



NHS GRAMPPIAN
Meeting of the Grampian Area Partnership Forum (GAPF)
Thursday 21 April 2022 - 10am to 12noon
Microsoft Teams

Board Meeting
04.08.22
Open Session
Item 12.6

Present:

Rachael Little, Elected Staff Side Chair/Employee Director (Co-Chair) – Chaired the meeting

Mike Adams, UCATT

Diane Annand, Staff Governance Manager

Ian Cowe, Health and Safety Manager

Dianne Drysdale, Smarter Working Programme Manager

Joyce Duncan, Non-Executive Director, Chair of Staff Governance Committee

Jenny Gibb, Nurse Director - HSCPs and MHLDS

Alistair Grant, RCN

Gemma Hood, SOR

Stuart Humphreys, Director of Marketing and Corporate Communications

Sarah Irvine, Senior Finance Manager

Gerry Lawrie, Head of Workforce & Development

Steven Lindsay, Unite

Deirdre McIntyre, RCOP

Elinor McCann, Catering Manager

Martin McKay, UNISON

Cameron Matthew, Divisional General Manager, Acute

Patricia Morgan, Service Manager, Health and Social Care Moray

Gavin Payne, General Manager of Facilities and Estates

Cheryl Rodriguez, Head of Occupational Health and Safety

Sandy Reid, Lead – People & Organisation, Aberdeen City Health and Social Care Partnership (part 1)

Kerry Ross, Deputy Business Manager, Mental Health and Learning Disabilities (part 1)

Philip Shipman, Acting Head of People and Change

Kathleen Tan, CSP (part 1)

Joan Anderson, Partnership Support Officer

In Attendance:

Lesley Roberts, Safer Workplace Programme Lead – for item 4

Laura McDonald, Partnership Rep – for item 7a

Julie Warrender, Transition Lead, Nursing – for item 7a

Gareth Evans, Property Transactions Manager – for item 7b

Dawn Getliffe, General Management Trainee – for item 7d

Lorraine Finn, Project Manager Planning – for item 7d

Nigel Firth, Equality and Diversity Manager – for item 8a

	Subject	Action
1	<p>Welcome and Apologies</p> <p>Everyone was welcomed to the meeting and apologies were received from the following:</p> <p>Paul Allen, Director of Facilities, Estates & eHealth June Brown, Executive Nurse Director (deputy Jenny Gibb) Susan Carr, Director of Allied Health Professionals & Public Protection</p>	

	<p>Janet Christie, BAOT Adam Coldwells, Director of Strategy and Deputy Chief Executive (Co-Chair) Albert Donald, Non-Executive Director/Whistleblowing Champion Jamie Donaldson, Elected Staff Side Chair of Health & Safety Representatives Group Caroline Hiscox, Chief Executive Alex Pirrie, Strategy and Transformation Manager, Aberdeenshire HSCP Tom Power, Director of People & Culture Alan Sharp (deputy Sarah Irvine)</p>	
2	<p>Minute of meeting held on 17 February 2022</p> <p>Rachael Little explained that this minute had been approved by the last meeting in principle but as the meeting had not been quorate, it had been approved by GAPF Staff Side Reps after the meeting. GAPF ratified the decision to approve.</p> <p>Minute of Meeting held on 17 March 2022</p> <p>The minute of the meeting held on 17 March 2022 was approved with one amendment as follows:</p> <p>Item 5b – add into third bullet point – “This role would take place from 1 October 2021.</p>	
3	<p>Matters Arising</p> <p>a. National Care Service and Strategy Engagement/Consultation – GAPF Workshop</p> <p>Rachael Little confirmed that the GAPF Workshop on National Care Service had been set for 29 June 2022 from 9am to 12.30pm and invitations to diaries had been sent.</p> <p>b. Risk and Opportunity Management Policy</p> <p>Rachael Little explained that this policy had been approved by the last meeting in principle but as the meeting had not been quorate, it had been approved by GAPF Staff Side Reps after the meeting. GAPF ratified the decision to approve.</p> <p>c. Pensions Automatic Re-Enrolment 2022</p> <p>Rachael Little explained that the recommendation in this paper had been approved by the last meeting in principle but as the meeting had not been quorate, it had been approved by GAPF Staff Side Reps after the meeting. GAPF ratified the decision to approve.</p>	

