

# **SHETLAND NHS BOARD**

## **MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 04 NOVEMBER 2021**

*Meeting was held via MS Teams*

### **PRESENT**

Michael Dickson	Co-Chair of APF and Chief Executive (MD) <i>(IN THE CHAIR)</i>
Ian Sandilands	Co- Chair of APF and Employee Director (IS)
Cathrine Coutts	CSP Representative (CC)
Bruce McCulloch	Unison Representative (BM)
Colin Marsland	Director of Finance (CM)
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) <i>(from item 6)</i>
Tom McIntosh	Unison Representative (TM) <i>(from item 9)</i>
Marianne Williamson	PA to DHRSS (note-taker) (MW)

### **IN ATTENDANCE**

Jed Westmoreland	Health and Safety Lead (JW)
Lawrence Green	Health and Safety Lead (LG)
Lorraine Allinson	HR Services Manager (LA)
Bernadette Dunne	Senior Occupational Health Advisor (BD)
Sally Hall	Head of Talent and Culture (SH)
Erin Seif	Corporate Services Administrator (ES)

### **APF 21/37 APOLOGIES FOR ABSENCE**

Dr Susan Laidlaw	Interim Director of Public Health (SL)
Carolyn Hallam	RCM Representative (CH)
Lola Wild	RCM Representative (LW)
Maurice Staples	Unite Representative (MS)
Dr Kirsty Brightwell	Medical Director (KB)
Callum Rummig	RCN Representative (CR)

### **APF 21/38 MINUTES OF THE MEETING HELD ON THURSDAY 02 SEPTEMBER**

The minutes were approved as an accurate record.

### **MATTERS ARISING**

There were no matters arising from the minutes.

### **APF 21/39 POLITICAL/CHANGE UPDATE**

Michael Dickson gave an update. There is a focus nationally on the pressures faced by Accident and Emergency Departments. This is not such an issue for us in Shetland but we are not immune from winter pressures. There is ongoing discussions about funding moving forward.

The Scottish Health Awards due to take place that evening and he extended congratulations to Lisa Watt for her nomination.

### **APF 21/40 TERMS AND CONDITIONS GROUP-UPDATE**

At their last meeting the Terms and Conditions Group had considered relevant circulars and had a discussion about Long COVID.

Ian Sandilands raised the circular that had been issued the previous day relating to annual leave buy back. Following a discussion it was agreed that the Terms and Conditions Group would look at a local process and bring back to next Area Partnership Forum meeting.

**OUTCOME:** APF noted the update.

**ACTION:** Terms and Conditions Group would provide an update to the next meeting regarding the local process for the buyback of annual leave as detailed in DL (2021) 35 Annual Leave Buy Back and Carry Over 2021-22.

### **APF 21/41 HEALTH AND SAFETY UPDATE**

Jed Westmoreland introduced Lawrence Green to members. Mr Green is the new Health and Safety Lead and Mr Westmoreland will remain in post until Christmas to help provide a thorough handover. Members introduced themselves.

Mr Westmoreland provided a verbal update covering the following areas:

- No RIDDOR or Falls with harm reported during the previous quarter.
- Trials of the lone worker device have been positive with excellent coverage.
- Plan to bring Lone Working Policy to next Health, Safety and Wellbeing Committee meeting. It will be a version of the 'Once for Scotland' Policy (programme has been paused).
- Aim for Mr Westmoreland and Mr Green to visit as many Control Book holders as possible between now and December to review the content. This will be a major focus going forward.
- IRIC- there is an ongoing piece of work around roles and responsibilities. There is an Annual Stakeholder session in late November which will help inform and reinforce this piece of work.
- NHS Orkney- continue to follow the response to the NHS Orkney Health and Safety Executive visit and the learning that can be taken on board

There was a question regarding needlestick injury figures and non-NHS staff. It was agreed that this would be followed up at the next meeting of the Joint Health and Safety Committee.

**OUTCOME:** APF noted the update from Mr Westmoreland and welcomed Mr Green to NHS Shetland.

### **APF 21/42 FINANCIAL POSITION UPDATE**

Mr Marsland presented his update. At the end of month 5 the Board was £1.9m overspent, rising to £2.1m at the end of month 6. He noted that financial sustainability was dependent on

us reducing locum usage. He stressed a focus on service planning that would meet our objectives.

