

**Area Partnership Forum (APF) Meeting**  
**Monday 20<sup>th</sup> January 2025 at 2pm via MTeams**

Present:	Claire Burden, Ewing Hope, Roisin Kavanagh, Derek Lindsay, Kirsti Dickson, Jennifer Wilson, Vicki Campbell, Sarah Leslie, David Black, Lisa Davidson, Lorna Kenmuir, Craig Lean, Tom Cairney, Wendy Smith, Ken Brown, Robert McLaughlin, Nicola Gault, Allina Das, Lucie Fontana, Sandra Hunter, Paula Dumigan, Tracy Scott, Callan Thain,	Chief Executive (CB) Employee Director (Joint Chair) Director of Pharmacy (RK) Director of Finance (DL) (attending for AOCB) Director of Transformation and Sustainability (KD) Nurse Director (JW) Director of Acute Services (VC) Director of Human Resources (SL) Assistant HR Director (DB) Assistant Director of Public Health (LD) Assistant HR Director (LK) Head of Workforce Resourcing & Planning (CL) UNISON (TC) Royal College of Midwives – RCM (WS) Partnership representative for Acute (KB) UNISON (RMcL) Society of Radiographers – SOR (NG) Royal College of Nursing – RCN (AD) British Association of Occupational Therapy – BAOT (LF) UNISON (SH) Interim Lead Nurse (PD) Well-Being Lead (TS) Chief Biomedical Scientist (CT)	
In attendance:	Ashleigh Kennedy, Carrie Fivey, Surjit Bhandal,	Corporate Secretary O&HRD - Organisational, Learning and Development Head of Unscheduled Care and Transformation	(Notes) (CF) (SB) (Item 4.1)
Apologies:	Carole Murray, Elaine Young, Lorna Sim, Miriam Porte, Nicola Graham, Terri Collins, Deborah Logan,	Royal College of Nursing – RCN Head of Health Improvement/Assistant Director of Public Health Royal College of Nursing – RCN Communications Manager Director of Infrastructure and Support Services Unite British and Irish Orthoptic Society – BIOS	

Louise Sinclair, Royal College of Podiatrists – RcoP  
 Crawford McGuffie, Medical Director  
 Elizabeth Bruce, Chartered Society of Physiotherapy – CSP

Item	Title and Summary of Discussions	Action/Owner
<b>1.</b>	<b>Welcome/apologies</b>	
	EH welcomed those in attendance and apologies were noted as above.	
<b>2.</b>	<b>Notes and action tracker of previous meeting</b>	
	The notes of the meeting on 18 <sup>th</sup> November 2024 were approved as an accurate record.	
<b>3.</b>	<b>Matters Arising</b>	
	EH asked for the action tracker to be updated with progress against actions.	
<b>4.</b>	<b>Service Updates</b>	
<b>4.1</b>	<b>Winter pressures and unscheduled care update</b>	
	<p>CB acknowledged the pressures that the teams had accommodated this winter and thanked colleagues for their support during this time.</p> <p>SB shared a presentation on unscheduled care which provided awareness of the extensive work being done to support recovery. This work includes a number of plans that includes work that has been informed by existing data and feedback from patients and staff. APF members were supportive of the work and engagement and were keen to see a future update at APF.</p>	
<b>5.</b>	<b>Pay Reform</b>	
<b>5.1</b>	<b>Band 5 Review</b>	
	LK provided an update on the Band 5 review and advised that a weekly update from NES provided information on the TURAS system that all Boards are using for the reviews of the Band 5 Nurses. There are 251 jobs on the system from NHS Ayrshire & Arran (NHSAA). This is part of the total of 2489k across Scotland. 177 showed an initial draft. 36 are sitting with managers for review which is against 168 nationally. 31 NHSAA job descriptions have been completed against 518 nationally. The first two quality checking panels started in December 2024, this included 8 job descriptions. All 8 of these job descriptions required further information and work is being done to group issues into themes when seeking missing data from nurses and managers. Work is being done on a communication as a reminder to managers on how to complete these forms. Information on next steps and timescales are to follow.	
<b>5.2</b>	<b>Reduced Working Week (RWW) – Risk Assessment</b>	
	CL provided an update on the RWW and advised that guidance is still awaited from SG on how the permutation of the additional hour will proceed. The rational for the risk assessment template was based on considerable discussion at the Pay Reform Tactical Group around the inclusion of systematic and robust processes to capture risks beyond financial risks that could impact the implementation of the next residual hour. The template was developed through the RWW sub group with input from staff and managers. The draft was refined, comments were received from CMT and one of the areas in NA HSCP test drove the assessment. FAQs have been included along with the template. All options should be considered	

