



NHS GRAMPIAN
Meeting of the Grampian Area Partnership Forum (GAPF)
Thursday 20 August 2020
11.30am to 1pm
Microsoft Teams

Board Meeting
3 12 20
Open Session
Item 12.1

Present:

- Rachael Little, Staff Side Chair/Employee Director (Co-Chair) – Chaired the meeting
- Mike Adams, UCATT
- Paul Allen, Director of Facilities and eHealth
- Diane Annand, Interim HR Manager Staff Governance
- Susan Carr, Director of Allied Health Professionals & Public Protection (deputy for Caroline Hiscox)
- Susan Coull, Head of HR
- Ian Cowe, Health & Safety Manager
- Dianne Drysdale, Executive Business Manager, Executive Business Unit
- Alistair Grant, RCN
- Alan Gray, Director of Finance
- Stuart Humphrys, Director of Marketing and Corporate Communications
- Gerry Lawrie, Head of Workforce & Development
- Steven Lindsay, Unite
- Deirdre McIntyre, COP
- Martin McKay, UNISON
- Cameron Matthew, Divisional General Manager, Acute
- Mike Ogg, Partnership Manager, Aberdeenshire
- Gavin Payne, General Manager of Facilities and Estates
- Sandy Reid, Senior Service Manager, Aberdeen City Health and Social Care Partnership
- Cheryl Rodriguez, Head of Occupational Health and Safety
- Kerry Ross, Deputy Business Manager, Mental Health and Learning Disabilities
- Carolyn Venters, Staff Side Health and Safety Chair
- Joan Anderson, Partnership Support Officer - Minutes

	Subject	Action
1	<p>Welcome and Apologies</p> <p>Lynda Lynch, Board Chairperson, Caroline Hiscox, Executive Nurse Director (Susan Carr deputy), Amanda Croft, Chief Executive, Tracy Miller, RCM, Rhona Atkinson, Non-Executive Director/ Deputy Board Chairperson, Rob Fairfull, GMB, , Adam Coldwells, Interim Director of Strategy and Transformation and Deputy Chief Executive (Co-Chair), Albert Donald, Non-Executive Director/ Whistleblowing Champion, Janet Christie, BAOT, Patricia Morgan, Interim Services Manager G-Med/Primary Care, Tom Power, Director of People & Culture, Jonathan Passmore, Non-Executive Director/Chair Staff Governance Committee, David Graham, GHP</p> <p>The meeting was not quorate therefore no decisions could be made. The group agreed to go ahead with the meeting on this basis.</p>	

2	<p>Minute of Last Meeting 16 July 2020</p> <p>As the meeting was not quorate approval of the minute was deferred to the next meeting.</p> <p>No matters of accuracy were raised at the meeting.</p>	
3	<p>Matters Arising – none</p>	
4	<p>Well Informed</p> <p>a. Remobilisation Plan Engagement & Communication</p> <p>Rachael Little reported that a letter from the Scottish Government to Boards had mentioned engagement with the Area Partnership Forum. Rachael had discussed with Lorraine Scott, Deputy Director for Modernisation, how to include GAPF in this. The group discussed options and agreed that they wished this item to be a standing item on the agenda every month due to the possible pace of change.</p> <p>Martin McKay noted that staff were feeling unsure, uncomfortable and uncertain due to the pace of change. Rachael Little agreed to speak to Lorraine Scott regarding monthly reports for GAPF.</p> <p>It was suggested that workshops may be useful in addition to a regular meeting.</p> <p>Alan Gray thanked all those who assisted with the remobilisation plans. Microsoft Teams had been used to share this. Over 2500 responses had been received and attempts were made to reply to as many of these as possible. A lot had been learned on how to engage with staff and this would be built on.</p> <p>A monthly report would be developed to report on the monitoring of progress with the plan. The first update would be available in October and would be shared with GAPF and staff. GAPF were asked for the best way to share this information with staff.</p> <p>Alistair Grant asked for communication to be clear and structured. He also asked that there was recognition of staff issues to show the organisation understood the challenges for staff eg if a member of staff had to move base there may be transport issues.</p> <p>b. System Transformation</p> <p>Susan Coull reported that this was moving at a pace and it would be kept on the agenda for future meetings. There were links with the remobilisation plan. Sessions had been held led by Adam Coldwells and other Systems Leadership Team (SLT) members regarding system transformation and diagrams of pathways had been developed.</p>	<p>RL</p>

