

# **SHETLAND NHS BOARD**

## **MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 10 JUNE 2021 *Meeting was held via MS Teams***

### **PRESENT**

Michael Dickson	Co-Chair of APF and Chief Executive (MD) (In the Chair)
Ian Sandilands	Co- Chair of APF and Employee Director (IS)
Cathrine Coutts	CSP Representative (CC)
Dr Kirsty Brightwell	Medical Director (KB)
Maurice Staples	Unite Representative (MS)
Kathleen Carolan	Director of Nursing and Acute Services (KC)
Callum Rumming	RCN Representative (CR)
Bruce McCulloch	Unison Representative (BM)
Tom McIntosh	Unison Representative (TM)
Colin Marsland	Director of Finance (CM)
Brian Chittick	Interim Director of Community Health and Social Care (BC)
Marianne Williamson	PA to DHRSS (note-taker) (MW)

### **IN ATTENDANCE**

Jed Westmoreland	Health and Safety Lead (JW)
Lorraine Allinson	HR Services Manager (LA)
Sally Hall	Head of Talent Development and Culture (SH)
Racheal Hunter	Test and Protect Manager (RH)
Ryan Sandison	Reception, Nurse Bank and Support Service Supervisor (RS)
Erin Seif	Corporate Services Administrator (ES)

### **APF 21/01 APOLOGIES FOR ABSENCE**

Dr Susan Laidlaw	Interim Director of Public Health (SL)
Carolyn Hallam	RCM Representative (CH)
Lola Wild	RCM Representative (LW)
Lorraine Hall	Director of Human Resources and Support Services (LH)

Michael Dickson welcomed Tom McIntosh to his first APF meeting and members introduced themselves. Mr McIntosh is in the process of completing his training with Unison.

### **APF 21/02 MINUTES OF THE MEETING HELD ON THURSDAY 18 MARCH 2021**

The minutes were approved as an accurate record.

### **MATTERS ARISING**

There were no matters arising.

### **APF 21/03 BREXIT**

Mr Dickson suggested that this item should be renamed Political/Change Update. Mr Humza Yousaf has been appointed the new Cabinet Secretary for Health and Social Care. We await

the new administration's Programme for Government and a clearer indication on how the Feely Report will impact us as an island community.

**OUTCOME:** APF noted the verbal update.

**ACTION:** MW to update the name of the standing item ahead of the September meeting.

### **APF 21/04 HEALTH AND SAFETY UPDATE**

Jed Westmoreland provided a health and safety update. Points to note from the 2020/21 Quarter 4 Dashboard summary:

- 6 accidents (all minor)
- Incident with boiler maintenance (good learning opportunity)
- Fire- low level incidents with fire alarms.
- 2 infection control incidents. Both COVID related but no subsequent infection.
- Manual handling- incidents related to human error- encouragement for people to stop and think.
- No falls with harm.
- No RIDDOR reportable incidents.
- SHARPS incidents all relate to inattention.

He is planning to begin running quarterly poster campaigns around with first topic around paying attention and reporting near misses.

An update was provided on the Health and Safety Plan for 2021/22. He particularly highlighted that four NHS Shetland employees were completing their NESBOSH certificate alongside staff from NHS Orkney.

The SLWG that had been set up by the Health, Safety and Wellbeing Committee to look at Safety Culture had developed information on management health and safety responsibilities to help support the development of job descriptions.

Mr Sandilands asked if there was still an issue with staff side representation on the committee. Mrs Hall reported that it had improved slightly but there was still poor attendance from a number of representatives.

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

### **APF 21/04 FINANCIAL POSITION UPDATE**

Mr Marsland provided a verbal update. He reported that up to the end of March the Board posted a £66k underspend. This figure is subject to review by external audit. He noted however that the organisation had failed to make its target on efficiency savings.

There were no questions.

