

**NHS Western Isles**  
**AREA PARTNERSHIP FORUM**



**Minute of Meeting**

**20<sup>th</sup> April 2018**  
**Meeting Room 2, Health Board Offices**

**Members Present:**

Gordon Jamieson	Chief Executive (Co-Chair)
Dana Murray	Employee Director (Co-Chair)
Jenny Porteous	Director of HR and Workforce Development
Shuna Mighton	Society of Radiographers
Elizabeth Shelby	RCN
Chris Ann Munro	UNISON
Chris Anne Campbell	Nurse Director

**In Attendance:**

Dianne Weatherston	Administrative Support
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**1. WELCOME/APOLOGIES**

Mrs Murray took the Chair and welcomed those present.

Apologies were received from Ken Matthews, Angus McKellar, Maggie Fraser, Margaret MacKenzie, Maggie Watts, Ron Culley and Debbie Bozkurt

**2.2 Action Points 21<sup>st</sup> December 2017**

St Brendan's

The OBC went to the CIG (Capital Investment Group) for reconsideration on 17<sup>th</sup> April and feedback is expected by early next week.

Paid as if at Work

Ms Bozkurt wasn't in attendance at the meeting. This Action Point will be carried forward to the next meeting.

Mr Jamieson noted that a payroll error occurred and that the APU pay wasn't included in the pay run as expected. Payroll have apologised and they will process it for the next pay run.

Driving at Work Policy

This Action Point will be carried forward to the next meeting.

e-Payslips

This Action Point will be carried forward to the next meeting.

### **3. FINANCE**

#### **3.1 Current Update**

Mr Jamieson presented the month 11 financial report in Ms Bozkurt's absence. Mr Jamieson noted a small decrease in overspend at month 11. In relation to the Lab, there was a large variation on budget which will be corrected this year.

*10.21am Mrs Shelby joined the meeting.*

Mr Jamieson stated that in terms of efficiency targets, all savings weren't met, however an effort was made and there was progress throughout the year. The year end has now passed, however the final position is still unknown.

**Decision: The forum noted the update.**

#### **3.2 Paid as if at Work Update**

This was discussed under Agenda Item 2.2.

### **4. CLINICAL STRATEGY**

#### **4.1 Mental Health Implementation Plan**

Dr Watts wasn't in attendance at the meeting and no report was provided. This Item will be carried over to the next meeting.

#### **4.2 SOD Update**

Mrs Campbell advised that the Lab MHRA action report is now closed off. Progress continues on the Lab automation system and it is hoped this will be implemented towards the end of June. Mrs Campbell noted that Mr Gilbert, Lab Manager has now retired and the post will go out to advert once the Job Description has been confirmed. SNBTS continue to provide support in relation to quality management.

Mrs Campbell stated that a new CT scanner will be installed in the Radiology department over the summer. A mobile unit is arriving on the island next week until the new one is installed. Mrs Campbell advised that the route patients will be taken to the mobile unit is through the mortuary, therefore the temporary mortuary will be in place until the new CT scanner is installed. Mr Jamieson noted that this is the shortest and safety route for patients. Mrs Campbell advised that trial runs will take place beforehand, and risk assessments will be completed.

Bed occupancy has improved slightly, and winter pressures appear to have eased off.

**Decision: The forum noted the update.**

#### **4.3 St. Brendan's Project**

This was discussed under Agenda Item 2.2.

#### **4.4 Excellence in Care Bi-Monthly Update**

Mrs Campbell advised that Excellence in Care is progressing slowly nationally. There are issues with some of the indicators that are required and how they are going to be reported without giving SCN's additional paperwork, however once eMRec is rolled out it will be a direct lift from the care plans. Mrs Campbell noted that they are looking to provide funding however details haven't been confirmed as yet.

**Decision: The forum noted the update.**

#### **4.5 Unscheduled Care/OOH**

The forum noted the flash report for information. Mr Jamieson noted concerns regarding the GP contract in relation to GP's opting in rather than opting out.

Mr Jamieson stated that the Scottish Fire and Rescue Service have a consultation underway which is available online. The number of fires in Scotland has largely decreased in the last 30-40 years, and they want to move to an alignment with the American system where they will be a First Response service. Mr Jamieson noted his main point is how they can integrate with an already established multi professional out of hours care system.

**Decision: The forum noted the update.**

#### **5. WORKFORCE REPORT**

Ms Porteous referred to the April Workforce Report which was circulated prior to the meeting. This is the last report for the financial year and it states the end of year position.

Ms Porteous noted that sickness absence is down to 4.47% compared to the same period last year where it was 5.59%. There has been an accumulation of work that Mrs Campbell has been doing with managers and staff side, and we also now have OH support from Salus. Managers stated that they found the CLO training particularly beneficial. Ms Porteous noted it is positive to see that there has been a reducing trend over the year.

Mrs Shelby asked what the Board's position is in terms of reviewing the purchase of EASY. Ms Porteous stated that the Board have asked for EASY to be extended for another year. Mrs Shelby stated she is not convinced that EASY is having much impact. Mr Jamieson explained that it's difficult to confirm what's making the difference. It could be EASY or perhaps the awareness sessions that have been held. It would be beneficial to do some work around finding out what's making the difference. Mrs Shelby noted that long term sickness absence is reducing and that could be due to a more robust management system and OH support rather than EASY. Ms Porteous advised that Salus are going to issue a customer survey. This will allow some analysis on the role of EASY.

