



Approved

Board Meeting
05 12 19
Open Session
Item 15.7

NHS GRAMPIAN
Meeting of the Grampian Area Partnership Forum (GAPF)
Thursday 17 October 2019 at 1pm to 4pm
Conference Room, Summerfield House

Present:

- Rachael Little, Staff Side Chair/Employee Director (Co-Chair) - Chaired the meeting
- Mike Adams, UCATT
- Diane Annand, Interim HR Manager Staff Governance
- Susan Carr, Director of AHPs & Public Protection (deputy for Caroline Hiscox)
- Susan Coull, Interim Operational Director of Workforce
- Dianne Drysdale, Head of Chief Executive and Board Business Unit
- Rob Fairfull, GMB
- Alistair Grant, RCN
- Keith Grant, UNISON (deputy for Martin McKay)
- Ruth Lyons, CSP
- Deirdre McIntyre, COP (VC)
- Clive Matthews, Unit Operational Manager (deputy for Cameron Matthew)
- Tracy Miller, RCM
- Mike Ogg, Partnership Manager, Aberdeenshire Health and Social Care Partnership
- Jonathan Passmore, Staff Governance Committee Chair
- Gavin Payne, General Manager of Facilities and Estates (deputy for Paul Allen)
- Claire Power, Interim Primary Care Lead, Moray Health and Social Care Partnership
- Cheryl Rodriguez, Head of Occupational Health and Safety
- Alan Sharp, Deputy Director of Finance (deputy for Alan Gray)
- Carolyn Venters, Staff Side Health and Safety Chair
- Karen Watson, Unite (deputy for Steven Lindsay)
- Chantal Wood, Business Manager, NHSG Mental Health & Learning Disabilities (deputy for Gail Cook)
- Joan Anderson, Partnership Support Officer - Minutes

In Attendance:

- Susan Simpson, Health and Safety Specialist Manual Handling (for whole meeting)
- Preston Gan, Head of Business Services & Performance (for item 4.c.iii)
- Scott Sim, General Manager eHealth (for items 4.c.i and 4.h)

	Subject	Action
1	<p>Welcome and Apologies</p> <p>Linda Lynch, Board Chairperson; Janet Christie, BAOT; Gemma Hood, SOR; Martin McKay, UNISON (Keith Grant deputised); Steven Lindsay, Unite (Karen Watson deputised); Sandy Reid, Senior Service Manager, Aberdeen City Health and Social Care Partnership (no deputy available); Alan Gray, Director of Finance (Alan Sharp deputised); Paul Allen, Director of Facilities and eHealth (Gavin Payne deputised); Ian Cowe, Head of Health and Safety, Gerry Lawrie, Head of Workforce and Development; Amanda Croft, Chief Executive (Co-Chair); Cameron Matthew, Divisional General Manager, Acute (Clive Matthews deputised); Caroline Hiscox, Acting NMAHP Director NHS Grampian (Susan Carr deputised); Rhona Atkinson, Vice Chair of NHS Grampian; Gail Cook, Assistant Business Manager, NHSG Mental Health &</p>	

	<p>Learning Disabilities (Chantal Wood deputised); Lesley Meldrum, Senior Corporate Communications Manager.</p> <p>Members of the group were asked to submit agenda items for future meetings. They could either do this at the meeting or send items to Rachael Little or Joan Anderson in between meetings.</p>	ALL
2	<p>Minute of Last Meeting held on 19 September 2019</p> <p>The minute of the last meeting held on 19 September 2019 was approved subject to moving Carolyn Venters from attended to apologies.</p>	
3	<p>Matters Arising</p> <p>a. Professional Uniform Standards for Acute Sector Nurses and Midwives</p> <p>Rachael Little had drafted a letter to the Grampian Area Nursing and Midwifery Advisory Committee (GANMAC). One addition was agreed to add “the protocol cannot proceed in that format”. Once updated it was for agreed Rachael Little to send the letter.</p>	RL
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. Woodhill House Project Update</p> <p>Rachael Little outlined the current situation with the project:</p> <p>Business case draft was complete and going to the Asset Management Group.</p> <p>The business case would be presented to the Project Board on 30th October for approval and then presented to NHS Grampian Board in December for a decision.</p> <p>Support was still available for those considering moving to agile working principles which was open for everyone to discuss.</p> <p>The email account was still live, and communication/drop in sessions could be requested.</p> <p>No-one at the meeting had received feedback from any staff who felt they had not been able to express their views.</p>	

