS Shetland are predicting a £1.6million overspend. In order to reduce this overspend we need to look at redesign work and reducing the reliance on locum staff.

Ian Sandilands asked if the word quality could be replaced with 'patient care' at point 2.3.1.

Mr Marsland encouraged all staff if they have any savings strategies to share with EMT.

Mr Chittick said that he felt that the message around finance was beginning to sink in and that we need to be proactive and live within our means.

Members discussed at length about how we attract and retain staff, there are significant challenges around accommodation and whether the use of fixed term contracts is putting staff off.

OUTCOME: Members noted the report.

APF2223-6 Financial Plan 2022-23 to 2024-25

Colin Marsland presented this update. NHS Shetland was asked in July to submit this Financial Plan. It asked the Board to make a submission based on three scenarios.

There were no questions and the plan was noted.

OUTCOME: Members noted the report.

APF2223-7 Promoting Attendance Update

Lorraine Allinson presented the standing Promoting Attendance update. Highlighting the following:

- Latest available data is for June 2022. Shows an absence figure of 4.5% which is below the Scottish average of 5.5%.
- 12 months rolling average (July-June) was 4.57%
- COVID absence will no longer be recorded under 'Special Leave' from September onwards and will come under Sickness leave.
- Flu/Covid vaccination clinics begin next week.
- Note that we have an aging workforce.

Following a question from Ian Sandilands, Lorraine Allinson will look to split the data for musko-skeletal by clinical/non-clinical in order to see if there is any impact of working from home. [ACTION].

Anxiety, Stress and Depression figures remain high. There is a need to consider what we are doing to support.

OUTCOME: Members noted the report.

APF2223-8 Three Year Workforce Plan

Lorraine Allinson presented the draft Three Year Workforce Plan. The draft was submitted to the Scottish Government at the end of July and subsequent feedback session has been held from which we await written feedback.

She felt that it had been a positive process completing it alongside the wraparound meetings.

Following a comment, Ms Allinson stressed that the figures contained in the document were a snapshot at a particular time and she is dependent on Heads of Department completing and submitting information.

OUTCOME: Members noted the report.

APF2223-9 Accommodation Discussion

Members had a general discussion on some of the accommodation issues facing the Board. The purchase of the former B&B at Kantersted with Scottish Government funding was noted and it was agreed that Colin Marsland would get latest occupancy figures and further information to share with members.

APF2223-10 Health and Safety Update- Q1

Lawrence Green presented the Quarter 1 update, highlighting the following:

- 1 RIDDOR reportable incident. Relating to incident with self-closing door. Lessons learned- Regular inspection of self-closing doors is required and this has now been added to the workplace inspection check sheet used by H&S Control Book owners.
- A generic risk assessment has been added to the Control Book system to help Control Book Owners quantify risk around this equipment. Where children and other vulnerable groups can be expected to transit through self-closing doors, which may pose a higher risk, consideration is to be given to fitting door finger guards to protect patients/visitors.
- Total of 40 H&S related Adverse Events for Q1
- Accidents, 4 Incidents, All Minor / Negligible
- Violence and Aggression, 6 Incidents, 5 Minor / Negligible. 1 Moderate.
- Equipment, 1 Incident, Negligible/Minor.
- Fire, 6 incidents, All Negligible / Minor
- Infection Control, 3 Incidents, All Negligible / Minor.
- Sharps, 5 incidents, All Negligible / Minor.
- Slips Trip and Falls, 13 Incidents, All Negligible / Minor.
- Self-Harming Behaviour, 1 Incident, Negligible/Minor

OUTCOME: Members noted the report.

APF2223-11 Health and Safety Policy Update

Lawrence Green presented two policies for review by the Committee:

Management of Occupational Road Risk Policy- this is a rewrite of a previous policy. Mr Green is in conversation with other Boards to see if there are any eLearning modules on Driving Safety that that could be adapted for use.

Workplace Transport Management Policy- this is a new policy and is focused on how we managed the site. It creates a framework. There was a question about mobility scooters and Mr Green confirmed that they were classed as pavement users.

OUTCOME: The policies will progress to Staff Governance Committee for final approval.

APF2223-12 Staff Development Update

Kirsty Clark provided verbal updates on the following:

Managers Bundles- A number of People Management courses have run in conjunction with NHS Orkney. These include Managing Sickness Absence, Flexible Working Requests, Early Resolution and Effective Appraisals. We continue to promote through Directors and Professional Leads the value of allowing staff the capacity to attend these sessions.

iMatter- This is the first cycle with a new iMatter support team in place. We have received support from colleagues in NHS Orkney. In what has been a challenging year the team are really pleased with the response rate and the fact that there are no teams on red or amber. Mrs Clark emphasised that it is a private process, owned by teams. It is only she as, iMatter Ops Lead who can see the results of each team.

