Present:

Sharon Duncan, Staff Side Chair/Employee Director (Chairperson)
Mike Adams, UCATT
Paul Allen, General Manager Facilities & Estates
Diane Annand, Staff Governance Manager
Susan Carr, Director of Allied Health Professionals (deputy for Amanda Croft)
Dianne Drysdale, Executive Services Manager (deputy for Laura Gray)
Jane Fletcher, Head of Hosted Services, Mental Health and Learning Disabilities
Alistair Grant, RCN
Annie Ingram, Director of Workforce (deputy for Malcolm Wright)
Gerry Lawrie, Head of Workforce and Development
Steven Lindsay, Unite
Rachael Little, SOCAP
Martin McKay, UNISON
Deirdre McIntyre, SOCAP (by VC)
Ruth Marshall, CSP
Cameron Matthew, Divisional General Manager (deputy for Gary Mortimer)
Tracy Miller, RCM
Carol Nicol, Health and Safety Facilitator (deputy for Stephen Merchant)
Mike Ogg, General Manager Aberdeenshire
Sandy Reid, Senior Service Manager
Maurice Scott, GMB
Cheryl Rodriguez, Head of Occupational Health and Safety
Anne Ross, Head of Performance and Quality
Carolyn Venters, Acting Chair of Health & Safety Reps Committee
Heather Haylett-Andrews, PA

In Attendance:

Fiona Findlay, Assistant HR Manager - for item 4a
Caron Fraser, Staff Experience Manager – for Item 6a
Katherine Targett, Consultant Occupational Physician - for Item 4b
Alan Sharp, Deputy Director of Finance – for item 7a

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Apologies were received from Joan Anderson, Partnership Support Officer; Susan Coull, Head of HR; Amanda Croft, Director of Nursing (Susan Carr deputised); Laura Gray, Director of Corporate Communications (Dianne Drysdale deputised); Gary Mortimer, General Manager Acute (Cameron Matthew deputised); Stephen Merchant, Head of Health and Safety (Carol Nicol deputised);
Malcolm Wright, Chief Executive (Annie Ingram deputised); Sean Coady, Head of Primary Care, Prevention and Child Health and Laura Sutherland, Acting Team Lead & Advanced Area Public Health Co-ordinator.

2 **Minute of Last Meeting held on 10 August 2017**

The minute of the last meeting was approved subject to the amendment (in bold) to page 5 – ‘The first at 3pm on Monday 14 August and the second on Monday **11 September** 2017’.

3 **Matters Arising**

i) **PINK Zone Opening Times:** Paul Allen outlined that having the Pink Zone Phase II Dining Room in the evening is not feasible and outlined the proposals for providing evening meals using existing retail facilities.

He pointed out that the Cairngorm Coffee shop had re-opened, and was now a fully refurbished Aroma Café serving snacks, beverages and hot meals. The hours of opening are 8am-7pm Mon-Fri and 11am-7pm Sat and Sun. Staff will be charged dining room prices at Aroma, in the evening, if wearing staff ID badges. Alternatively, staff can use existing facilities of microwaves and vending machines in the dining area. It is intended to install additional vending machines in the near future.

The above suite of measures will be monitored going forward.

GAPF approved that approach.

4 **Involved in Decision Making**

a  **Career Break Policy**

Fiona Findlay reported that this policy was reviewed as part of supporting work/life balance and highlighted a small but significant difference in the definition in Version 2 – a career break is a variation in contract for a specified period of time.

Fiona apologised for her oversight in not feeding back to Staff-Side on comments received on the policy, which will be remedied.

Annie Ingram said KIT needs to be typed out in full as ‘Keeping in Touch Days’ before the abbreviation (KIT) is used in brackets and also a review date is needed.

GAPF approved the paper.
b  Staff Immunisation Policy

Katherine Targett reported this new policy was written as a response to feedback received from Health and Safety Executive (HSE) regarding the Board’s obligations under Control of Substances Hazardous to Health (COSHH) and guidance received from Department of Health.