<p>5</p>	<p>Well Informed</p> <p>a. VE Day Public Holiday</p> <p>Rachael Little explained that Aberdeenshire and Aberdeen City colleagues had agreed to move the public holiday to 8 May 2020. Moray Council were to make the decision later in October.</p> <p>It was noted that certain clinical services were more difficult to deliver with Friday as a public holiday.</p> <p>GAPF agreed to move the public holiday on 4 May 2020 to 8 May 2020. This would be communicated a number of times to staff to ensure they knew of the change. It was suggested communications could include a payslip advert.</p> <p>As some staff may have made plans around the original public holiday date managers would be asked to have some flexibility in authorising annual leave.</p> <p>b. Public Holidays 2021/2022/2023</p> <p>Rachael Little explained that the group had gathered information on local authority public holidays and would have a proposal prepared for the November meeting.</p> <p>c. Policies for GAPF approval</p> <p>Scott Sim presented the policy for approval, explaining the main changes related to cyber security and the need to protect systems and information. He described the issues around cyber security and how access can be gained by tricking individuals.</p> <p>The main updates in the policy were highlighted. One new section was that information on cyber security was available in easy to access ways including a suite of short easy to watch videos but if staff continued not to undertake the mandatory training they would lose access to the intranet and emails. Any suggestions on how else to manage enforcement of training would be welcomed.</p> <p>The advice in the policy on how to safeguard staff in the workplace would be helpful as well at home. The policy was applicable to all NHS Grampian staff and those who undertake work for NHS Grampian or use any part of the IT infrastructure, whether an employee, student, volunteer, contractor, partner agency, external consultant or 3rd party IT supplier.</p>	<p>SC/RL</p> <p>RL</p> <p>ALL</p>
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The policy continued to permit personal use of internet and email however a new addition was that streaming or transferring radio, video, audio or large files may place an unacceptable load on the service.

Diane Annand reported that the GAPF Policies Sub-Group had suggested that the information on using [SECURE] in the subject heading of emails be communicated to staff again using some examples of when this was to be used, to aid understanding and increase appropriate use.

Scott Sim explained that the use of [SECURE] could be used to add additional security when sending sensitive information by email to an email address outside nhs.net email system. Firstly the sender should consider if email was the most appropriate way to transfer the information or if a better internal system was available. The use of [SECURE] in the subject heading further encrypted the content of the email until the email was opened by the person it was sent to, therefore if it was intercepted by a third party it could not be read.

When emails were sent from nhs.net email system they never left the nhs email database and therefore stayed secure. Local authority emails with gsx were secure, but adding [SECURE] in the subject heading would make the information even more secure. GAPF members discussed when it was appropriate to use [SECURE] and whether this would change practice in for example sharing adult protection information. Scott Sim agreed that a communication was required.

Jonathan Passmore noted a concern that this policy would be a barrier not an enabler to the sharing of information, as it shifted the responsibility onto the employee. He asked if there was a better way to move away from individual responsibility to being the responsibility of the organisation. He also had a concern over the personal use of the internet as this was a risk to the security even if use was limited. Diane Annand responded that there needed to be personal responsibility to avoid reckless actions therefore the policy was needed. With the communication on [SECURE] going to staff with examples raised today, it would make the policy clearer for staff.