The action plan completion rate at the end of the 8 week deadline was 26%. This could be due to the deadline falling in the summer holidays and some technical issues with the system. We have been encouraged though that Teams have continued to complete action plans and we are now sitting at a completion rate of 38%.

Looking forward to next year we are planning to go out to teams and hold some focus groups to reinforce and promote iMatter. It is also an opportunity to help us understand what our staff mean with their responses to certain questions. Bruce McCulloch said that he would be interested in being involved with these discussions.

OUTCOME: Members noted the verbal update.

APF2223-13 People Function Discovery Project

Lorraine Hall presented this update. The paper provides background to the People Function Discovery Project that she has initiated. The project is engaging with the HR teams across NHS Shetland and NHS Orkney with a view to presenting options on collaboration to Staff Governance Committee and the Board in March next year. Following a query from Ian Sandilands she clarified it was just relating to the People function.

She spoke of some of the collaboration that has happened already. It may be that the project deems that collaboration continues in the same way as now or that it becomes more formalised around structure etc.

Further updates will be provided to the Area Partnership Forum as the project progresses.

OUTCOME: Members noted the report.

APF2223-14 COVID Star- Update from Wellbeing Group

This was an item carried over the June meeting. As requested the Wellbeing Group considered the most appropriate way to 'roll out' the 'COVID Star'. The recommendation provided was Option 3 – 'pause, reflection and personal presentation' as the preferred way for the organisation to express and demonstrate its thanks and appreciation of all that staff have done and continue to do.

Members discussed this and were supportive of this approach, mindful that Bank staff and volunteers who worked over the COVID period were included. It was agreed that the conversation around funding and next steps would be taken to EMT for further discussion. **[ACTION]**.

APF2223-15 Public Holidays 2023/24- Next Steps

Following discussion it was decided that Bruce McCulloch/Marianne Williamson would link in with NHS Grampian to understand what dates they had agreed for 2023/24 and bring options to the next meeting of Area Partnership Forum **[ACTION]**.

APF2223-16 Area Partnership Forum- Terms of Reference

The Area Partnership Forum Terms of Reference are due for review. There is some areas highlighted for consideration. Marianne Williamson suggested updating the section on Facilities Time to reflect that it should be logged on SSTS.

There was also a discussion about how many Staff Side Members were required for the meeting to be quorate. Marianne Williamson suggested, with the retirement of some Staff Side members whether we could lower the number required to be quorate from 4 to 3 members. Members were generally supportive of this but it was requested that it was sent around for any further comments.

Lorraine Hall asked that if colleagues are not able to attend that they let the Committee Administrator know as soon as possible. If members cannot attend they should read the papers and submit any comments or views.

It was noted that Terms and Conditions Group should be added in section 3.5.

OUTCOME: Marianne Williamson will circulate with suggested changes for comment before it moves forward to Staff Governance Committee.

APF2223-17 Staff Side Representatives- Terms and Conditions Group

Colin Marsland explained that with Ian Sandilands upcoming retirement the group was seeking additional Staff Side representation. Mr Marsland and Ian Sandilands gave a bit of information on the work of the Committee explaining that it was a good learning opportunity for perhaps newer representatives because you get all the new terms and conditions coming in, so you're up to speed with them quite quickly.

ACTION: Staff Side representatives to contact Colin Marsland if they are interested in attending.

APF2223-18 Staff Side Representatives- Staff Governance Committee

We are also looking for new Staff Side representatives for Staff Governance Committee. Mandy Thomson had previously expressed that she would be interested in undertaking this role.

OUTCOME: Mandy Thomson is now a Staff Side representative on Staff Governance Committee.

APF2223-19 Industrial Action Guidance

Lorraine Hall had left the meeting so a written update will be circulated to members if necessary.

APF2223-20 2021-22 Financial Performance Management Report Update- Year End Outturn

Colin Marsland presented this paper which is included for noting. The information in the report is not for further dissemination until it is presented before the Scottish Parliament.

OUTCOME: Members noted the report.

APF2223-21 List of relevant circulars/letters published since last meeting

Items were noted.

APF2223-22 AOCB

Staff Side Representatives

Maurice Staples informed members that the next meeting of APF will be his last due to his upcoming retirement. He is working to find a replacement Unite member.

Bruce McCulloch extended thanks to Ian Sandilands on what is his last meeting of Area Partnership Forum. Members thanked him for his contribution not just to partnership but the whole organisation.

Joint Staff Forum

Marianne Williamson informed members that she had had contact from Liesel Malcolmson at Shetland Islands Council looking for an update to the NHS membership for the Joint Staff Forum.

Following a discussion it was decided that Mrs Williamson would email out to all members to seek nominations and clarity on a couple of points. **[ACTION]**

[MFW, Sept 22]