	<p>This piece of work was in early development and a communication pack for all staff across the organisation was being put together. Susan suggested that GAPF be involved in piloting the communications to staff, GAPF members were keen to take part in this. It was agreed that an extra ordinary GAPF meeting would be arranged, chaired by Adam Coldwells., a date would be circulated soon.</p> <p>A 12 month secondment for a Programme Manager was being advertised and it was hoped this post would be filled quickly.</p> <p>c. NHS Grampian Pay Day</p> <p>Neil Gordon attended the meeting to outline proposed amendments to pay days.</p> <p>The first proposal was to amend monthly pay dates to include a Friday. Monthly pay was always paid on the last day of the month except when that day fell on a Friday, Saturday or Sunday. In that case pay would be on a Thursday. The reason had been due to people being paid by cheque in the past and this allowed them to bank the cheque on Friday. This was no longer the case and staff were all paid by BACS. It would only occur two or three times a year that Friday would be used as the pay day.</p> <p>The second proposal was regarding weekly pay days. Moving to a Friday for weekly pay allowed Payroll staff more time to check that pay was correct as NHS Grampian moved to a clinical engagement model.</p> <p>Once approved Neil Gordon confirmed that there would be communication to staff and also the payslip would continue to have the current and next month's pay dates printed in it.</p> <p>Following discussion the group supported the two proposals but as the meeting was not quorate the decision would be deferred to the next meeting. Rachael Little agreed to feedback the outcome to Neil Gordon and Lorraine Hunter following the next meeting.</p>	<p>AC/SC/RL</p> <p>RL</p>
5	<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. Safer Workplaces</p> <p>Gareth Evans reported that the group was meeting weekly to review the guidance and look at the detail. The group was looking into the uptake of the risk assessment paperwork, what the issues were around compliance and case studies on how some teams had taken this forward and adopted champions. Some teams had not completed any risk assessment paperwork.</p>	

<p>Electronic form of the paperwork had been developed and was being tested that week.</p> <p>Gary Mortimer and Gerry Donald were leading a separate group providing a response to the Chief Nursing Officer of the Scottish Government on Nosocomial (Hospital Acquired Infection) audits. Interim results of audits had been shared with the Nosocomial Group which had shown that out of all the controls, the staff controls were the least well done. This meant that it was thought that the individual hazard assessment forms/Safe Workplace Champions, etc from the Safer Workplaces Group may not be being prioritised by some managers and staff among other service priorities. The patient and public controls were well in hand.</p> <p>Gary Mortimer had offered to present his slides to GAPF and this would be discussed by the GAPF Agenda Setting Group.</p> <p>Mike Adams noted that although a lot had been done in a short timescale, the overall timescale had been months and the Safer Workplaces project was not moving forward as fast as it should be. Anecdotal information received about staff returning to workplaces without carrying out any of the agreed processes as other organisational priorities were overtaking these. No assurances could be given to the organisation of the basics of Safer Workplaces being undertaken.</p> <p>Sandy Reid reported that Aberdeen City Health and Social Care Partnership (H&SCP) Senior Leadership Team huddle met daily for signing off Safer Workplaces paperwork and Mike Adams was part of these meetings. Sandy reported that there was a range of issues regarding the wearing of masks and this had a psychological impact on other behaviours. Staff testing was also an issue regarding whether mandatory or not mandatory.</p> <p>Gareth Evans confirmed that staff testing was not mandatory but the guidance stated it was best practice and in the best interests of everyone. He noted there was a responsibility for teams and those within buildings to ensure hazard assessment forms, etc were completed. Support was available to teams and examples were also available.</p> <p>The Safer Workplaces Group had been tasked with a review of the Home Working Policy in light of an addendum written by NHS Education for Scotland. It was hoped to have a draft ready for the next GAPF meeting.</p>	<p>RL</p>
--	-----------

b. Staff Testing

Cheryl Rodriguez reported that a group had been formed by Gary Mortimer to look at all COVID-19 testing pathways including staff testing. The group was also looking at staff redeployment and contingency planning for a sustainable model which had been agreed and awaiting approval and funding by the organisation.

Symptomatic testing – Public Health have organised online booking for staff or their families with results in 24-48 hours.

Asymptomatic staff testing programme – a temporary testing process is up and running in all 3 areas as defined by Scottish Government. A formalised process has been mapped and was almost ready for implementation pending sign off from Information Governance. Information would be sent to local managers to cascade to their teams. The member of staff will be giving information on what the process would be and how the information would be used and confidentiality and if they consent to participate they sign a consent form that is returned directly to a central independent team. They would be provided lab labels to affix to their weekly test. There would be limited risk for people to see information which was not for them as there would be no requirement for any staff to access TRAK Care for themselves or others. The reporting to the Scottish Government would be anonymised and staff would only be contacted if the test was positive. Weekly updates are sent to the Scottish Government and they were pleased that a consent process is being put in place.