Mr Grant asked if additional training would be classed as statutory or mandatory. This could be considered as part of the current work being undertaken on statutory

**DA/JA/
SSim**

<p>and mandatory training. It was agreed to amend Section 11 of the policy, from 14 months since last completed training to 12 months to allow a small leeway for staff to complete training annually.</p> <p>With the above amendment and adding “being” to section 12, last bullet point, GAPF approved the policy. However the policy and the proposed communication from eHealth would be submitted to the Policies Sub-group for final review.</p> <p>ii. Prevention and Management of Violence and Aggression Policy</p> <p>Susan Simpson presented the policy for approval.</p> <p>The GAP Analysis Group had identified the need for local authority staff to be trained on violence and aggression and this was being discussed. It was noted that there was still no engagement in the GAP Analysis Group from Moray H&SCP.</p> <p>GAPF approved the policy.</p> <p>iii. Fire Safety Policy</p> <p>Preston Gan attended the meeting to present the Policy for approval. He explained the changes that had been made which primarily focused on the change of responsibility for fire from the Director of Workforce to the Director of Facilities and eHealth (the Nominated Officer for Fire - NOF). The other main change was the introduction of a Senior Deputy Nominated Officer for Fire who would be responsible to the NOF and chair the Fire Safety Group which meet bi monthly and report to the Occupational Health and Safety Group.</p> <p>With the amendment of one small typo in the policy GAPF approved the policy.</p> <p>d. Finance Update</p> <p>Alan Sharp explained that half way through the financial year finances were usually improving but to date NHS Grampian was £2.1m overspent. The main reason for this was the cost of medical locums. This cost dropped in August but had increased again in September. Locum costs in the Acute Sector and Mental Health were £1.5m more than for the same period last year.</p>	<p>DA</p> <p>DA/JA</p>
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When areas were asked about locum use, most responded to say that all locums were covering vacancies and they were all required. A projected £20m would be spent on medical locums in the financial year which was double the cost had substantive staff been employed.

Agency nursing was also high but due to the number of nursing vacancies the overall nursing budget was in balance.

The risks for the second half of the year included:

- JBs – there was a risk that at least two IJBs would overspend and NHS Grampian would have to cover some of those costs
- Brexit – there were unknown financial implications

Financial year 2020/2021 – the Scottish Government were to announce their budget on 12 December 2019. The Systems Leadership Team (SLT) had signed off principles for setting the budget for the next financial year.

Alan Sharp asked for views from GAPF on the financial position and especially around how to reduce locum costs.

Susan Coull suggested that this question should also go to the BMA Local Negotiating Committee (LNC) and the Area Clinical Form (ACF) for ideas.

Jonathan Passmore asked if anything was being done nationally as the money being spent on medical locums was not then available for use elsewhere which created risk due to lack of resource in another area. Also there was competition nationally regarding who was paying the most for locums. NHS Grampian was spending more on locums than other Boards. This issue would also be discussed at the NHS Board.

Consultants and professional bodies should discuss how this issue could be resolved so that the work was allocated to the correct profession and level of staff and medical locum only requested for when a consultant was required.

Susan Coull reported that there was no single solution to this issue. A large piece of work was to take place and resources were being sought for this. The work

would need to be done on a department by department basis to understand individual issues.

Mike Adams noted that the spin off to spending on medical locums is that savings had to be made elsewhere and this then impacted on others. Facilities and Estates had taken this savings hit for many years and there were consequences to the work that the directorate could then undertake.

Mike Adams also stated that introducing external retail outlets into NHS Grampian had meant a loss of income for the NHS retail e.g. Aroma.

Rachael Little offered assistance from GAPF if there was anything they could do.

e. Once for Scotland Workforce Policies

Diane Annand explained that the Scottish Workforce and Governance Group (SWAG) would be discussing all the policies and supporting documents at their meeting on 23 October 2019. If these are approved, a soft launch early bird access would begin from 1 November 2019 to 28 February 2020.

