

SHETLAND NHS BOARD

MINUTES OF THE AREA PARTNERSHIP FORUM HELD ON THURSDAY 02 SEPTEMBER 2021

Meeting was held via MS Teams

PRESENT

Ian Sandilands	Co- Chair of APF and Employee Director (IS) (<i>IN THE CHAIR</i>)
Cathrine Coutts	CSP Representative (CC)
Dr Kirsty Brightwell	Medical Director (KB) (<i>until 14.30</i>)
Maurice Staples	Unite Representative (MS)
Callum Rumming	RCN Representative (CR)
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)
Marianne Williamson	PA to DHRSS (note-taker) (MW)

IN ATTENDANCE

Jed Westmoreland	Health and Safety Lead (JW)
Erin Seif	Corporate Services Administrator (ES)

APF 21/20 APOLOGIES FOR ABSENCE

Dr Susan Laidlaw	Interim Director of Public Health (SL)
Carolyn Hallam	RCM Representative (CH)
Lola Wild	RCM Representative (LW)
Michael Dickson	Co-Chair of APF and Chief Executive (MD)
Kathleen Carolan	Director of Nursing and Acute Services (KC)
Tom McIntosh	Unison Representative (TM)

APF 21/21 MINUTES OF THE MEETING HELD ON THURSDAY 10 JUNE 2021

The minutes were approved as an accurate record.

MATTERS ARISING/CHAIRS ANNOUNCEMENTS

There were no matters arising from the minutes.

Mr Sandilands noted that he and Cathrine Coutts had discussed outside the meeting and agreed that it is appropriate that she continue to attend Area Partnership Forum. She has recently been appointed Executive Manager- AHPs on a secondment. Mrs Coutts felt that it was important to maintain CSP representation on the forum. Lorraine Hall welcomed this, noting that Mrs Coutts was a valued member of the Forum.

APF 21/22 POLITICAL/CHANGE UPDATE

No update.

APF 21/23 Terms and Conditions Group- Update

Ian Sandilands provided an update from the last meeting of the Terms and Conditions Group. He highlighted the following from the discussion:

- Training required to ensure correct reporting of annual leave in SSTS e.g correct leave year.
- Salary Sacrifice Scheme
- Homeworking Consultation
- Enhanced payslip and whether we need to promote again.

OUTCOME: APF noted the verbal update.

APF 21/24 HEALTH AND SAFETY UPDATE

Jed Westmoreland provided a verbal health and safety update. The Health, Safety and Wellbeing Committee will meet next week. He highlighted the following points:

- No Riddor reportable accidents or falls with harm during previous quarter
- Violence issued managed well in the Community
- Lessons Learned form in Datix being utilised well
- FFP3 mask- not fully threaded which caused delay during cardiac arrest, reported to IRIC
- Health and Safety Workplan updated following June meeting of H, S&W Committee.
- IRIC have published new guidance related to medical devices. It dictates quite specific roles and responsibilities which may require a further discussion at EMT.
- Face-fit testing, national debate about timescales for retesting and a 'Once for Scotland; database for recording.

OUTCOME: APF noted the update from Mr Westmoreland.

APF 21/25 FINANCIAL POSITION UPDATE

Colin Marsland presented a financial position update. He reported that at the end of month 3 NHS Shetland is £1.1million overspent. This includes costs related in response to the COVID-19 pandemic. A lack of efficiency savings and recruitment challenges resulting in Locum costs are the main reasons for this overspend.

Members discussed at length some of the issues with recruitment which is evidenced right across Scotland. Lorraine Hall said that discussions around International Recruitment are moving forward and at a regional level the North HR Directors group are talking about how we help facilitate new ways of working. Rotational models, IT governance and Equivalency for Medical staff are all issues that are paramount to moving forward. Lack of affordable accommodation is a real problem in attracting staff to Shetland, this is something that has also been highlighted by the Council. We should also remember the importance in retaining staff and making them feel valued.

Brian Chittick felt that he was noticing a 'perfect storm' in the Health and Social Care Directorate with a real strain on the system. Locum use is required to sustain services in a safe way.

OUTCOME: APF noted the update from Mr Marsland.

APF 21/26 PROMOTING ATTENDANCE UPDATE

Lorraine Hall presented this standing item on behalf of Lorraine Allinson. We continue to perform consistently well against the national average. This is thanks to the hard work of our managers and staff, particularly during COVID. This has included using phased adjustments to keep people in work or help them to return.

As requested the report now provides more detail on the work of the Occupational Health department. The Scottish Government has recently published a commitment to extended Occupational Health support for NHS Scotland staff. This is welcome news and recognition of the important work Occupational Health teams have provided over the last 18 months. Moving forward, they are currently planning delivery of the Flu jab programme and COVID boosters (where appropriate).

Bruce McCulloch wanted to highlight the positive feedback to the 'Fit in Fifty' programme which is being run with Gym Gair, supported by Endowments. Fifty-two staff applied and a further 10 registered interest. Members discussed the importance of schemes like this helping to empower staff into making positive changes and thus building resilience.

OUTCOME: APF noted the report from Mrs Hall.

APF 21/27 WHISTLEBLOWING UPDATE

Lorraine Hall provided an update on behalf of Dr Brightwell. The Whistleblowing Implementation group continues to meet on a regularly basis. They have reviewed the Datix form, meaning that it is separate from the one used for complaints. Confidential Contacts have linked up with their counterparts in NHS Orkney to create a learning circle- sharing good practice, creating a wider knowledge base and providing an opportunity for mutual aid if appropriate.

OUTCOME: APF noted the verbal audit.