Katherine explained there is no mandatory requirement for immunisation but the policy seeks to provide a structure on who requires immunisation, for which circumstances and provides a mechanism for feeding back immunisation status to managers. It was stressed that individual consent is required and the information provided to managers is “cleared” or “not cleared”.

In cases where the potential member of staff declines to consent to their immunisation status being shared with their Line Manager, Occupational Health Service (OHS) then would have a discussion with the Line Manager, along with a risk assessment for that post.

New staff will be identified at the pre-employment stage, following completion of a risk assessment, before the post is advertised and there is currently a catch up exercise for existing employees.

Comments were received on Page 12 of the Policy:

- Martin McKay pointed out that ‘requirements’ in the page title should read ‘recommended’ instead. This was agreed.
- After discussion, it was agreed that in the Influenza column, to show ‘✓’ instead of the word ‘offer’.

Sharon Duncan and Annie Ingram reiterated that any information fed to Managers should be marked clearly as “highly confidential” and as such, should be “stored securely”. Katherine Targett will add a comment in this regard to the bottom of the clearance report.

Annie Ingram suggested a review date of 2022.

GAPF were happy to approve this policy.

c  Notice Periods for Staff on Agenda for Change (AfC Band 8A and Above

Ashley Catto highlighted following an agreement at GAPF in December 2015, a pilot requiring new starts on AfC 8A and above, to provide 12-week notice was undertaken from April 2016.
Monitoring of the pilot process occurred throughout and review of the pilot was positive, no issues being identified from reviewers; no-one disagreed with the 12 week notice period.

Ashley explained the format of the paper and noted the recommendations from the report:

- New starts at Band 8a and above should permanently be required to give a 12 week notice period with immediate effect.

- All existing Band 8a and above staff (including those who retained a 4-week notice period during the pilot period) should also be required to give a 12 week notice period. The effective date for this would be 1 November 2017 to allow sufficient time for revised contractual documents to be issued.

Comments were welcomed and approval sought.

GAPF are happy to approve.

### 5 Appropriately Trained and Developed

Paul Allen presented slides highlighting work currently being undertaken in Facilities and Estates, (presentation slides attached).

Paul gave an overview of slides highlighting partnership working, engagement with groups, infrastructure investment and successes and challenges.

Sharon Duncan asked for it to be noted that Facilities and Estates had been a GRAFTA finalist every year since its inception.

Paul highlighted infrastructure investments and asked the group to note the aerial positional map and individual pictures of the Multi-Storey Car Park. It is expected delivery will be mid October, with a net increase of 1,000 spaces for patients and visitors. Once open, the staff spaces are likely to return to previous levels, although work required to develop green space, which was required as part of the planning consent may reduce this.

Steven Lindsay enquired about the name of the Multi Storey Car Park. The name has not been widely communicated yet but will likely acknowledge the donor.
Tracey asked about charging points given hybrid cars etc. Paul said charging points are allocated as standard. It is recognised that extra provision will be needed due to publication of the Programme for Government and their target to move away from fossil fuel completely.

Martin McKay stated that consideration for mental health needs to be taken into account for any new builds before built due to ligature risks.

Sharon Duncan thanked Paul for his presentation.

Deirdre to be sent a copy of the presentation as IT prohibited VC as well as presentation view.

6 Treated Fairly and Consistently, with Dignity and Respect, in an environment where Diversity is Valued

a Dignity at Work Survey

Caron Fraser highlighted the steps on the Dignity at Work (DAW) Survey timescale flowchart but said to disregard the start box on the flowchart as this will no longer be happening.

From 27 October, the staff details as they stand on the iMatter system will be transferred over to the DAW survey and the survey sent out on 6 November and will be live electronically for 3 weeks. Paper copies will be given some extra time to complete.