Cheryl Rodriguez explained that for phase II specialists were being included in the health and safety policies discussions to ensure that the final policies would be workable. The first meeting was pencilled in for January 2020 and the final paper for managing health at work to be ready for the project board by December 2020.

Susan Coull said it was credit to NHS Grampian that there were a high number of volunteers skilled in policies involved in the Once for Scotland process.

f. Staff Governance Committee (SGC) Update

Susan Coull noted that she, Rachael Little, Carolyn Venters, Steven Lindsay, Cheryl Rodriguez, Diane Annand and Jonathan Passmore were all members of the SGC and also members of GAPF. The NHS Grampian Chairperson and Chief Executive were also on the SGC. SGC was an assurance committee, on compliance with the Staff Governance Standard (SGS), which reported to the NHS Grampian Board.

The Staff Governance monitoring report was signed off by the SGC before submission to the Scottish Government and Sector involvement in this would

continue. The Staff Governance Action Plan for the forthcoming year is for local use only as a tool for the SGC to receive assurance of the compliance with the Staff Governance Standard. The Committee had discussed whether they do receive the necessary assurance from the current process, concluding that the process could be improved. The cycle to produce the mid-year and full year return is extensive and may not contribute benefit to the process, therefore it had been agreed that the process in its current form should cease and an alternative explored. Sectors were asked to continue with actions they had planned to undertake.

Susan advised that changes to the SGC agenda had taken place from June 2019, to have a greater focus on receiving assurance that arrangements are in place to deliver the SGS. The agenda was composed of three sections of Staff Governance Standard System Assurance; iMatter focus on "Involved in Decisions" and Statutory information, reports and returns. The iMatter focus was one topic from the four questions reported in the yellow 'monitor to further improve' in the Board iMatter report. The SGC wished to further develop the iMatter focus part of the agenda by developing a programme for Sector's to attend a SGC meeting to give examples of how the SGS is functioning in their Sector. Susan asked for GAPF to discuss the alternative method proposed of Sectors giving the SGC assurance and asked for input on the role of GAPF in this.

Jonathan Passmore, Chair of the SGC, explained that feedback on what actions were taken and whether they were successful or not was missing from the current reporting system. The plan of inviting Sectors to SGC meetings was to discuss issues instead. Susan Coull explained that Sector Partnership Forums would be asked to discuss as preparation what actions were required on the SGS and then attend a SGC meeting to have a two way discussion, with SGC comments being feedback to the Sector Partnership Forum.

Rachael Little suggested there was an opportunity for GAPF to support Sector Partnership Forums with any actions, communications, sharing positive messages, etc following the discussion at the SGC, strengthening the relationship between GAPF and the SGC.

Sector representatives supported this proposal. It was

felt that it would keep the SGS on the agenda throughout the year rather than just when the reminder for a mid or full year update was received and would assist to re-energise Sector and Local Partnerships by getting discussions going. It was noted that the task of completing the update should not have been onerous if the actions committed to were regularly discussed and monitored by the Sector.

The next SGC was to be held on 26 November 2019 and Facilities and eHealth accepted the proposal that they would be the first to present, using the new approach. The presentation was to include a mixture of what was going well, what was not so good and any experiences and suggestions for what could be done better. This would be a supportive process and anything identified during the process that GAPF could support with would be discussed at the following GAPF meeting.

Diane Annand raised the annual Staff Governance Workshop as planning for the 2020 event was beginning. It would be difficult with the new approach for the event to follow the previous format and suggestions were requested from Diane on the future content. One suggestion made was to have a reflective session on the Sector Partnership Forum presentations to the SGC. This would support sectors and others who were still to present, as there would be greater understanding on the lead in time and preparation required.

g. Ward Closures Update, Mental Health and Learning Disabilities

Chantal Wood explained that a number of services and wards had been closed a year ago due to staff shortages. MHLDS was experiencing high inpatient clinical activity, and this is set against Grampian having a low bed base for MHLDS acute admissions, but high bed numbers in wards, compared to the rest of Scotland.