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

## **APF 21/05 WORKFORCE REPORT 2020/21**

Lorraine Allinson presented this item. Information provides a snapshot of the NHS Shetland workforce at 31 March 2021, including the workforce profile, recruitment activity, turnover, sickness absence. The report will help inform the development of the three year Workforce Plan.

She noted that the sickness absence figure continues to be under 4% which is extremely positive. It is shown in the report against COVID-19 absence figures.

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

**ACTION:** A request was made for staff immunisation figures to be included in the Promoting Attendance report for the September meeting.

## **APF 21/06 INTERIM WORKFORCE PLAN**

Lorraine Allinson presented the Interim Workforce Plan 2021-22 which has been submitted to the Scottish Government as requested. It was collated to align with Remobilization Plan 3. We will be required to submit a three year workforce plan by 31 March 2022. Work is beginning to plan the structure for this with an intention that the first draft will be ready by end of 2021 to allow for consultation and Committee cycles. Will be required to work closely with Shetland Islands Council staff to pull together data and information.

**OUTCOME:** APF were happy to approve the application to STAC for an extension to RRP.

## **APF 21/07 EQUALITY AND DIVERSITY PUBLICATIONS**

The three publications included here have been published as required under the Equality Act 2010. They have been compiled alongside Nigel Firth, Equality and Diversity Manager for NHS Grampian. A further report on Equal Pay will be published in June 2021. No major concerns were highlighted to the Committee.

Kathleen Carolan queried whether the Gender Pay gap information would be published. Ms Allinson explained that would be covered in the Equal Pay report that would be published later in the month.

There was some discussion regarding the Equality and Diversity Training and how that will look going forward.

**OUTCOME:** APF noted the three publications and that the fourth will be published by 30 June 2021

## **APF 21/08 RRP UPDATE**

Lorraine Allinson presented this item. She explained that a completed application had been presented to APF in March which had been approved. Subsequently a new application process was released by STAC (Scottish Terms and Conditions Committee). The submitted application in the new format was presented to APF for noting.

**OUTCOME:** APF noted the RRP application in the updated format.

## **APF 21/09 STAFF DEVELOPMENT TEAM UPDATE**

Sally Hall gave verbal updates on the following:

Statutory and Mandatory Training- Following the audit in December 2020 Staff Governance Committee will now receive updates on compliance with a snapshot from different directorates. One of the aims of this is to help identify teams or departments that may need a bit of help and support.

Training Plan- the Training Plan has been approved by EMT. Training must be recorded in a staff member's appraisal/PDP and all statutory and mandatory training completed before any bookings will be made.

Manual Handling- Following an audit we are seeing a high percentage of both non-attendance and courses having to be cancelled. Staff Development Team continue assess the reasoning behind this and if there is anything that can be done to improve both access and uptake.

iMatter- We are now entering the team confirmation stage and all managers are encouraged to make sure teams are recorded accurately.

OD work- the Staff Development team has had a number of requests from teams across the organisation for OD support. She will look at collating some of the emerging themes together and reporting that back to APF and Staff Governance.

Whistleblowing- the first joint (with NHS Orkney) with some managers and confidential contacts has been held. It will be evaluated. Key message from participants was the importance of having good conversations. The eLearning module is now available and managers are encouraged to complete.

Ian Sandilands asked how we will monitor the use of confidential contacts. Sally Hall explained that she has set up a meeting with all our staff supporters- confidential contacts, confidential listeners, coaches and TRiM practitioners to discuss how we get the message out to staff about the services available. There will be some communication work to do. They will also discuss support mechanisms for each other.

There was also a query on supervision for coaches and Mrs Hall explained that the Board is working with the Edinburgh Coaching Academy to set up a system of external and peer supervision.

**OUTCOME:** APF noted the verbal updates.

## **APF 21/10 BANK REVIEW**

Ryan Sandison attended to update members on a piece of work that has been going to review how the hospital bank is operated. Forms has been utilized to create a more centralised system for both the nursing and administration Banks. Mr Sandison felt that it had brought about a number of positive changes.