Caron highlighted the key differences to this survey compared to iMatter:

- Not all questions need to be completed to validate the response
- There is no minimum response rate
- Not reported at team level but at directorate or Health and Social Care Partnership (H&SCP) level.

The results will come out in February 2018, alongside iMatter.

Sharon, Steven and Mike passed on her thanks to Caron for the work involved, getting information out given the various changes.

Annie Ingram, although doubtful this survey was going to be useful due to areas not being identified, gave her thanks to Caron.
b iMatter

Caron stated her report was based on analysis of the August 2017 iMatter Board Report compared with the 2016 iMatter Board Report. The 2017 report was published in August 2017 but was not as up-to-date and Caron stated the slight differences:

- There were 19 more responses than in the paper
- Updates to 2 questions in Monitor to Further Improve section – highlighted on pages 2 and 6:

‘I have confidence and trust in senior managers responsible for the wider organisation’ – this has increased to 67% average score, moving from yellow into green zone.

‘I feel involved in organisations relating to my organisation’ – this has increased to 60%. 3% increase from last year.

Everything else in the report remains accurate at the moment.

Caron will distribute an email copy of the Board report for information (copy attached).

Caron stated that the most positive question year on year is ‘I am clear about my duties and responsibilities’ remaining stable at 88%. 71% of our teams are getting a report.

Caron Fraser said that at the end of the 12-week period in which you have to create an action plan, results of all action plans stored in the system (44%) will be reported at national level in the National Staff Experience Report in February 2018.

The national report will also include a case study to highlight good practice. The team this year is the Board Administration Team, having been involved with iMatter for the third year.

Annie Ingram stated that the Senior Leadership Team have their action plan identified and are working through it.

Annie Ingram urged the group to get their team action plans done. Caron Fraser reiterated that managers can contact her for help.
c Long Service Awards

Mike Adams asked the group to note the paper and updated on the work undertaken by the short life working group (SLWG) to recognise the long service of employees of NHS Grampian. Thoughts from the group were sought on where to go next.

Discussion took place around the table and it was recognised that there are financial implications but is a very worthwhile endeavour. It was felt that next steps should be to:

- Have a conversation with a senior Finance person, i.e., Alan Sharp or Garry Kidd regarding financial implications and support.
- Contact other boards for insight on the process they follow.

GAPF approved the principle.

7. **Well Informed**

a Finance Update

Alan Sharp gave an update on the financial results just agreed and reported that 5 months through the financial year NHS Grampian is reporting a position against the revenue budget of an overspend of just under £2m.

Alan reported that the major pressures remain the medical staffing budget due to the cost of locums and non-compliant junior doctor rotas. August figures for locums showed a reduction for the first time so hope for an improvement.

Support Services also showed a peak over August.

Alan reported that recovery from the £2m overspend is forecast to happen over the remainder of the financial year, in part, due to earmarked money from the Scottish Government.

He stated that as NHS Grampian moved into 2018/19 financial year; there was a need for cost saving programmes and a sustainable plan going forward.

Annie Ingram updated the group that Senior Leadership Team (SLT) had agreed to significantly limit the use of off-contract agencies for locums, unless there is a compelling case to do so. Within individual sectors, there needs to be a decision making process and any off-contract agency rate requires to be approved by Annie Ingram.
Solutions would be encouraging our own Doctors to go onto the Bank or to use an on-contract locum agency and agreed framework rates.

Sharon gave a quick update to Alan on the Long Service Awards and the fact the group would welcome his advice/input on financial implications/restrictions in getting this established. Alan stated he was happy to have a discussion with the SLWG in this regard. Alan would be invited to a future meeting.

b  HR Shared Services Update

Annie Ingram gave an update/current position on each of the work streams as part of HR Shared Services:

Doctors and Dentists in Training - from 7 August, those who are GPs, but in their hospital placements, became employees of NHS Education for Scotland (NES). The overall aim is to reduce the number of employers that a doctor has throughout training to three: during foundation, core and specialist training.