	<p>d. Request for adding Statutory / Mandatory Training to TURAS LEARN - Hazardous Healthcare Waste and Non-Hazardous Waste</p> <p>Rachael Little explained that these two applications had been approved by the last meeting in principle but as the meeting had not been quorate, they had been approved by GAPF Staff Side Reps after the meeting. GAPF ratified the decision to approve.</p>	
4	<p>Provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, patients and the wider community</p> <p>a. DL (2022)7 - De-escalation of COVID-19 infection prevention and control (IPC) measures in Health and Social Care settings to alleviate system pressures revision to the guidance</p> <p>Lesley Roberts attended the meeting to update on the work of the short life working group taking forward the circular DL (2022) 7 and other related circulars. The circulars asked Boards to look at all aspects of the circular as follows:</p> <ul style="list-style-type: none"> • Explore barriers to visibility and accessibility of vaccination status for patients. • Explore functionality for recording Lateral Flow Device (LFD) results on Electronic Patient Record • Develop process to notify Infection Protection Control Team (IPCT) of positive result – outcome of new process as above • Develop process to notify Public Health • Develop Process for procurement, distribution, storage and management of LFD kits • Clinical areas and IPC to discuss process for 10 day LFD use for inpatient contacts. Meeting/ discussion to be arranged. • Communications to be drafted to clarify our approach (wear Personal Protective Equipment (PPE) e.g. Fluid Resistant Surgical Masks (FRSM) unless eating/drinking) (awaiting further FRSM guidance – expected 6/4/22). • Provide assurance that minimum bed spacing requirements are compliant within secondary care settings. • Consider that many staff may be stressed as physical distancing is removed potentially increasing risk for them in the workplace <p>An SBAR was to be drafted and presented at Weekly System Decision Making Group (WSDMG). Once approved communication would be shared with staff. The short life working group had not wished to circulate the information until they felt all the information from the Government had been received.</p>	