	<p>however there is no guarantee of funding. The risk assessment was developed in conjunction with colleagues in risk management and covers service and impact on clinical and non-clinical staff. The deadline for return from directors is on 31<sup>st</sup> January 2025.</p> <p>In response to a question regarding RWW for part time staff, SL advised that funding was always non-recurring as part of the NRAC share. As part of the risk assessment, there is a financial risk assessment to underpin these issues and to deliver sustainable and quality service specifications, there will be a need to consider how we go beyond temporary funding to full time funding. The content of the risk assessment highlights the need to deliver quality, safe services with a workforce that meets the obligations of our statutory obligations and is affordable.</p>	
<b>6.</b>	<b>People</b>	
<b>6.1</b>	<b>Culture Steering Group Update</b>	
	<p>DB provided an update on Culture Steering Group and advised that in July 2024, a Directorate Letter (DL) was received in relation to improving wellbeing and working cultures. The focus on the document is on leadership, equality and diversity and wellbeing. A diagnostic exercise was carried out to identify what is currently in place, where are the gaps and how this document will inform what is required going forwards. Findings from this exercise were presented at the Culture Steering Group on 4<sup>th</sup> December 2024 and it was recognised that OD support on this work is critical. Actions from findings must operate within existing resources. Caring for Ayrshire was sighted as the 10 years plus strategy and organisational values are still relevant and will be used to support the work going forwards. The Terms of Reference has been reviewed and responses in relation to membership is required by 22<sup>nd</sup> January. The next Culture Steering Group is due to take place on 5<sup>th</sup> March and will continue to be an action focused group.</p> <p>SL advised that NHSAA have committed to developing a race equality action plan which sets a culture of equity, justice and non-discrimination. The intention is to align more closely the work on racial equality, culture and trauma informed practice.</p>	
<b>6.2</b>	<b>Vaccinations</b>	
	<p>LD provided an update on vaccinations and advised that the COVID-19 vaccination continues to be available until 31st January 2025 and flu vaccination until 31st March 2025. For those who are eligible, including health and social care staff, but have not yet taken up the offer, opportunities to be vaccinated remain and continue to be promoted, both internally to staff and externally to citizens. In the week beginning 5th January 2025, 530 COVID-19 and 902 flu vaccines were administered/recorded. As at 12th January 2025, 84,130 COVID-19 vaccines have been administered to those eligible in Ayrshire and Arran, equating to an uptake of 49.9%, and 131,439 (adult and childhood) flu vaccines, equating to an uptake of 56.3%. Efforts to maximise vaccination uptake amongst eligible staff continues, with ongoing all staff and targeted communications, raising awareness of drop-in clinics at daily huddles, peer flu immunisation and opportunistic vaccination when delivering inpatient vaccinations and on ward requests, including to care home staff when vaccination staff are visiting care homes to vaccinate residents who have missed their vaccinations for whatever reason. Additional pop-up vaccination clinics for local Scottish Ambulance Service staff and social care staff are also being finalised, as well as logistical support provided to enable delivery of peer immunisation by a number of GP practices.</p>	

	JW advised that a discussion took place at the Scottish Executive Nursing Directors Meeting last week regarding gaining trust and a refocus on the importance of workforce vaccinations. Work is ongoing nationally with Public Health in the joint committee for vaccinations to support this.	
<b>7.</b>	<b>Terms and Conditions</b>	
<b>7.1</b>	<b>Uniform Policy</b>	
	<p>FE advised that the short life working group was due to meet on 9<sup>th</sup> January however this meeting was cancelled. Work is close to conclusion and the aim is to finalise this at the next meeting.</p> <p>In response to concerns regarding the decision made within the imaging department to ban crocs based on a self-imposed risk assessment, SL advised that corporate guidance should be followed and a consistent and equitable approach is required.</p>	EH/SL to send messaging to the radiography department to pause the ban on Crocs until work has concluded with the SLWG.
<b>7.2</b>	<b>Smoke Free Grounds Policy</b>	
	This item was deferred.	
	<b>AOB</b>	
	<p>Recycling Employer Contributions (REC) Scheme - CA raised awareness of the use of REC Scheme and advised that pension as an essential part of NHS pay and staff are going to face situations for whatever reason, to step out of the pension scheme, whether that be taxation issues, personal finances and we don't want to see them lose in this benefit that they get from their employer contributions. Comments are sought on the potential to pursue a collective approach to open discussions on a local REC scheme or whether this is something the Health Board would support in flagging at a national level for further discussion.</p> <p>DL advised that this scheme was previously in place twice and largely driven by the BMA looking for support because of taxation for doctors as the pension annual allowance was breached. Both of these occasions were in response to specific issues. The UK Budget in March 2023 abolished the lifetime allowance and increased the annual pension allowance from £40k to £60k. This reduced concerns due to the increased allowance available. There is not the same need to have this in place now as tax regulations have changed. If the scheme was introduced it would have to be applied to all staff which would have significant resources implications.</p> <p>Decanting staff at Ailsa campus – EH advised that communication was received on Friday to advise that this work has paused until further conversations with Staff side, Partnership and OHRD take place.</p> <p>LF raised concerns in relation to lack of communication in relation to the changes within Ailsa Campus. Staff are hearing things through word of mouth and are not receiving clear communication which is impacting on morale.</p> <p>HG asked that concerns are taken to the Distributed Working and Estates Rationalisation Working Group where a forum is in place for all issues. When agreements have been made at this group, information has been communicated to Heads of Service and relevant Directors for cascade to staff. It will be helpful to understand the gaps in communication from a serviced perspective.</p>	<p>CA/DL to discuss the REC scheme in more detail</p> <p>NG/SL to work on the reset with Partnership and Staffside and share communication back to APF.</p>

	<p>SL advised that the two levels of engagement which require a pause and reset are structures by policy/guidance on distributed working and the consultation and engagement process. A meeting has been convened with the Senior Trade Union officials, Health and Safety and OHRD to think corporately around the constructs that make the change effective, meaningful and in line with the staff governance standard. The second facet of change is the implementation of a board wide Commitment, Director led, Partnership for endorsed and what this means for the Board and the transformation of services at the Ailsa Campus which are affected.</p> <p>Festive Pay Period – NG raised concerns that 5 members of staff had been paid incorrectly during the festive period. SL asked for these issues to be raised with Lorna Kenmuir.</p>	<p>SL to provide communication to staff on the pause of work.</p>
	<b>Date of Next APF Meeting</b>	
	Monday 17 <sup>th</sup> March 2025 via MS Teams at 2.00pm	