



### Local Partnership Forum

### Minutes of the meeting held on 19<sup>th</sup> January 2021 at 13.00 hrs Via Teams

#### Present

Ms Jan Tomlinson (JT)	UNISON and Trade Union Partners (Chair)
Mrs Sue Green (SG)	Executive Director Workforce and OD
Mr Wade Bestwick (WB)	Unite
Mr Peter Bohan (PB)	BCUHB – Associate Director of Health, Safety & Equality
Ms Cheryl Brown (CB)	Royal College of Midwives
Ms Sharon Cawdell (SC)	UNISON
Simon Evans-Evans (SE-E)	BCUHB – Interim Director of Governance
Ms Lesley Hall (LH)	BCUHB - Associate Director Human Resources
Ms Kay Hannigan (KH)	BCUHB – Head of Human Resources
Ms Jackie Hughes (JH)	SoR and (Trade Union) Independent Member
Ms Deborah Humphries	Chartered Society of Physiotherapy
Ms Ffion Johnstone (FJ)	BCUHB – Area Director, West.
Mr Adrian Jones (AJ)	BCUHB – Asst. Dir. Of Nursing, Mental Health & Learning Disabilities
Ms Catherine Jones	Royal College of Midwives
Mr Jonathan Lloyd (JL)	BCUHB – Director of Performance
Mr James May (JM)	UNISON
Ms Vivienne Nelson (VN)	UNISON
Mr Billy Nichols (WN)	Royal College Nursing
Mr Rob Nolan (RN)	BCUHB – Finance Director, Communications & Strategy
Mr Richard Oldfield (RO)	UNISON
Miss Teresa Owen (TO)	BCUHB – Executive Director of Public Health
Ms Alison Pawley (AP)	Unite
Ms Nicola Roberts (NR)	Society of Chiropractors & Podiatrists
Mr Michael Shaw (MS)	Strategic Organisational Development Consultant
Mr Rod Taylor (RT)	BCUHB – Director of Estates and Facilities
Ms Nia Thomas (NT)	BCUHB - Head Of Organisational & Employee Development, Workforce & Organisational Development
Mr Mark Wilkinson (MW)	BCUHB – Executive Director for Planning & Performance
Ms Susan Williams (SWi)	Royal College of Nursing
Ms Sarah Wynne-Jones (SW-J)	BCUHB - Head Of Occupational Health & Wellbeing
Ms Pat Youds (PY)	Professional lead and Head of Service for Radiology

#### In attendance

Mrs F Lewis (FL)	For minute taking
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Agenda Item	Action By
<p>The Chair welcomed all attendees to the meeting and wished to record her thanks for the way everyone was dealing so positively with the exceptionally challenging circumstances.</p>	
<p><b>L21/01 Apologies for Absence</b>  <b>L21/01.1</b> Apologies were received from Jo Whitehead, Gill Harris, Alex Tapley, Alison Kemp, Bethan Jones, Chris Stockport, Geoffrey Armstrong, Kate Clark, Lynne Joannou, Richard Tanswell, Georgina Roberts and Gavin Macdonald</p>	
<p><b>L21/02 Minutes of the previous meeting held on 20/10/20 and Summary Action Plan</b>  <b>L21/02.1</b> The draft minutes were approved as an accurate record and updates were provided to the summary action log.  <b>L21/02.2</b> Item L18 4.1.3. Jackie Hughes reported that the draft Uniform Policy was due to be looked at during Policy Group meeting. She confirmed that it was with the Equalities Team who were checking that all non-gender neutral language had been removed. JH to follow up and report back.  <b>L21/02.3</b> Item L20/19.6. Lesley Hall to circulate the latest vacancies data.  <b>L21/02.4</b> Item L20/24.3. LH to chase up with Finance.  <b>L21/02.5.</b> Item L20/24.4. LH to chase up a response from IT.  <b>L21/02.7.</b> Item L20/33.2 LH advised that this has been escalated to HMTs and Jackie Hughes confirmed that she had received limited feedback. SG confirmed that it was being picked up by the Covid Delivery Group as it links to the IPC and the Bio-security measures. Will be followed up with both Debra Hickman and the Health &amp; Safety Team.</p>	<p>JH LH LH LH  DH</p>
<p><b>L21/03.2.1. Workforce Update</b>  Sue Green clarified the function of the Joint Committee for Vaccination and Immunisation (JCVI), a UK-based independent body, which determines the categorisation of staff to be vaccinated. In order to follow JCVI guidelines and to link to the protocols of the use of vaccinations as set out by the Medical and Healthcare Regulatory Agency (MHRA), there is a nationally accepted 'green book' which lays out the guidelines. It is within this book that the term 'front-line staff' is determined. The MHRA, alongside a number of similar Welsh organisations, has developed a clinical, risk-based checklist for staff within the various healthcare groups; this is signed-off within BCUHB by the Clinical Delivery Group (CDG), chaired by Dr Jim McGuigan. BCUHB's CDG (in line with other Welsh Health Boards) is populated by a wide range of personnel, including amongst others occupational health therapists, Public Health Wales personnel, etc, and its decisions are based on this checklist. Should a specific staff group not appear on this list and it is felt that they possibly should be, a request is put to the CDG for their final decision. The CDG is in contact with numerous CDGs nationally, to ensure its decisions are in line with other Health Boards and importantly receives the licencing approval from the MHRA. SG wished to clarify that there is nothing in the CDG's decision which demonstrates or distinguishes the level of value the Health Board puts on various members of staff and that she has requested of the CDG that they now look at including members of staff that are within the wider population's priority groups 1-4, ie 70 year olds + the clinically extremely vulnerable, which would allow the Health Board to extend certain</p>	