Each of the regions has to identify a Lead Employer. NES will employ all GPs but for other programmes, the employer will be one of three territorial boards.

Recruitment – there is desire to have a regional workshop to have a standardised approach across Scotland with a Regional Hub. There will be a business case put to Chief Executives in October or November.

Employee Services – this is further behind and has some more to do.

Payroll – NHS Grampian collaborate with NHS Tayside and Lorraine Hunter is the manager for both services. NHS Grampian has also provided payroll services to Orkney and Shetland since 2012.

Annie reported that feedback was received from the Staff Governance Committee giving their overall support for shared services model.

c  Workforce Information Report

Gerry Lawrie gave an update against her quarterly workforce update, a snapshot of the role of NHS Grampian workforce.

Gerry focussed on a few points including:

- There are more staff in NHSG than ever before.
• The number of staff (headcount) working in NHSG has increased this quarter, whilst the whole time equivalent (wte) has gone down slightly.

• The number of applications has increased year on year since 2012, with just over 50,000 applications in the last year. There have been around 1200 starters and around 1200 leavers within the Board in the last year and the turnover rate has reduced slightly to 10.7%.

There will be a General Medical Council (GMC) visit on 10 October to look at education around Doctors in Training (DiT).

Continue to develop staff using statutory and mandatory training; 56,000 Toolbox talks completed across the organisation.

Gerry advised that Modern Apprentices are now known as the Apprenticeship Programme, including Foundation Apprentices (14/15 year old school children who want to follow a vocational route) and graduate apprenticeships, in addition to the traditional apprentice programmes. Moray has been able to secure a Health Care Support Worker (HCSW) apprenticeship, as well as an Administration apprenticeship. Also, every 8 places on Robert Gordon University’s funded Graduate Apprenticeship programme is through NHS Grampian eHealth staff.

Sharon enquired about Mature Apprenticeship Programme that was previously trialled in Grampian and asked whether it will be happening in future. Gerry explained that funding was not available for anyone over 25 years of age; line managers would need to pay for their training.

Discussion took place on people working longer and how we can encourage them to stay and possibly undertake training. Gerry stated she is doing scoping work in terms of the age profile of workforce as a whole, in professions and other areas etc. to see where the issues lie.

Sandy Reid asked how to answer young people approaching him saying that they’re interested in working for NHSG and want to get more information. Gerry pointed out they should visit the Work Experience Webpage and look at the various options/routes available.

Susan Carr highlighted that there are challenges recruiting Allied Health Professionals (AHP) in the North of Scotland.
Annie Ingram responded that a North workforce plan is being developed and anew National Workforce Planning Group has been established on the back of the new workforce plan. AHP issues are a key priority for both.

8. **Provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, patients and the wider community**

a. Health and Safety Update

Cheryl Rodriguez reported that the Director of Workforce and key members of the Health and Safety Expert Group met with the HSE on 31 August 2017 and that the HSE agreed to lift the improvement notices in relation to skin in the Maternity Hospital and falls at Dr Gray’s, although there were some recommendations attached:

Skin – to look at the type of disposable gloves provided to domestic staff for particular tasks, including cleaning toilets.

Dr Grays/Falls – the HSE will return in 6 months to check sustainability of the Falls programme.

Cheryl reported on outstanding Improvement Notices:


Immunisation – 2 December 2017 is the compliance date but compliance is unlikely due to delays in the implementation of the IT system and the international shortage of the Hepatitis B vaccine. It has been agreed to contact the HSE in mid November, to seek an extension.

Legionella – a few items need to be remedied and a letter of contravention is expected.

Cheryl reported on other:

- The Influenza programme will roll out from 2 November 2017.
- There is a waiting list for Skin assessments. OHS have reviewed the assessment format to ease the current backlog.
- Needle stick injuries – only 8 were classed as significant.
- The redesign of the Health and Safety service is in its final stages and ready at end of October.
- Health and Safety Expert Group have implemented a programme of health and safety walkabouts in Partnership.
Annie Ingram extended her thanks to frontline staff for their efforts in achieving a compliant system.