ACTION: APF are asked to encourage their staff and members to complete the Whistleblowing Training modules on TURAS.

APF 21/28 SPIRITUAL CARE AUDIT

Lorraine Hall presented this on behalf of Sally Hall. This Audit assessment tool has been developed to assess and audit the Standards for Spiritual Care Services (Scotland) 2020, approved for use in Scotland by the UKBHC. Additional evidence can be provided if required.

OUTCOME: APF noted the audit.

APF 21/29 NHS SCOTLAND JOB EVALUATION POLICY

This is a 'Once for Scotland' Policy which is presented for noting. Lorraine Hall and Ian Sandilands took the opportunity to check that members were still in agreement for the locally agreed arrangements for panels. Mrs Hall noted that we are still awaiting the delivery of Job Evaluation.

OUTCOME: APF noted the Job Evaluation Policy.

APF 21/30 CYCLE TO WORK- REVIEW OF LIMIT

Mr Marsland presented this paper. Area Partnership Forum were asked to review the local cap for the Cycle to Work Scheme. Members had a long and varied discussion about the benefits and other aspects of the scheme. Brian Chittick had recently used the scheme and was impressed. Members felt the £3000 limit suggested by Transport Scotland for ebikes was the most appropriate option for NHS Shetland.

OUTCOME: APF agreed that the financial limit on the Cycle to Work Scheme to £3000.

APF 21/31 CAR SALARY SACRIFICE SCHEME: VEHICLE CHOICE –CLIMATE CHANGE ENVIRONMENTAL IMPACT

Mr Marsland presented this paper. The Salary Sacrifice Scheme is due to go live in September 2021 and following the Board's decision in June to pursue a net zero route map APF were asked to agree that the selection of vehicles under the Scheme should be restricted to exclude any vehicles that have an internal combustion engine.

Members discussed this at length discussing the pros and cons of the proposal. They were broadly in favour of encouraging staff to be more 'green' but had concerns that the charging infrastructure was not quite there yet. Members decided to provide further information on the electric charging network and other funding sources in the staff newsletter and revisit the proposal again in 12 months.

OUTCOME: APF opted against agreeing that the selection of vehicles under the Salary Sacrifice Scheme should be restricted to exclude any vehicles that have an internal combustion engine. This decision will be reviewed in 12 months.

ACTION: Mr Marsland to prepare information on electric vehicles and charging networks etc for the staff newsletter.

ITEMS FOR NOTING

APF 21/32 LETTER FROM THE CABINET SECRETARY- MENTAL HEALTH AND WELLBEING SUPPORT

APF noted the letter.

APF 21/33 NATIONAL WELLBEING HUB UPDATE

APF noted the update on the National Wellbeing hub.

APF 21/34 LETTER FROM SWAG RE.PILON

APF noted the letter from SWAG.

APF 21/35 LIST OF CIRCULARS/LETTERS PUBLISHED SINCE LAST MEETING

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

SWAG Letter on Hearings	DL (2021) 20 ARRANGEMENTS FOR THE DISTINCTION AWARDS AND DISCRETIONARY POINTS SCHEMES FOR CONSULTANTS: 2020-21
PCS(SDIA)2021/1 - Scottish Distant Islands Allowance	DL (2021) 21 UPDATE ON BMA/MSG AGREEMENT ON 46 HOURS REST FOLLOWING A PERIOD OF NIGHT SHIFTS
COVID-19: UPDATED GUIDANCE ON THE EXTENDED USE OF FACE MASKS AND FACE COVERINGS IN HOSPITALS, PRIMARY CARE, WIDER COMMUNITY CARE AND ADULT CARE HOMES	DL (2021) 22 FRAMEWORK FOR THE IMPLEMENTATION OF ISOLATION EXEMPTIONS FOR HEALTH AND SOCIAL CARE STAFF
STAC (TCS01) 2021 ADVERSE REACTION FOLLOWING COVID-19 VACCINATION	DL (2021) 23 Requirement for NHS Boards to undertake structured risk assessments in high risk (red) pathways
STAC (TCS02) 2021 ARREARS FOLLOWING AGENDA FOR CHANGE PAY UPLIFT	PCS (COV) 2021/4 £500 COVID PAYMENT: HARD FM STAFF (EXTENSION)
Letter from SWAG re.PILON	STAC (TCS03) ADVERSE REACTION FOLLOWING COVID-19 VACCINATION – FURTHER ADVICE
Emergency Footing extension	Health and Social Care Workforce: Mental Health & Wellbeing Support
UPDATES ON THE EXTENDED USE OF FACE MASKS IN HEALTH AND SOCIAL CARE SETTINGS	DL (2021) 18 Diversifying the Covid-19 Vaccinations Workforce: Proactive Recruitment and Training of Independent Contractor Groups & Streamlining Training and Induction
PCS (ESM) 2021/3 TEMPORARY RESPONSIBILITY ALLOWANCE FOR NURSE DIRECTORS	DL (2021) 19 NHS Scotland Job Evaluation Policy

APF 21/36 AOCB

Mrs Williamson reminded Staff Side colleagues to record their Facilities Time in SSTS and the importance of doing this for accurate reporting.

She noted that she will be looking at meeting dates for next year and if members had any preference for changing the timeslot could they let her know.

Ian Sandilands noted that the Public Holiday dates will be discussed at the next meeting of the Forum.

Lorraine Hall told members that the Staff Governance Monitoring Return is nearly complete and on track to be submitted to the Scottish Government by the deadline.

The next meeting of APF will take place on Thursday 04 November 2021 at 2pm via MS Teams.