Following the closures last year Muick Ward had changed from an Older Adult Acute Admission Ward to a mixed age acute admission ward (Adults and Older Adults) which has led to the staff and patient experience being reduced. Staff had raised particular concerns regarding V&A within the adult acute admission wards due to the high numbers of patients. In order to address all of these concerns an options paper was taken by MHLDS SLT to the Systems Leadership Team. The preferred option was to move to 6 x 20 bedded acute admission wards (currently 5); this would be achieved by keeping Crathes Ward open as the 4th Adult Admission Ward (previously Brodie).

The patients from Crathes Ward would be moving to the newly refurbished Fraser Ward in November 2019 which would allow this to happen. Patients would move into Crathes from December starting with 10 beds and gradually increase the bed numbers to 20.

A local Bed Capacity Operational Group was meeting weekly to achieve the changes, and Mike Adams had been deputising for Martin McKay on this Group. Aggie Stephens was on the group from HR along with administrative, medical and nursing staff. Face to face meetings with Brodie Ward staff who were dispersed across the site when Brodie closed in 2018 were planned to find out what their wishes were.

Chantal Wood stated that the sector wished to communicate that only Brodie Ward was re-opening and wanted to make everyone aware of the plans on site. Lochhead Day Hospital, ISS and Loirston Ward would remain temporarily closed, and this has been communicated widely to staff.

Gavin Payne noted that Chantal Wood had given good examples of consultations where staff were involved in decisions but sometimes people didn't realise this was "being involved in decisions".

Rachael Little thanked Chantal for her report and offered to add this item to the agenda for a future GAPF if that was required.

h. Digital Health & Care: a strategy for Grampian 2020-2024

Scott Sim explained that this strategy/five year plan was

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	<p>a work in progress and a response to a Scottish Government Digital Strategy for Health and Social Care. Comments were welcomed from GAPF.</p> <p>The authors of the paper had tried to write the document in a clear and understandable way without jargon and acronyms. It would be going into the public domain for consultation so comments were welcomed on any unclear language, as well as the approach, any suggested additions, etc.</p> <p>The single pictorial page was an easy to see direction of travel over 5 years subject to funding, resource and other priorities.</p> <p>The Grampian Clinical Strategy feedback noted that staff wished more access to IT.</p> <p>Feedback to Scott Sim (scott.sim@nhs.net) or Steve Baguley (steve.baguley@nhs.net)</p>	
6	<p>Appropriately Trained and Developed – no items</p>	
7	<p>Involved in Decision Making</p> <p>a. Big Rocks Update</p> <p>Rachael Little agreed to circulate the information from GAPF September 2018 on Big Rocks and add this to the agenda for discussion at the November 2019 GAPF meeting.</p>	<p>RL</p>
8	<p>Treated Fairly and Consistently, with Dignity and Respect, in an environment where Diversity is Valued</p> <p>a. Sturrock Review Short Life Working Group Update</p> <p>Susan Coull reported that the Sturrock Review Short Life Working Group (SLWG) continued to meet monthly.</p> <p>The group was trying to gather all the local and national work occurring under the name of Sturrock work, with a focus on local action.</p> <p>The Cabinet Secretary had set up a national group of stakeholders including Chief Executives, Employee Directors and HR directors. Organisational Development and Learning Teams had been asked to submit tools and initiatives in use in NHS Grampian to create positive and inclusive working environments. An</p>	

extensive list had been returned.

It had been agreed that the awareness of the Scottish Government “Everyone Matters”, launched in 2014, should be increased in NHS Grampian through inclusion on the intranet and in My Healthy Workplace internet site, ensuring the connection to work underway is evident.