Lorraine Hall said she felt that major changes were not possible in one financial year. There were problems in the supply chain of staff right across the country. She highlighted initiatives like International Recruitment, the North of Scotland HR Directors and Deputies were meeting next week to look at how we progress this regionally. Workforce Planning remains key. She noted that the continued high demand for Bruce McCulloch's SIFs programme was positive and she was hopeful to learn lessons from NHS Orkney's Graduate Apprenticeship programme.

There was a discussion about succession planning and how to help remove barriers. It is often a gamble for people to make the move here, are we selling NHS Shetland as a brilliant place to live and work? How are we tapping into those people who are potentially looking at changing careers?

**OUTCOME:** APF noted the update from Mr Marsland.

### **APF 21/43 PROMOTING ATTENDANCE**

Ms Allinson presented the standing update. The latest available figure for August shows a slight increase in the sickness absence figure but it still fairs well against the Scottish average.

The Occupational Health Team remains busy with vaccines, clinics are operating 3 days a week. Have been pleased with the numbers of staff coming forward for the flu vaccine. She noted that the computer system used by the department will shortly be changing in line. This is part of a national programme and should deliver improvements for the service.

Lorraine Hall noted her thanks to managers and staff for their work in maintaining the sickness absence figure. Good, honest conversations are helping keeping staff at work. Staff are tired after a hard 18 months and we need to consider what we can do to make a real difference to staff wellbeing.

Ian Sandilands noted that he had received positive feedback from staff about the Occupational Health Team. He also wondered looking at our workforce profile, are they the ones getting ill and is this something that we need to consider going forward?

**OUTCOME:** APF noted the report from Ms Allinson.

### **APF 21/44 MENOPAUSE POLICY**

Lorraine Allinson and Bernadette Dunne presented this policy to members. They explained that with age and gender profile of the workforce of NHS Shetland that this policy was welcome. We aim to be a learning organisation and the aim of the policy is to aide understanding of the menopause and its potential impacts on staff.

Lorraine Hall explained that there was a 'Once for Scotland' Menopause Policy in development but as noted earlier this programme had been delayed. This is an excellent document and will be useful until the OFS policy is adopted.

Members noted that they were extremely supportive and recommended its progression to Staff Governance Committee.

**OUTCOME:** APF were happy to recommend the policy to Staff Governance Committee for approval.

**ACTION:** As the meeting was not quorate at this point of the meeting MW to write to Staff Side members to ensure support.

### **APF 21/45 PUBLIC HOLIDAYS 2022/23**

Ian Sandilands and Marianne Williamson presented the draft public holiday dates for 2022/23. It is proposed that the usual September date be moved to June to accommodate the national holiday for the Diamond Jubilee. There had been some discussion that the Scottish Government would clarify their position on an additional Public Holiday (like 2012), if this was the case it was suggested that it was used to create a long weekend in June or reinstate the September Public Holiday. Members agreed with this approach and were happy to approve the eight days suggested for 2022/23.

Monday 18 April 2022 (Easter Monday)	Tuesday 27 December 2022
Friday 03 June 2022 (Diamond Jubilee)	Monday 02 January 2023
Monday 11 July 2022	Tuesday 03 January 2023
Monday 26 December 2022	Wednesday 01 February 2023

However there was a long discussion about the possibility of moving the 4 non-designated Public Holidays into staffs annual leave allowance to allow greater flexibility and reduce impact to services. Previous discussion on this had seen push back from Unions. It was agreed that members should scope this out with their teams.

**OUTCOME:** APF approved the draft public holidays for 2022/23 with agreement to scope out moving the four non-designated Public Holidays into staffs personal annual leave entitlement to offer better flexibility.

**ACTION:** MW to confirm dates with Payroll, update the intranet page and add to the weekly newsletter.

### **APF 21/46 WHISTLEBLOWING-UPDATE**

Lorraine Hall gave a brief update on behalf of Dr Kirsty Brightwell. No concerns were raised in the last quarter. The joint Whistleblowing Steering Group (with NHS Orkney) continues to meet. Andrew Humphrey has done excellent work in developing the Datix form for recording concerns. Looking at how we publicise how to raise a concern and the difference between 'Whistleblowing' and a grievance. Members were asked to continue to encourage their teams and colleagues to complete the eLearning modules that are available on TURAS.

**OUTCOME:** APF noted the update from Mrs Hall.

### **APF 21/46 STAFF DEVELOPMENT TEAM- UPDATE**

Sally Hall gave an update on the following:

Training Plan- Work on the 2022/23 plan will be beginning soon. The intention is for the Team to reach out to Heads of Departments and undertake wrap around conversations to help with planning.

