

Shetland NHS Board

Minutes of the Area Partnership Forum – Thursday 23 January 2025, MS Teams

Present

Bruce McCulloch	Employee Director (Unison Representative)/APF co-chair (In the Chair)
Prof Kathleen Carolan	Director of Nursing and Acute Services
Dr Susan Laidlaw	Director of Public Health
Colin Marsland	Director of Finance
Dr Kirsty Brightwell	Medical Director
Tom McIntosh	Unison Representative
Jenny Irvine	SoR Representative
Lianne Jamieson	CSP Representative
Hilary Nelson	RCN Representative

In Attendance

Lorraine Allinson	HR Services Manager
Kirsty Clark	Learning and Development Manager
Lucy Flaws	Head of Planning
Karl Williamson	Head of Finance
Lawrence Green	Health and Safety Lead
Amanda McDermott	Chief Nurse- Acute
Marianne Williamson	PA to HR Director (APF Administrator)

APF2425-44 Apologies for Absence

Apologies for absence were received from Brian Chittick, Lorraine Hall and Jo Robinson.

APF2425-45 Minutes of the meeting that took place on Thursday 07 November 2024

The minutes were confirmed as an accurate record.

APF2425-46 Matters Arising

There were no matters arising.

APF2425-47 2024-25 Financial Performance Management Report Update Month 8

Colin Marsland presented the standing financial update, at the end of Month 8 the board was £2.9million overspent. Overspend can be attributed to workforce challenges and the use of locum staff.

OUTCOME: Area Partnership Forum noted the update.

APF2425-48 Workforce Highlight Report

Lorraine Allinson introduced the first section of the report, highlighting the following:

- Sickness Absence levels continue to be below the Scottish average for both short and long term.
- Vacancy management- Working on common reporting set within Job Train.

Kirsty Clark reported that there had been a rise in Core and Mandatory Training figures in all areas- particularly in Health and Safety modules. She put this rise down to the work of Subject Matter Experts in promoting and liaising with managers. Following a query regarding Fire Training, she clarified that Fire Committee receives a breakdown of training figures by area/departments and the Fire Officer targets lower performing teams.

Concern remains regarding the low appraisal figures. Members discussed the importance of the process and the limitations of the system. Staff can approach manager for an appraisal.

OUTCOME: Area Partnership Forum noted the Workforce Highlight Report.

APF2425-49 Wellbeing

Bruce McCulloch explained that the organisation is looking at how we move wellbeing forward in the organisation. New Spiritual Care Lead has been appointed and Occupational Health Nurse Manager starts in post in the coming weeks and these roles will be crucial in shaping the wellbeing agenda moving forward. Members discussed that it was crucial to understand what staff would like to see- what would be of real benefit and make a difference to working lives. Team meetings/away days might be a good opportunity to seek feedback.

ACTION: Wellbeing is a standing item on the Area Partnership Forum moving forward.

APF2425-50 Agenda for Change Non-Pay Implementation Update

In Lorraine Hall's absence, Lorraine Allinson and Kirsty Clark presented a summary update on the three workstreams:

- Still awaiting confirmation on the next Reduced Working Week reduction and whether it will be 36.5 or 36 from 01 April.
- Band5/6- Communications have been issued and no applications have been submitted. Regional and national uptake has been lower than anticipated.
- Protected Learning Time- 3 national workstreams which NHS Shetland is participating in. At the moment it looks like there will have to be two sets of Core and Mandatory learning. Challenges about how data is recorded.

Regarding Band5/6- Hilary Nelson, RCN representative, agreed that uptake had been slower. RCN will be in Shetland for their roadshow in August but can offer virtual events prior to this to support members and managers.

OUTCOME: Area Partnership Forum noted the update.

APF2425-51 Annual Operating Plan

Lucy Flaws attended to provide members with background and an update on the development of the Annual Operating Plan. The draft is being completed at the moment, with a number of staff across the organisation involved in its development. She highlighted:

- Ensuring the AOP is realistic alongside financial plan;
- Local needs- focus areas for us are not as highly rated nationally
- How do we link with the wider community?
- Challenges- how do we become better connected with the Workforce Plan

ACTION: Lucy Flaws to return to update Area Partnership Forum members when final version is completed.

APF2425-52 Finance and Sustainability Group- Update

Lucy Flaws and Karl Williamson gave Area Partnership Forum an update on the work of the Finance and Sustainability Group which aims to help NHS Shetland become a more sustainable organisation. The group has members from Finance, Human Resources and Planning and the attached paper and infographic provides information on the workstreams the group are involved in. They discussed the MS Form that has been developed for staff to submit savings ideas. The aim is to create a supportive environment in which staff feel comfortable to share ideas and suggestions. Management Accountants are also available at any time for information or questions.