<p>groupings. SG agreed to provide the members with a copy of the checklist used by the CDG.</p> <p><b>L21/03.2.2.</b> SG confirmed that further offers of vaccinations are currently going out to all staff of 70 yrs+ or those who are in the clinically extremely vulnerable category by telephone, text and emails, who have yet to be vaccinated. Due to fears expressed since the most recent shielding advice, the Health Board is currently setting up a number of 'protected' clinics</p> <p><b>L21/03.2.3</b> SG explained that BCU intends to stop providing first doses appointments in Hospital Vaccination Centres (HVCs) after 29.1.21, and are encouraging all staff to get their first vaccination thus allowing better planning to take place for the second vaccinations that will become due.</p> <p><b>L21/03.2.4.</b> SG advised the members that as of 15<sup>th</sup> January, 8,379 members of staff across the organisation had been vaccinated. This figure includes DPC staff employed by BCUHB including junior doctors not on the payroll, bank and agency staff and also includes students across the organisation who are on placement; it also includes microbiology, security staff, etc. The total number of DPC invites that have gone out is just under 18,000.</p> <p><b>L21/03.2.5.</b> Billy Nichols wished it to be noted that he strongly believes that all staff must receive the vaccination as a matter of urgency and asked if, as is happening in England, there are plans to move towards a 24 hour, 7 day per week delivery of vaccinations. He was advised that there is currently no demand for this, but should there be in the future, it will be looked at. FJ advised that should the need arise, primary care practitioners might vaccinate from the mass vaccination centres too – further utilising the centres.</p> <p><b>L21/03.2.6.</b> Alison Pawley asked for clarification of which staff had already been vaccinated as it had been reported that around 18,000 BCU staff have been vaccinated and BCU employs around 18,000 staff. SG explained that included in the 18,000 DPC staff already immunised, there are some staff not directly employed by BCU – junior doctors, locums, bank and agency staff, certain Velindre staff etc. SG to circulate the exact figures to the members. SG confirmed that she had today asked of the CPG to consider including all staff included in Group 4, certain groups that work in clinical settings, ie all acute, community hospitals and Mental Health workers</p> <p><b>L21/03.2.7.</b> Billy Nichols enquired as to the current level of vaccination wastage. SG advised that the Health Board that the advanced booking system is helping to ensure that vaccine wastage is kept to an absolute minimum.</p>	<p><b>SG</b></p>
<p><b>L21/04 Budget Strategy &amp; Planning</b></p> <p><b>L21/04.1</b> Mark Wilkinson, Executive Director for Planning &amp; Performance, made his presentation, which was noted and he highlighted certain parts of the report:</p> <ul style="list-style-type: none"> <li>• Since the arrival of the new Chief Executive, Jo Whitehead, all departments are being asked to go remind themselves of their core values.</li> <li>• Effective planning and delivery of healthcare for people.</li> <li>• Improve health inequalities, which are currently being exacerbated by the pandemic.</li> <li>• Strengthen communication across the health board</li> <li>• Since coming out of Special Measures, BCU's escalation status has now been reduced to 'Targeted Intervention' and BCUHB is to receive an additional £80m each year for the next three years from the Welsh</li> </ul>	

Government, which will allow BCU to forecast financial breakeven and invest in capacity capability. £10m is specifically to be invested in Mental Health.