A member of staff could ask for the positive result not to be shared with the manager. Staff would be encouraged to share the information with their manager so they could be supported and the absence was recorded correctly on SSTS otherwise it would be recorded as normal absence rather than Covid-19 related absence.

The organisation was looking for suitable sites for testing staff other than Health Points but there were no plans to do more drop in testing. There were confidentiality issues with using Health Points for staff testing as well as challenges with physical distancing. Steven Lindsay would raised issues over the use of Health Points for testing with the Acute Sector Partnership Forum.

Practice development was being held for Allied Health Professional (AHP) staff to be able to swab colleagues and feeling confident to do so.

Cheryl Rodriguez reported that the Labs had capacity for current and increasing testing and the move to printed labs labels would help them be more efficient.

	<p>Staff uptake of testing in those areas eligible was good. Support would be put in for some areas who had lower numbers than others.</p> <p>Rachael Little gave thanks to Cheryl Rodriguez and all the team who had taken this work forward.</p>	
6	Involved in decisions – no items	
7	Treated fairly and consistently, with dignity and respect, in an environment where diversity is valued – no items	
8	Appropriately trained and developed – no items	
9	<p>Any Other Competent Business</p> <p>a. Recruitment and Retention Premia (RRP)</p> <p>Mike Adams and Diane Annand reported that there was one group of Estates staff who received RRP and when an extension had been requested the Scottish Government had wished to do a full review. There had been a plan to meet in March 2020 but due to Covid-19 this had been delayed. The RRP ended in 2021 and 6 months' notice was required if this was to stop which would have to be given in September 2020.</p> <p>No meeting dates had been agreed with the Scottish Government and this was concerning for staff and the organisation.</p> <p>Martin McKay had been tasked with asking for an update from the Scottish Terms and Conditions Sub-Group (STAC) and he had made it clear to them that given the timescale, staff should have received a letter. All agreed to check a letter had not been received and if not Diane Annand would contact the Scottish Government and Martin McKay would also chase up current information nationally.</p> <p>Rachael Little agreed to add this item to the agenda for the next meeting</p> <p>b. Physical Distancing for Staff</p> <p>Martin McKay noted that the physical distancing messages were having to be repeated to staff and it was felt that staff may be beginning to forget about the need for physical distancing at work and no follow the guidance.</p> <p>Stuart Humphrys reported that work was ongoing to review the posters and signage and this could be deployed earlier than planned. The Safer Workplaces Group was taking this forward.</p>	RL

	<p>Stuart also informed the group that “Highland Coos” were being introduced to higher footfall areas of ARI, Dr Gray’s Hospital and Woodend Hospital to show what 2m looked like visually. The “Highland Coos” would be communicated to staff the following week.</p> <p>Rachael Little thanked the Graphics Team for looking to refresh posters sooner than planned.</p> <p>Steven Lindsay reported that a video may be produced to remind staff on physical distancing.</p> <p>c. Pulse Survey</p> <p>Gerry Lawrie noted that an email had been circulated to managers to confirm their staff groupings before a full survey was circulated to staff. The survey would be live from 1 September 2020 for three weeks. Further discussion at next meeting.</p> <p>d. Covid-19 Daily Brief</p> <p>Diane Annand noted that there had been problems with getting the Daily Brief into everyone’s email inbox for the previous two days. The Communications Cell was trying to find a solution. She asked that staff were reminded they could access the Daily Brief from the intranet Covid Site and reminded managers that they should pass it on to staff if they received it, and for local distributions to share as well. It was agreed to add the link to the intranet page to the minute:</p> <p>https://covid19.nhsgrampian.org/</p> <p>e. Rachael Little noted that the migration to Microsoft 365 would be added to the GAPF Agenda for the next meeting and someone would be invited to the meeting on this subject.</p>	RL
<p>10</p>	<p>Communications messages to the organisations</p> <ul style="list-style-type: none"> • Recognition of the amount of work and effort being put in by all staff throughout the whole organisation • Reminder to staff on physical distancing. Posters and signage being reviewed • Pulse survey • Reminder to share the Daily Brief with other staff 	
<p>11</p>	<p>Date of Next Meeting</p> <p>The next meeting of the group to be held at 11.00am to 12.30pm on 17 September 2020 via Microsoft Teams</p>	