Mrs Munro stated that a consistent approach for managers is needed. Mrs Campbell advised that that this is work in progress, and that the group sessions are proving beneficial. Mr Jamieson agreed that consistency is important.

Mrs Mighton asked if there are more 'Mentally Healthy Working' training sessions planned for managers. Ms Porteous confirmed that there is a rolling programme in place.

#### **6. BANK STAFF**

Mrs Campbell advised that she met with Mrs Agnes MacKenzie last week to go through the bank staff. There are currently a number who haven't worked for a while and whose registration has lapsed. Once these are removed an advert will go out to recruit. Mrs Campbell stated that she has established the number of bank staff that will maintain a stable work base.

The Bank Administrator job description went for banding and came back as Band 4. Mrs Campbell noted concerns as she believes this is a Band 5 post.

**Decision: The forum noted the update.**

#### **7. BANK POLICY**

Mrs Campbell referred to the Bank Policy that was circulated prior to the meeting. Mrs Campbell asked for comments to be sent direct to her by 4<sup>th</sup> May. If no comments are received it will be

assumed that all are content with the policy as it stands. Mrs Campbell noted that the policy won't be implemented until the Bank Administrator post has been filled.

**Decision: Comments to be sent direct to Mrs Campbell by 4<sup>th</sup> May.**

**8. BANK ADMINISTRATOR JOB DESCRIPTION**

This was discussed under Agenda Item 6.

**9. DRIVING AT WORK POLICY**

This item will be carried forward to the next meeting.

**10. SAFER PRE & POST EMPLOYMENT CHECKS IN NHSWI POLICY**

Ms Porteous referred to the policy that was circulated prior to the meeting and invited comments. Mrs Shelby noted that the policy appears to be consistent against the PIN. Mr Jamieson asked if this policy covers locums. Ms Porteous confirmed that the policy includes locums.

**Decision: The policy was approved by the forum.**

**11. WORK LIFE BALANCE POLICIES**

Ms Porteous stated that the suite of Work Life Balance Policies are now due for review, and asked for suggestions on how this should be approached. She noted that there are no PIN or legislative change, therefore it may be onerous to present them all at APF. Ms Porteous suggested that APF members read the policies on the intranet, and bring any questions or comments on specific policies to the next APF meeting.

Mr Jamieson asked the forum if they are aware of any particular policies that are causing issues. No issues were raised. Mr Jamieson invited APF members to highlight particular comments, if any, at the next meeting. If no comments are received, an extension date can be put on the policies.

Mrs Shelby suggested that the Work Life Balance Policies be discussed at the next staff side meeting. Mrs Murray agreed.

**Action: APF members to bring any comments on the Work Life Balance Policies to the next meeting.**

**12. REGIONAL WORKING**

Mr Jamieson advised that the latest draft of the Regional Delivery Plan has gone to the Scottish Government. Mr Malcolm Wright, Regional Lead is awaiting feedback.

Mr Jamieson noted that regional work continues in terms of HR, Public Health, Labs etc.

**Decision: The forum noted the update.**

**13. FOR INFORMATION**

**13.1 Health and Social Care Staff Experience Report 2017**

The forum noted the report for information.

**13.2 STAC(TCS02)2018 - AfC Pay Uplift 2018**

The forum noted the paper for information.

## **AOB**

### On Call

Mrs Shelby noted concerns that there appears to be a variance between how on call is treated and paid for across departments. She stated that some departments recognise a phone call as being part of on call, and some don't. This results in some staff not getting compensatory rest when they get a phone call at, for example, 3am. Mrs Shelby stated that guidelines are required, as there are situations where staff are out on call, then coming into work with only 3 or 4 hours sleep. Mrs Campbell stated that anyone who is called out, including phone calls, after midnight gets 11 hours rest, and requested that Mrs Shelby inform her of the areas where this is not being adhered to. Ms Porteous advised that the Agenda for Change on call circular issues clear instructions.

Mrs Mighton raised concerns regarding the depleting staff in Radiology, which results in the amount of on call existing staff are required to take on. It should be 1 in 9 however it's currently 1 in 4. Mrs Campbell advised that she has had a discussion with Mr MacPherson and Ms Jane MacDonald regarding advertising the Radiology Manager post, and she will follow up on that today.

**Decision: Mrs Campbell noted Mrs Shelby and Mrs Mighton's concerns, and requested that Mrs Shelby send her details on departments that are not allowing 11 hours rest for call outs after midnight, including phone calls.**

### Payment of Non Contractual Overtime during Annual Leave

Ms Porteous advised that STAC have formed a partnership sub group to reach agreement regarding payment of non contractual overtime during annual leave. Ms Porteous stated that any comments should be fed through reps on the group.

### Charges for Staff Residencies

Mrs Mighton raised concerns that some staff have been charged 31 nights accommodation for the month of February, instead of 28. Mrs Mighton raised the issue with Ms Marina MacLean, and was advised that when staff are staying throughout the month, they are charged 31 nights, regardless of whether there are 31 days in the month. Mr Jamieson noted the concern raised and stated that this will be rectified. Mr Jamieson also advised that the impact of rate changes is also be revisited. Mrs Mighton also highlighted the importance of staff not sharing with patients. The forum agreed.

## **DATE OF NEXT MEETING**

Date: 31<sup>st</sup> May 2018  
Time: 10am-1pm  
Location: Meeting Room 2, HBO

**END**