- Pandemic costs being funded by Welsh Government.

**L21/04.2.** Sue Williams asked what percentage of the £10m earmarked for Mental Health services would be for Learning Disabilities? MW was mindful that although the £10m was specifically to be used for Mental Health, this did not preclude the Health Board from funding Learning Disabilities from its regular budget. Adrian Jones advised that he was still waiting for detail from the Divisional Directors as to the allocation of the £10m.

**L21/04.3.** A question was asked if there is there to be a specific strategy to motivate the workforce to encourage retention of staff both now and post-pandemic. SG referred to MW's Strategy & Planning report, which highlighted that the organisation intends to continue promoting safe and healthy working environments for staff. Reference was also made to the Strategic Organisational Development Programme and that W&OD staff are currently working on proposals of how best to support staff and become better employers. SG was extremely mindful of the mental and physical pressures staff are feeling currently and that there might be a major exodus of staff once the pandemic is over.

#### **L21/03.1 National & Local Position.**

**L21/03.1.1.** Sally Baxter provided slides showing the latest Covid position. SB drew attention to certain facts -

- The epidemiology slide showed that cases across the majority of North Wales are reducing, however it was noted that cases in Gwynedd are on the rise.
- Around 75% of all new cases in North Wales are the new variant of the corona virus.
- National modelling seemed to show a flattening of the curve, although the level is expected to remain high.
- There are some very positive signs providing hope that the lockdown will be lifted sometime during February.

**L21/03.1.1.1.** SB provided an update on the deal reached between the UK and the EU regarding the Transition. Welsh Government is still working through the details and until this becomes available, some meetings have been paused. During these initial first weeks, there has not been a significant impact on health and social care and little disruption to supplies, as feared. SB wished to highlight that staff of EU origin must register by June in order to stay in the Settled Status Scheme for residents in the UK. Staff will be reminded of this and kept updated. The Chair wished to point out that the unions are undertaking a huge piece of work to ensure their members are advised and assisted in this regard.

There were no questions and The Chair thanked Mrs Baxter for her presentation and for attendance.

[14.25 hrs. SB left the meeting]

### **WORKFORCE & ORGANISATION DEVELOPMENT GOVERNANCE**

#### **L21/05 Workforce Policy Group Report**

**L21/05.1** Lesley Hall reminded the members that a large piece of work currently being undertaken to update the organisation's policies, which alongside the need to remain legally compliant with existing policies currently reaching their review date is proving challenging. The workforce team is endeavouring to make policies more user-friendly and, during the Covid pandemic, it has become apparent that it is very helpful to have an easy guide containing FAQs running alongside each policy. The