	<p>The group discussed the presentation from Lesley and the comments made included:</p> <ul style="list-style-type: none"> • Social distancing in different areas may cause staff confusion • Staff may be stressed or anxious • Staff who had a medical vulnerability or anxiety should have their risk assessment re-done. Age was no longer used for Covid guidance • Staff should not be forced to return to the workplace • GAPF Development Day 19 May 2022 would be discussing hybrid working <p>b. System Workforce Cell</p> <p>Philip Shipman noted that setting up provisions to deal with Covid had been more straightforward than the task to unwind them. Work was ongoing by a short life working group being led by Diane Annand to go through each of the 27 provisions within the Management of the Workforce During and After Major Incidents including Pandemic Policy to see how each had been enacted and how they could be deactivated. There was portfolio and clinical leads also on the group.</p> <p>* There was Scottish Government guidance which went along with the provisions. NHS Grampian could not amend any of the Scottish Government provisions.</p> <p>Terms of Reference for the Deactivating the Management of the Workforce during and after Major Incidents including Pandemic Policy working group to be shared for information (attached).</p> <p>Deployment was one of the local provisions that was being taken forward. A plea was made for staff to be treated with compassion and not left in limbo without a role to go to. Staff would have transferable skills and training would be offered to ensure as many staff were redeployed as possible.</p> <p>Martin McKay requested that should there be a need for trade union and professional organisation members going through contractual or organisational change, time was prioritised for their representatives.</p> <p>Philip Shipman reported that there had been informal discussions at the GAPF Staff Side and HR meetings around capacity to support this piece of work from both Staff Side and HR. Prioritisation around the local provisions would take place as all could not be done at the same time. There would be challenges on all those supporting the changes.</p>	
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5	<p>Well Informed</p> <p>a. Finance Update</p> <p>* Sarah Irvine senior finance manager – shared slides (attached)</p> <p>NHS Grampian was facing a £20m financial gap assuming a 1% savings target which would amount to £5m.</p> <p>The group discussed the presentation and the comments made included:</p> <ul style="list-style-type: none"> • NHS Grampian still had over 1000 staff employed for Covid related reasons and it was unlikely funding would be forthcoming for them. This would lead to a big change in the workforce and what role they carried out. • The funding gap and financial struggle was historical and not new due to Covid. • £10m overspend on excess hours for staffing was exclusively due to Covid. • Agreement for staff to be paid overtime when normally not paid overtime would eventually end and the risk to this stopping would likely show in the pressures on the system and pressures on the workforce. This was one of the Scottish Government provisions and no timescale had been given to change this yet. Services were increasingly reliant on overtime noting the design of workforce not right and needed to be looked at • Health and wellbeing of staff to be taken into account when the ask of staff might be unacceptable or unsustainable due to the hours expected to work • Huge amount of hidden excess hours and need to consider individual areas when deciding where savings were to be made. Overtime cost had increased by £6m since 2019. Finance working with operational managers to come up with a savings plan that could be achieved rather than top slicing • Staff need time for recovery, especially those working long hours. The cost of living increases would impact on staff and pressure would be on them to do additional hours to help with personal finances. Need to consider balance of what is expected from staff and notice staff who were taking on too much. Managers and supervisors needed to support people and let them know the organisation was not expecting them to work excess hours. • A lot of work was being done to support staff <p>Sarah Irvine agreed to gather the figures for pre-Covid staffing spend so a comparison could be made to understand the situation better.</p>	SI
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6	<p>Appropriately Trained and Developed</p> <p>a. GAPF Development Day – 19 May 2022</p> <p>A draft programme had been circulated and Teams invitations for the virtual event had been sent out.</p> <p>Participation from all sectors/areas was vital to ensure good involvement and gather views from a variety of areas and staff.</p> <p>All were asked to encourage colleagues to attend. Any questions to Rachael Little or Joan Anderson to take to the GAPF Action Planning Group who were organising the event.</p>	
7	<p>Involved in Decisions</p> <p>a. Bon Accord Care/NHSG Agreement</p> <p>Julie Warrender gave a brief summary update. The joint working agreement was an arrangement for NHS Grampian and Bon Accord Care to allow staff to work under NHS policies. The whole agreement would be reviewed in December 2023.</p> <p>Laura McDonald explained that as part of the assurance process the Rosewell House Programme Board was still meeting. Laura was a staff side representative on the programme board along with a local authority staff side representative. They worked closely with Bon Accord Care colleagues.</p> <p>GAPF Staff Side Reps had approved the document for signing off by Rachael Little, Staff Side Chair on their behalf.</p> <p>Julie Warrender and her team and Bon Accord Care colleagues were commended for this good piece of work which was unique in Scotland.</p> <p>b. Smarter Workplaces</p> <p>Dianne Drysdale reported that the Programme Board had instigated two sub-groups Early Adopters and Aids to Hybrid Working. People & Culture and Public Health were early adopters. The Aids to Hybrid Working group would discuss anything which may assist people. The programme board and the two sub-groups all had Partnership representation.</p> <p>A toolkit for managers would be developed.</p> <p>The Health and Wellbeing forum would be reviewed by the Programme Board and the Safer Workplaces Group.</p> <p>Staff who could not work at home would still have opportunities to consider working differently. Staff were to begin conversations with managers to give information on how to take things forward.</p>	

	<p>The GAPF Development event would be would discuss smarter working. Anyone who wished advice to contact: gram.smarterworking@nhs.scot</p> <p>c. Prioritisation of forthcoming workforce surveys SBAR</p> <p>Gerry Lawrie explained that she was a member of the We Care Oversight Group along with Dr Emma Hepburn and Jamie Donaldson who had been involved in writing the SBAR.</p> <p>The We Care Oversight Group had concerns of running The We Care Pulse Survey in April/May 2022 and asked for GAPF to approve the following recommendation:</p> <p>“GAPF are asked to endorse the plan to pause the We Care Pulse Survey in April/May 2022 to enable sufficient space for iMatter and the BPA Culture Survey, with either resumption in August 2022 or review of the process of collecting wellbeing data in NHS Grampian. This can be supported and actioned via the health and wellbeing steering group in May 2022.”</p> <p>GAPF supported the above recommendation. Gerry Lawrie agreed to report the outcome to the We Care Oversight Group.</p> <p>d. Plan for the Future – Developing NHS Grampian’s Strategic Intent</p> <p>Dawn Getliffe and Lorraine Finn presented an update on the Plan for the Future. Presentation slides attached.</p> <p>Any queries/questions to gram.strategydevelopment@nhs.scot</p>	GL
8	<p>Treated Fairly and Consistently, with Dignity and Respect, in an environment where Diversity is Valued</p> <p>a. Interim Updated Equality, Diversity and Human Rights Policy September 2021</p> <p>Nigel Firth explained that the NHS Grampian Equality, Diversity and Human Rights Policy developed from the Partnership Information Network policy was out of date. It had been due for review in 2019 but this had been delayed. Adam Coldwells had asked Nigel to convene a group to produce an updated policy. The group had HR and Partnership representation on it. Nigel Firth requested approval from GAPF for the interim policy to go through the Policies Sub-Group process so it could replace the out of date policy for staff on the intranet.</p> <p>Diane Annand explained that the Once for Scotland (OfS) programme had paused due to Covid and it was expected that work would begin in 2-3 months. The position remained that Boards were not allowed to make any amendments to policies covered by the OfS programme however, an interim policy would be acceptable.</p>	