There would be engagement with staff to gather how staff impressions on their workplace culture and reflections on the report. This included discussions within the advisory structure of GAPF, Area Clinical Forum and BMA JNC. This item would be added to the November GAPF agenda. Everyone was asked to read over the Sturrock Report or the shortened version before then.

Communication would be through the Chief Executives report, global email, Up Front article and podcasts.

NHS Grampian had also set up a Culture Group which had met for the first time. This group had links to Sturrock but was a long term group. Updates would be given to GAPF with cross over membership of Rachael Little, Susan Coull and Gerry Lawrie.

Susan Carr reported that she had the opportunity to attend a Physiotherapy Motivational Day and the presentation given at that event showed visually the three stages of staff burnout. It was agreed to take this information to the next Sturrock SLWG.

NHS Grampian were considering being a pilot for “Civility Saves Lives” which was a General Medical Council (GMC) initiative for all staff disciplines. The basic premis was to have a “coffee conversation” i.e. speak to someone quickly at the time of something happening to ask if there is anything they can do to help, especially if the behaviour of the other person was out of character.

Alistair Grant reported that RCN had been monitoring culture since the last NHS Grampian Annual Review. RCN had significant concerns with deteriorating culture within NHS Grampian. At the last annual review it was reported that there may be pockets of concern but it was now felt to be no longer localised but more widespread. There was evidence of peoples stress, not being valued, etc. Concerns were expressed about staff becoming conditioned to accept the behaviour.

S Carr

	<p>Alistair explained that people know these behaviours go on, but don't tackle them. RCN were working on these issues with members. It was noted that NHS Grampian were doing a lot of things but the results were not being seen. Alistair went on to say that the resilience of people was not there to have the soft skills needed to care for each other and it was not clear how this could be reversed. Alistair explained that he had discussed his concerns with Caroline Hiscox and Amanda Croft, following which, GAPF would be advised.</p> <p>Tracy Miller reported that RCM was also hearing similar stories to the RCN from their members regarding staff shortages, staff going above and beyond and then burning out and going off ill leaving inexperienced staff at work.</p> <p>Jonathan Passmore asked if this was unique to NHS Grampian or was it mirroring a pattern across Scotland or UK. Alistair Grant felt there could be a pattern but wished to focus on NHS Grampian. RCN members were raising similarities to the behaviours included in the Sturrock Report.</p> <p>Tracy Miller felt that there was a uniqueness to midwives in NHS Grampian as there were less places to work compared to other Boards.</p> <p>Alastair Grant acknowledged that there were a lot of multi-faceted issues but there was a need for managers to work with and support staff.</p> <p>Susan Coull will discuss with Alastair out with the meeting to ensure that the concerns raised by members were being addressed or support given. Susan Coull asked Alastair Grant and Tracy Miller to ask their members for ideas on what the organisation can do to improve the issues raised.</p>	<p style="text-align: center;">SC</p> <p style="text-align: center;">AG/TM</p>
<p>9</p>	<p>Sector and Local Partnership Reports</p> <p>Each Sector was asked to highlight the top three items from their reports.</p> <p>a. Mental Health and Learning Disabilities</p> <ol style="list-style-type: none"> 1. Crathes Ward moving to Fraser Ward. Invitation to attend the opening was made. 2. Child and adolescent mental health services (CAMHS) had been officially opened on 2 October 2019. If anyone missed this and would like to visit, 	

contact Miss Alex Pirrie, Child & Adolescent Mental Health Service (CAMHS) Manager.

3. Violence and Aggression #Respect Us campaign had gone far and wide and the posters featured local staff.

b. Aberdeenshire

1. Mike Ogg explained that staff had wished more local meetings to discuss reinvigorating Partnership and therefore three local meetings had been set up. Gemma Hood and Martin McKay were the Partnership Representatives supporting this initiative.

2. Mike explained there were demographic challenges within the sector. New money had been allocated by way of the Primary Care Improvement Plan which gave an opportunity to address issues in primary care and general practice.