<p>Policy Group is once again meeting monthly and its members are committed to working between the monthly meetings to speed up the process. The challenge has been set to bring all the policies back into compliance by the end of March. Jackie Hughes, co-Chair of the Policy Group, wished to appeal to management colleagues for more to attend these meetings, to enable the Group to have a better overview of and input for each policy. It was pointed out that the last meeting had to be stood down as it was not quorate. SG agreed to look at the makeup of the Policy Group to avoid such problems in the future.</p>	<b>SG</b>
<p><b>L21/06 Workforce Partnership Group.</b>  <b>L21/06.1.</b> Kay Hannigan presented her report. Since the last LPF meeting in October 2020, the WPG's monthly meetings have provided a good link between Management and Workforce on the key issues. However KH expressed disappointment that the new All Wales Policy on Healthier Working Relationships, the replacement for some of the Dignity at Work and Grievance policies, initially due to be rolled out in October 2020, then put back to January 2021, now has no date for roll-out.  <b>L21/06.2.</b> KH wished to highlight the Injury Allowance Process, which in her report is due for ratification. This deals with ensuring claims are dealt with in a timely manner and in partnership, thus adding a new robustness to the system and ensuring there are fairer outcomes.</p>	
<p><b>L21/07 Job Evaluation Programme Report.</b>  <b>L21/07.1</b> Lesley Hall wished to congratulate the team on managing to reduce the levels of job vacancies. During the pandemic, the team prioritised work on some of the urgent posts going through brought about by Covid, but that levels have now returned to being more manageable and that processes are running through quite quickly.</p>	
<p><b>L21/08 Raising Concerns Proposal.</b>  <b>L21/08.1.</b> Sue Green wished it to be noted that in the next few days she would be sending round a proposal in terms of a revised process for staff who wish to raise concerns – which currently can go via one or more different pathways. SG and her team have been talking to members of the Organisational Development team, the Safe Haven team, the Clinical Quality team together with colleagues from the Board to see how the system could be made more accessible and streamlined; staff also need to feel assured that their concern will be taken seriously and have trust and confidence in the system.</p>	
<p><b>L21/09 Staff Lottery.</b> This item was deferred to next meeting.</p>	
<p><b>L21/10 Salary Overpayments and Underpayments Procedure.</b>  <b>L21.10.1</b> The document was noted. Sharon Cawdell and Billy Nichols wished to highlight the fact that some staff are suffering financial difficulties when overpayments are required to be recovered over a maximum of 6 months. Both SC and JT offered to share with SG the 'budget planning' forms used by their unions to assist in determining affordable monthly repayment plans for overpaid staff.</p>	<b>SC/JT</b>
<p><b>L21/11 Q3 Health &amp; Safety Report.</b> The report was noted.</p>	
<p><b>L21/12 Documents circulated via email to Members between meetings.</b> These documents were noted.</p>	
<p><b>L21/13 Issues for discussion raised by Trade Union representatives.</b>  <b>L21/13.1.</b> Jackie Hughes wished to update the Members', on behalf of Nick Such and the Equalities Team, two of the Equalities networks – in particular</p> <ul style="list-style-type: none"> <li>• The BAME network, due to have its third meeting, on 29/1/21, 2-4pm. There will be numerous guest speakers, including members of the North Wales</li> </ul>	

<p>Police talking about the Police Network and the Diversity Engagement Team across North Wales; Ffion Hughes talking about The Pension Services and Claire Skidmore discussing race equality first for building connections.</p> <ul style="list-style-type: none"> <li>• The Disabilities Staff Support Network, which is due to have its first 'welcome' meeting on 2/2/21. 2-4pm.</li> </ul> <p><b>L21/13.2.</b> Mike Openshaw wished to bring it to the attention of the Members that there appears to be a lack of a broad managerial representation at the LPF meetings. He felt that W&amp;OD is always well represented however too frequently there are no senior managers from Nursing.</p> <p><b>L21/13.3.</b> Cath Jones expressed concern about the erosion of staff facilities during the Covid pandemic, particularly for overnight staff unable to access hot food after midnight at any of the three sites. CJ enquired if it was possible for ward managers to access the Nursing Voluntary Donation Funds, enabling them to purchase microwaves, etc, to improve the rest areas for staff, particularly for those working through the night. SG felt it was unnecessary to access these funds as such items should be purchased from the wards' current budgets. SG suggested a 'stock take' be carried out to ascertain who is affected by the lack of access to hot food after midnight and how this could be remedied.</p> <p><b>L21/13.4.</b> Sue Williams asked if she could be directed where to find a Policy regarding working from home. LH agreed to provide the policy and materials. SW particularly wished to know if staff could be made to work from home even if they felt it was detrimental to their mental well-being. Without being able to talk specifically during the meeting, SW agreed to provide SG/LH with information regarding a particular staff member who felt that she was being made to work from home against her wishes.</p>	<p><b>CJ</b></p> <p><b>LH</b></p> <p><b>SW</b></p>
<p><b>L21/14 Any other Business.</b> There was none.</p> <p><i>[The meeting closed at 14.45 hrs]</i></p>	
<p><b>L21/15 Date of Next Meeting</b> Tuesday, 13/4/21, 1-4pm, Virtual via Teams</p>	