	<p>GAPF endorsed the proposal to take the interim policy to Policies Sub-Group to process in the usual way.</p> <p>GAPF supported endorsement of this. We have a note so if we are asked by OfS we can provide the evidence of the discussion and agreement.</p> <p>b. DL (2022) 2 and 8 The Queen’s Platinum Jubilee</p> <p>Rachael Little explained that following the DL (2022) 2 another circular had been received DL (2022) 8 stating that the additional day of annual leave for all staff would be changed to a public holiday.</p> <p>A communication had been shared with staff via the Daily Brief to let all NHS Grampian staff know they would receive an additional public holiday on Friday 3 June 2022. A decision had previously been taken by GAPF not to move another public holiday to align with the Queen’s Platinum Jubilee.</p> <p>Gemma Hood asked everyone to share this information when speaking with colleagues and groups as the information was not filtering through to all staff.</p> <p>Martin McKay asked that everyone explain within their sectors that this additional public holiday would be regarded the same as any other public holiday regarding pay terms and conditions.</p> <p>It was agreed to share again in the Daily Brief and more in the weekly system connect distributions.</p> <p>Due to the confusion around this situation, a question and answer sheet had begun to be drafted to include more detail than could be included in the daily brief. This would be shared with the GAPF Terms and Conditions Sub-Group and once finalised a link would be uploaded to the intranet and the link included in the Daily Brief.</p>	
9	<p>Any Other Competent Business</p> <p>a. SBAR NHS Grampian Retail Price Increase 2022</p> <p>Elinor McCann went over the paper previously circulated. The first part of the paper was explaining a Scottish Government requirement to revert VAT back to 20%. This would be implemented from 25.4.22 in NHS Grampian.</p> <p>Second part about the costs in retail units. Cost pressures could not be carried by NHS Grampian. Elinor McCann explained that a 5% rise at the beginning of the pandemic had been requested but due to the situation this had not been implemented. Prices were increasing dramatically.</p>	

GAPF asked to approve the following recommendation:

“Recommendation:

- That the proposal to raise prices by 5% across NHS Grampian Retail Units (Aroma and Cafes) be approved by GAPF to take effect from Monday 30 May 2022.
- That further cost increases that occur throughout the year will be fully taken into consideration.”

The following comments were made:

- Highlight the impact on services within NHS Grampian during the pandemic
- Facilities could not take on the impact of catering costs. When Facilities was being asked for savings, a plea was made to keep issues like this in mind. Facilities had taken the impact of other costs which were not particular to their sector
- Steven Lindsay, on behalf of Unite – not a comfortable endorsement and thanked Elinor McCann for the explanation of the situation and HMRC rules. Impact on members with vast cost of living increases.
- An increase in prices often produces a reduction in people using them so it is a vicious circle.
- Communication to staff was important to explain that the issues were understood and that prices would be reviewed regularly to try and give staff some assurance.

GAPF endorsed the paper.

Elinor McCann planned to put up posters explaining what is to happen and the timescale and request a communication in the Daily Brief. Rachael Little offered assistance with communication if required.

b. Reminder of No Smoking on NHS Grounds

Philip Shipman, on behalf of Tom Power, sought continued support to communicate that NHS Grampian had no smoking on any of their hospital sites or premises. The Chief Executive had received a complaint which most likely related to staff smoking.

Steven Lindsay explained the points in the current policy remained up to date and it was worth restating the policy was focussed on what staff should and should not do and that any concerns would be dealt with on an individual and case by case basis and in a caring and listening way.

Mike Adams noted that some more vocal complaints related to staff smoking just outside NHS Grampian sites. The policy did not cover areas not belonging to NHS Grampian. He asked that the policy be promoted and also staff using the policy be protected.