3. The sector was noting that staff were being recycled i.e. leaving to go to new posts in primary care and no new staff were being recruited to the posts left vacant. School nurses had been similar in that they were moving to Health Visitor band 7 posts and vacancies were difficult to fill.

Susan Carr noted that Mike Ogg had highlighted a pan Grampian issue of staff moving to other posts with NHS Grampian and no new staff available to fill vacancies. Physiotherapists was an example and Susan had been disappointed that they had not been added to the UK shortage list and therefore could not campaign to recruit internationally as other professions on the shortage list had been able to. A pan Grampian group had been set up to take this forward and Chartered Society of Physiotherapy (CSP) had representatives on the group.

4. The Sector Partnership Forum were receiving updates from the Sturrock Short Life Working Group which was being fed back to the respective areas.

c. Moray

1. The meeting had been cancelled and no report available. Need to revisit how to get people to attend meetings.

2. Claire Power explained that she was going to share an SBAR proposing to hold a Moray Pride event similar

to other areas. The Corporate Communications Officer was leading on this.

3. Local service for ID Badges was finally open in Elgin.

d. Aberdeen City

It was noted that there was no-one from Aberdeen City to present the report. Mike Adams made the following comments:

1. Reports were to include the challenges as well as positive news. There was very few challenges in the report.

2. No news had been received regarding the Meridian Project. Had it finished, what was happening next. Mike Adams was the Partnership Representative and had not received any updates.

e. Acute

1. Violence and Aggression in Acute was a big issue especially in Care of the Elderly and Neuro Surgery. A lot of work was required to try and tackle issues before they arise.

2. Ventilation was still an issue due to the building work on the Foresterhill site. A review of the heating system in the Pink Zone was taking place.

3. Children's Hospital TV programme had shown stories from staff that would not normally be heard and this had been really good.

Susan Coull reported that it had been noted at the Occupational Health and Safety Committee that staff were still not being released to attend violence and aggression training and courses were not at full capacity. This was being highlighted to the organisation. There was a need to ensure when protected time had been agreed for training this needed to be backfilled. Rachael Little and Susan Coull would take this forward for further discussion.

f. Corporate – no meetings to date.

RL/SC

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Mike Adams reported on how good the peer to peer flu vaccinations had been going in Summerfield House. He suggested that in future these could be offered in Central Decontamination Unit (CDU), Warehouse and Laundry to make it easy for staff to access.

The peer to peer vaccinations was a pilot this year and once feedback was received a plan would be made for next year. It was expected that the number of vaccinations would have gone up. An update on flu vaccine figures would be received at December meeting.

g. Facilities and eHealth

1. National Linen Services Review hopefully coming to a conclusion soon. The business case should be ready early 2020.
2. Woodend Staff Home was empty and had been boarded up. Aroma Café opened in the main part of the hospital and Royal Voluntary Service had reopened a kiosk in the café.
3. Decontamination Review was moving forward.

10	<p>Any Other Competent Business</p> <p>Sport Aberdeen:</p> <p>Rachael Little reported that Sport Aberdeen would be visiting GAPF in November to talk about discounted benefits for NHS Staff. There may be an activity break planned too.</p> <p>Annie Ingram Retiral:</p> <p>GAPF members were invited to a retiral tea for Annie Ingram on 14 November 2019 at 11.30am in the Conference Room. Names to Rachael Little.</p>	ALL
11	<p>Communication Messages to the Organisation</p> <ul style="list-style-type: none"> • VE Day Public Holiday 8 May 2020 • Three approved policies • Staff Governance monitoring update • Ward Closures at MHL D • Digital Health and Care Strategy • Flu Vaccinations 	
12	<p>Date and Time of Next Meeting</p> <p>The next meeting of GAPF will be held from 1pm to 4pm on Thursday 14 November, Conference Room, Summerfield House – please note this is a change of venue</p>	

Joan Anderson - nhsg.partnership@nhs.net