Interventions-She had recently undertaken some OD sessions and this had highlighted some issues with staff behaviors and how we talk to each other which was disappointing. How do we look to support this? She promoted the Civility Saves Lives event being run by NHS GGC which was taking place the following day. She is also running training sessions over the next few weeks on Good Conversations, Managing Conflict and Compassionate Leadership which are nearly fully booked. Importance of 'hot debriefs' particularly in clinical areas which give the ability to acknowledge inappropriate behaviors.

Staff Supporters- TrIM Practitioners are being well used by both individuals and whole teams. Looking at launching and publicising all the Staff Supporter services available. People need to know that they are there.

Quality Improvement-The SiFs course continues to be in high demand, showing a real need.

Manual Handling Training-continues to go well with attendance rates high. Andrew Best is currently focusing on dental and the health centres.

Sanctuary-The Sanctuary has now moved to the old Patient Travel office. Neil Brice is really pleased with the space and now looking at an official launch/opening.

Employability-Going forward the team is looking to focus on Employability including Graduate, Modern and Foundation Apprenticeships. Developing a business case for additional resource for us to look at developing and enhancing the digital skills of our staff.

Violence and Aggression- Learning from the NHS Orkney Health and Safety Executive inspection has influenced thinking and will help inform how we take this workstream forward.

Members were disappointed to hear about poor behavior. They discussed whether the iMatter process could be used to help facilitate this. They noted it was difficult to challenge poor behavior in the moment. Sessions like the ones Mrs Hall is running help empower staff and help change the culture.

There was also a discussion about being reflective about what the word 'wellbeing' means to our staff now, 18 months into the pandemic. Is it about providing for basic needs (Maslow) or providing psychological support?

Regarding Violence and Aggression, it was hoped that work could be done in standardising the framework for staff that work across the Health and Social Care Directorate and making this legally robust. It was agreed to take this discussion outwith the meeting.

**OUTCOME:** APF noted the updates from Mrs S Hall.

### **APF 21/47 LETTER FROM CABINET SECRETARY- FAIR WORK IN NHS**

Members noted the letter and were assured that NHS Shetland already carry out the majority of what is detailed in the letter.

**OUTCOME:** APF noted the letter.

## **APF 21/48 LETTER FROM THE JOHN BURNS AND DONNA BELL- WINTER PLANNING FOR HEALTH AND SOCIAL CARE**

APF noted the letter.

## **APF 21/49 LETTER- 'ONCE FOR SCOTLAND' POLICIES**

APF noted the letter and the pausing of the 'Once for Scotland' policies programme due to the current pressures facing Boards.

## **APF 21/50 STAC JOB EVALUATION GROUP**

APF noted the letter and the reminder to try and stick to national profiles where possible.

## **APF 21/51 PROPOSED APF MEETING DATES FOR 2022/23**

Members were happy with the proposed dates for 2022/23.

**ACTION:** Marianne Williamson to send out Teams invites for next year.

## **APF 21/52 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) 24 Update on isolation exemptions for health and social care staff	Shetland Estates RRP
STAC (TCS04) 2021 Adverse reaction following COVID-19 vaccination-clarification	Christmas and New Year at Weekend- 2021-22
SPPA 2021/07 Annual Benefit Statements 2021	Winter Planning for Health and Social Care- letter from John Burns and Donna Bell
Pay and conditions for NHS staff covered by the Agenda for Change Agreement	Once for Scotland Policies- Paused until April 2022
PCS (MD) 2021/01 Pay and Conditions of service 2021-22	
PCS (MD) 2021/02 Remuneration of hospital medical and dental staff, doctors and dentists in public health medicine and the community health service and addendum	
DL (2021) 29 Right to request Flexible Working	
Fair Work in the NHS	
STAC (TCS05) 2021 Long COVID Sick Leave	

## **APF 21/53 AOCB**

Elective Care Programme- Kathleen Carolan asked members if they had any feedback on how the information around the Elective Care Programme was being communicated. There was a general discussion about the programme but members felt that they were well appraised.

Board Member Visibility- Ian Sandilands said he had received some feedback about Board Members visibility. Was there scope for Execs/Non-Execs visiting teams and explaining what they did?

Papers for next meeting- Papers for the next APF are due out on 06 January, Marianne Williamson asked members if they would be content if they were sent out slightly later due to the Christmas break, perhaps 10 days instead of the 14 days laid out in the Terms of Reference. Members were content with this approach.

**The next meeting of APF will take place on Thursday 20 January 2022 at 2pm via MS Teams.**