OUTCOME: Area Partnership Forum noted the update.

APF2425-53 Values, behaviours and culture work

Kirsty Clark gave an update on the work that had got underway developing a set of values for NHS Shetland. Four values (mapped to the NHS Scotland values) have been articulated:

- Working well together
- Taking responsibility
- Making a difference
- Acting with kindness

A period of consultation will now take place to ascertain whether these resonate with staff. This consultation will take the format of a survey, focus groups and attending team meetings.

OUTCOME: Area Partnership Forum noted the work that was taking place and that an update would be brought back following the survey.

APF2425-54 Disclosure Scotland- Changes

Lorraine Allinson presented an update to members. She explained that from 01 April 2025 there will be changes to the Disclosure Scotland legislation which will require a phased implementation. The attached report covers what is known at the moment and further guidance is anticipated. Implementation of the new legislation will have both a financial and resource impact to the Board.

OUTCOME: Area Partnership Forum noted the update.

APF2425-55 SBAR- Lone Worker PeopleSafe Emergency Alert

Lawrence Green presented this SBAR to provide APF with awareness on the PeopleSafe Alert system that he is trying to implement. He provided background to the system and explained that he would be taking the updated SBAR to the Executive Management Team for decision on 12 February.

OUTCOME: Members were supportive, noting that the system had been implemented successfully by NHS Orkney and that it had the approval of the HSE. The fulsomeness of the paper was commended.

APF2425-56 Uniform Policy

Amanda McDermott presented this updated policy, a small number of changes have been made to the previous version and adapted to the new policy template.

Hilary Nelson, RCN representative, commented on the reference in section three to the covering up of tattoos that may be deemed offensive and the requirement for a line manager to complete a risk assessment. Kathleen Carolan and Amanda McDermott provided context around this and that it would be considered on a case by case basis. Colin Marsland reminded members that staff can claim tax relief on laundering uniforms.

OUTCOME: Area Partnership Forum approved the policy to move forward to Staff Governance Committee for final approval.

APF2425-57 Relocation Procedure

Lorraine Allinson presented this update on behalf of Laura Pottinger. Minor changes had been made to the procedure including an update on the removal companies available to staff. The letter from STAC concerning the name change for Junior Doctors had been received after APF papers had been issued. The procedure will be updated to cover this.

Bruce McCulloch asked a question about repayment, Colin Marsland explained that the Finance team would contact discuss repayment. It was suggested that additional wording should be added to provide further information on how Creditors would recover the debt, e.g instalment plans were possible, deduction from final salary.

OUTCOME: Area Partnership Forum was happy to approve with suggested changes.

APF2425-58 Job Evaluation- Local Procedure

Lorraine Allinson presented the updated Job Evaluation Local Procedure, it has been reviewed in line with DL (2021)19 and recent advice received regarding job sharing protocol among NHS Scotland Boards.

Staff Side members had a number of suggested changes:

- Pg.140- should not state a number of factors
- Appendix 1 should not request postholders certifications- it is the post not the person.

Members were supportive of the job sharing protocol. They felt that it made sense when there were no significant changes to a post from another board.

OUTCOME: It was agreed that these changes would be made and the procedure recirculated via email to APF before moving onto Staff Governance Committee for final approval.

APF2425-59 Items noted

The following items were noted:

DL (2024) 33 National Health and Social Care Workforce Strategy: Workforce Planning	iMatter Health and Social Care Staff Experience Survey 2024
PCS (ESM) 2024/2 PAY AND CONDITIONS OF SERVICE EXECUTIVE AND SENIOR MANAGEMENT PAY 2024-25	PCS (MD) 2024/01 PAY AND CONDITIONS OF SERVICE 2024-25 HEALTH BOARD MEDICAL DIRECTORS / FORMER MEDICAL DIRECTORS ON PROTECTION
PCS(DD)2024/01 PAY AND CONDITIONS OF SERVICE REMUNERATION OF HOSPITAL MEDICAL AND DENTAL STAFF, DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE	DL (2024) 33 NATIONAL HEALTH AND SOCIAL CARE WORKFORCE STRATEGY: WORKFORCE PLANNING
SPPA 2024/11 Changes to the NHS Pension Scheme (Scotland) (NHSPS[S]) rules.	

[MFW Jan25]