Annie Ingram mentioned the improvement notice on ligature risks and the need to look at these risks across the organisation. Toolbox talks developed on ligature risks and suicide prevention.

Martin McKay extended his thanks on behalf of MH&LD service for work done in this regard.

Sharon Duncan asked to be mindful that RIDDOR reportable injuries should be DATIX’d and highlighted to Partnership.

b Car Parking Procedure – Appendix to Multi-Storey Car Park Policy

This appendix is for noting only due to the fact a Management Plan was required.

c Public Holidays 2018-2020

Sharon highlighted that GAPF agreed that the April public holiday in 2018 and 2020 are not on Easter Monday.

Discussion took place following the consensus that it had previously been agreed that the Board would take Easter Monday as the April public holiday.

Approval from the group to amend the dates on the intranet to reflect the change to the Easter public holidays: 2 April in 2018 and 13 April in 2020. Diane Annand to make arrangements for this.

9. Sector and Local Partnership Reports

a Facilities

Paul Allen pointed out that constant themes are iMatter deadlines, vigilance around health and safety and toolbox talks.

b Acute

Cameron Matthew updated the group on the key issues noted in his report and reported that the Unscheduled Care annual conference was very well attended including excellent feedback and social media coverage.
### Mental Health and Learning Disabilities (MH&LD)

Jane Fletcher updated the group on the key issues noted in her report and particularly about the next Mental Health and Learning Disabilities Quality Event will be held on 14 December in Royal Cornhill Hospital.

### Corporate

Rachael Little asked if a Co-Chair had been identified for SLWG for Summerfield House Car Park Management System. Annie Ingram answered that she will chase.

There was a discussion about the Workplace Utilisation Study highlighted in Corporate Partnership and Rachael Little explained that OccupEye had been purchased by NHS Grampian. It is proposed over a 16-week project in Summerfield House using OccupEye to monitor building utilisation.

Discussion took place on members’ lack of knowledge of this recommendation and discussed associated concerns. Consensual view is that it is not acceptable without communication and involvement of staff in issues that affect them.

Sharon Duncan suggested that there needed to be an SLT discussion and agreed to ask for this to be an agenda item and get a ‘clear steer’. She will also arrange for a paper to come back to GAPF.

Sharon Duncan to communicate to Gareth Evans of what was discussed at this meeting.

### Aberdeen City

Sandy Reid stated the 2nd Annual Transformational Conference was being planned where operational staff can present posters, host workshops and be part of the planning team.

By the time of the next meeting, nominations of the Heart Awards will have opened, on 2 October.

### Aberdeenshire

Mike Ogg updated:

Further fortnightly meetings of the Health and Safety Steering Group were taking place to address lack of compliance with health and safety. Yvonne McGregor is at the meetings.
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| Janice Rollo has been spending a lot of time in MH&LD.  
  iMatter – Building on Aston model and having a meeting with Anne Inglis and Quality Improvement Officers in this regard.  
  Philip English retirement – Mark Simpson had been appointed as the new Location Manager on an interim basis.  
  g  Moray  
  Deirdre reported that Health Working Lives have been awarded the Gold Award for Moray. |   |
| **10** | **Any Other Competent Business**  
  There was none. |   |
| **11** | **Communication Messages to the Organisation**  
  It was agreed to communicate the following to staff:  
  a. Policies agreed at the meeting – to be communicated by the agreed process:  
  - Career Break  
  - Immunisation  
  - Notice Periods.  
  b. Confirmation of public holiday dates. |   |
| **12** | **Date and Time of Next Meeting**  
  The next meeting of GAPF to be held on Thursday 12 October 2017 at 1pm to 4pm in the Conference Room, Summerfield House. |   |