Members discussed next steps. Would we be looking at creating a central 'bank' for the organisation that could even be utilized by our partners? It was agreed that EMT would discuss and consider next steps for this test of change.

**OUTCOME:** EMT to discuss outwith the meeting and next steps for this piece of work.

### **APF 21/11 LATERAL FLOW TESTING FOR STAFF**

Rachael Hunter, Test and Protect Manager, attended to talk about the Lateral Flow Testing for staff. She reported that the figures suggested a low uptake of testing. We have 718 staff registered and only 359 were recorded on the system. Some members felt that staff may be doing them but were not uploading on to the system. It was agreed that members should promote the importance of the scheme.

**OUTCOME:** APF noted the verbal update.

**ACTION:** Members agreed to promote among their teams and members the importance of testing and inputting their results into the portal

### **APF 21/12 STAFF GOVERNANCE ACTION PLAN 2021-22**

Members noted that Staff Governance Action Plan 2021-22 which had been approved at the Staff Governance Committee meeting on 27 May.

### **APF 21/13 HOMEWORKING POLICY CONSULTATION**

Members were encouraged to participate in the consultation when it launches.

**OUTCOME:** APF noted the upcoming consultation.

### **APF 21/14 DL (2021) 13 Quarantine (Self-Isolation) for NHS Scotland Staff returning to the UK**

Members discussed this circular and some of the operational implications to NHS Shetland. It was felt that it was difficult to police this and that we would have to trust staff to make the right decisions around travel.

**OUTCOME:** APF noted the circular.

### **APF 21/15 TUC DYING TO WORK CHARTER**

Members agreed they were supportive of the content of the charter.

**OUTCOME:** APF noted the charter.

### **APF 21/16 CLO UPDATE**

Members agreed that this was a useful update and noted the contents.

**OUTCOME:** APF noted the CLO Update.

### **APF 21/17 WHISTLEBLOWING UPDATE**

Kirsty Brightwell gave members an update on Whistleblowing. A pilot training session had been held with staff from NHS Shetland and NHS Orkney and would be reviewed before further role

out. Work continues on the operational processes including the Datix form. Shona Manson has begun visiting teams throughout the organisation.

Members had a general discussion about whistleblowing. Dr Brightwell noted that she hoped that the introduction of the standards would lead to staff feeling empowered to have better conversations.

**OUTCOME:** APF noted the verbal update.

**ITEMS FOR NOTING**

**APF 21/18 LIST OF CIRCULARS/LETTERS DISTRIBUTED SINCE PREVIOUS MEETING**

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

Additional Guidance- COVID-19 Vaccinator Terms and Conditions of Employment- Additional Guidance	Home Working Policy Consultation
PUBLICATION OF COMMUNITY ENGAGEMENT AND PARTICIPATION GUIDANCE FOR HEALTH AND SOCIAL CARE	DL (2021) 13 QUARANTINE (SELF-ISOLATION) FOR NHS SCOTLAND STAFF RETURNING TO THE UK
NHS Scotland- Emergency Footing Extension	PCS(AFC)2021/2 PAY AND CONDITIONS FOR NHS STAFF COVERED BY THE AGENDA FOR CHANGE AGREEMENT
SPPA- NHS Pension Scheme	
DL (2021) 11 Recruitment and Retention Premia	
Update Letter to Boards- RRP	
PCS (COV) 2021-3 £500 COVID PAYMENT: HARD FM STAFF	
PCS (ESM) 2021-2 TRA for Nurse Directors	
TUC Dying to Work Charter- SPF Statement	
Workforce Recovery – mailbox for direct engagement	
Shielding Update and info on pregnant staff	
DL (2021) 12 Shielding NHS Staff	

**APF 21/18 AOCB**

The next meeting of APF will take place on Thursday 02 September 2021 at 2pm via MS Teams.