

Area Partnership Forum (APF) Meeting
Monday 17th March 2025 at 2pm via MSTeams

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

In attendance: Moira Woolway, Corporate Secretary (Notes)

Apologies: Frances Ewan, Lorraine Crum, Craig Lean, Lorna Kenmuir, Vicki Campbell, Lynne McNiven, Craig McArthur, Derek Lindsay, Elizabeth Bruce, Miriam Porte, Robert McLaughlin, Terri Collins, Tim Eltringham, Tracy Scott, Claire Craig

Item	Title and Summary of Discussions	Action/Owner
1.	Welcome/apologies	
	CB welcomed those in attendance and apologies were noted as above.	
2.	Notes and action tracker of previous meeting	
	The notes of the meeting on 20 th January 2025 were approved as an accurate record.	
3.	Matters Arising	
	Points of Accuracy, approved previous minutes, update on action log.	
4.	Policy	
4.1	Once for Scotland policy update	
	<p>SL presented this paper and advised SLWG would review the OfS policy and it was concluded that it was premature, at this time, to submit this version to Board.</p> <p>Discussion captured the need for revisions to made with a timeline to be agreed before being progressed:</p> <p>2.2 (gender) paused for now, phase 3 in relation to Occupational Health policies for consultation.</p> <p>SL advised that 11 different concerns moving forward and reasonable adjustments and clarity of process are required prior to any unplanned moves into the Alisa site.</p>	<p>EH SL</p> <p>NG SL</p>
4.2	Uniform Policy	
	<p>Action re Crocs to be removed from the agenda as still discussion is ongoing.</p> <p>EH advised the need for a clear and consistent position to be secured and at this time that has not been achieved.</p> <p>The discussion captured that a subgroup to review National and local policies was in place, and this too was an opportunity to provide further clarity around the definitions, such as 'excessive' jewellery with an update to policy.</p> <p>Agenda item to return following feedback.</p>	
4.3	Reduced Working Week	
	As a Board positive progress has been made with 99% of employees having made the transition to a 37 hour week.	

	<p>The Scottish government have advised that the next reduction, a further 1 hour, should be planned for delivery in April 2026.</p> <p>SL advised that through a dedicated subgroup the Board were working through the risk assessments, scale and potential impact of these changes for NHS Ayrshire and Arran.</p> <p>The group will be updated as information is available. The priority for the Board remains the safety of our staff and the access to care that the population of Ayrshire and Arran need.</p> <p>Updates will come to APF as information is available.</p>	
4.4	NHS Ayrshire and Arran Equal Pay Statement	
	<p>Paper was endorsed by APF to go to board for approval.</p> <p>The paper presented by SL covered gender pay inequality.</p>	
5.	Pay and Conditions	
5.1	Band 2 Bank Workers	
	<p>SL presented a paper to update the APF with the planned changes for band 2 workers to be upgraded to band 3 where appropriate.</p> <p>Good progress has been made and the update included that the plan is to have any pay arrears to be concluded by June 2025.</p> <p>SL advised that should any staff have concerns; they can be raised and will reviewed on an individual basis.</p> <p>Assurance of this was given to members.</p>	
6.	Workforce	
6.1	NHS Ayrshire and Arran workforce return	
	<p>Concerns were raised over local authority staff reprimanding/dismissing/disciplining NHSA&A staff.</p> <p>It was agreed that policy compliance is important, and a commitment was made to review NHS policies and council/HSCP policy then will develop and agree a Once for Scotland Policy.</p>	SL
6.2	HR Guidance to support Workforce	

	<p>SL advised members that through the business planning processes NHSAA has raised workforce concerns with the Scottish Government. The update has included our hard to recruit to posts. We have some long standing consultant vacancies, and these create pressures throughout the system.</p> <p>As a system our workforce absence rate has increased in some areas more than others and the current absence rate is 6.7%.</p> <p>In response to best workforce commitments, seeking safety for our staff and compliance with the European working directive the Board are working with teams to review and understand all the current factors influencing overtime.</p> <p>Concerns have been raised for staff exceeding 40+hrs a month and working with teams the Board will work to seek alternatives to better align the workforce headcount to ensure pressures for overtime are reduced. Updates on workforce data will continue to be brought to the APF for information and discussion.</p> <p>Concerns were also raised within APF, regarding Christmas and new year annual leave restrictions. Some teams were advised that annual leave could not be booked at all. The discussion concluded that where members are advised of this practice if representatives could share the information with HR appropriate follow-up actions can be taken.</p>	
7.	Health and Safety	
7.1	Regulation 4 Duty to consult and engage on Health and Safety	
	<p>SL presented paper. The discussion captured the need to ensure the members list was accurate and TU leads were asked to ensure that members on the list had access to training updates.</p> <p>It was discussed that the paper remained in draft and would come back to APF once comments received through CMT.</p>	SL
8.	Smoke Free Grounds Policy	
	<p>Item postponed</p> <p>LD to request update on progress from HR for next meeting.</p>	LD
9.	COVID memorial service	
	<p>AG was welcomed to the group.</p> <p>AG presented a detailed paper on the COVID memorial plan. A plan to remember and reflect on the pandemic.</p> <p>The aim of the COVID memorial week was to provide space and time for staff to engage with the varied events and opportunities captured.</p>	EH

	<p>The APF welcomed the event and shared thanks AG for the planning of the event. EH was also keen to support with proposal for tea/coffee/chat event accessible to all funded by wellbeing fund/lottery fund. Agreed by JW to support this project and event.</p> <p>APF were advised that the dates of memorial service and tea/catch up event to go on daily digest.</p>	
10.	Role of Partnership Facilitators post 1st April 2025	
	<p>SL updated APF of the planned changes to the role of Partnership Facilitators in NHSAA.</p> <p>The proposal for change is to align NHSAA to national policy.</p> <p>SL took the opportunity to thank post holders for all that they have done in these roles since their introduction in NHSAA and asked of APF that we acknowledge the change but also acknowledge the process is live for post holders and respectfully detail is still emerging.</p>	SL
	Any Other Competent Business	
	<p>A question from KM regarding retirement hospitality / long service awards. Does the fund need to be increased can an increase from £50 budget be considered. CB shared that she was not aware that a restriction had been put in place or if we have overspent. CB to enquire about the budget available.</p>	CB
	Date of Next APF Meeting	
	Monday 19 th May 2025 via MS Teams at 2.00pm	