APPROVED by APF 29th September 2025

Area Partnership Forum (APF) Meeting
Monday 21st July 2025 at 2pm via MSTeams

Present:	Ewing Hope,	Employee Director (EH) (Joint Chair)
	Jennifer Wilson,	Nurse Director (JW)
	Vicki Campbell,	Director of Acute Services (VC)
	Marie Richmond,	Assistant Director of Digital Services (MR)
	Kirsti Dickson,	Director of Transformation and Sustainability (KD)
	Derek Lindsay,	Director of Finance (DL)
	Roisin Kavanagh,	Director of Pharmacy (RK)
	Lorna Kenmuir,	Assistant HR Director (LK)
	Carrie Fivey,	Organisational Development Manager (CF)
	Lucie Fontana,	British Association of Occupational Therapy – BAOT (LF)
	Deborah Logan,	British and Irish Orthoptic Society – BIOS (DL)
	Louise Sinclair,	Royal College of Podiatrists – RcoP (LS)
	Allina Das,	Royal College of Nursing – RCN (AD)
	Lorna Sim,	Royal College of Nursing – RCN (LS)
	Wendy Smith,	Royal College of Midwives – RCM (WS)
	Nicola Gault,	Society of Radiographers – SOR (NG)
	Pauline Brady,	UNISON (PB)
	Tom Cairney,	UNISON (TC)
	Lovina Reid,	UNISON (LR)
	Frances Ewan,	Unite (FE)
	Ken Brown,	Partnership rep for Acute (KB)
	Lisa Davidson,	Assistant Director of Public Health (LD)
	Kimberley Montgomerie,	Business Support Manager/UNITE (KM)
	Tracy Scott,	Wellbeing Lead (TS)
	Graham Armstrong,	Head of Occupational Health and Safety (GA)
	Craig McArthur,	East Ayrshire Health & Social Care Partnership Director (CMcA)
In attendance:	Ashleigh Kennedy,	Corporate Secretary (Notes)
	Audrey Fisher,	Head of Service (North) (For item 6.1)
Apologies:	Elizabeth Bruce,	Chartered Society of Physiotherapy – CSP
	Craig Lean,	Head of Workforce Resourcing & Planning (CL)
	Miriam Porte,	Communications Manager (MP)
	Siobhan McCready,	FT officer for UNITE (SMcC)
	Tim Eltringham	South Ayrshire Health & Social Care Partnership Director

Julie Lamberth,	Royal College of Nursing – RCN (JL)
Claire Burden,	Chief Executive (CB) (Joint Chair)
Sarah Leslie,	Director of Human Resources (SL)
Lynne McNiven,	Director of Public Health (LMcN)
Crawford McGuffie,	Medical Director (CMcG)
Nicola Graham,	Director of Infrastructure and Support Services (NG)
Elspeth Jaap,	British Dietetic Association – BDA (EJ)
Calum Anderson,	British Medical Association – BMA (CA)
Claire Craig,	Chartered Society of Physiotherapy – CSP (CC) (Attending on behalf of EB)
Christopher Pitt	Federation of Clinical Scientists (CP)
Sam Mullin,	General Municipal Boilermakers Union – GMB (SM)
Terri Colins,	Unite (TC)
Paula Dumigan,	Interim Lead Nurse (PD)
Carole Murray,	RCN Officer (CM)
Gail Dobie,	Royal College of Midwives – RCM Deputy (GD)
Matt McLaughlin,	Attending as the Regional Officer for UNISON (MMcL)
Lynn Lydon,	Health and Safety Service Representative (LL)

Item	Title and Summary of Discussions	Action/Owner
1.	**Welcome/apologies**	
	EH welcomed attendees. Apologies were noted as per the attendance list. Introductions were made for Graham Armstrong and Marie Richmond.	
2.	**Notes and action tracker of previous meeting**	
	The notes of the meeting on 12th May 2025 were approved as an accurate record. The notes of the meeting on 19th May 2025 were approved as an accurate record following the amendment of item 6.3 incorrectly referenced "DL" and should be amended to "DB" (David Black). KM queried the omission of retirement hospitality funding. Derek Lindsay confirmed the Endowment Committee had approved an increase from £50 to £75, which was noted under matters arising.	
3.	**Matters Arising**	
	VC clarified that the full capacity protocol had remained in place continuously, hence no new notifications were issued. Operational processes and oversight are being finalised.	
4.	**Service Updates**	
4.1	**Distributed Working progress and process**	
	LK provided an update on Distributed Working progress and highlighted the following key points: • Approximately 700 staff are affected by distributed working changes. • Two types of letters will be issued: one for staff who have already moved, and one for those yet to move. • Four drop-in sessions are planned, with additional one-to-one sessions for staff requiring reasonable adjustments.	

	- A manager's toolkit has been developed, including links to relevant policies and risk assessments. - Stress risk assessments and team toolkits will be reviewed and made available. - Staff will receive a minimum of four weeks' notice prior to relocation. Concerns were raised regarding access to specialist equipment for staff with reasonable adjustments. LK advised that Reasonable adjustments will be managed on a case-by-case basis with Occupational Health involvement. Staff feedback and concerns will be captured during drop-in sessions.	
5.	**Financial**	
5.1	**Options for monthly pay dates**	
	DL advised of a Proposal to consider changing monthly pay dates to a fixed calendar date to avoid five-week gaps. Current system pays staff on the Wednesday before the last Thursday of each month. Discussion highlighted the need for full staff consultation due to potential financial impacts.	DL to draft a summary of pay date options. Trade unions to consult members and report back at the next APF.
6.	**Policy**	
6.1	**CCTV Policy**	
	AF presented paper 3 and advised that key changes include the removal of EACH, wording change from "defer" to "deter", and updated CCTV request forms. Policy was approved and will be reviewed again in two years. KM raised concerns about signage; AF confirmed this is being addressed across 12 sites.	
7.	Staff Meal Vouchers	
	TS presented paper 4 and advised of the proposal for a crisis support meal voucher scheme (£5 meal + 1 drink). Vouchers are to be issued via TU or Occupational Health, with ID verification at tills. Funded initially by £2,000 from the staff lottery endowment fund. Discussion included concerns about out-of-hours access, confidentiality, and inclusion of community staff. APF Agreed to proceed with principles; implementation details to be developed and brought to the next APF.	Working group to refine operational details. Volunteers: Allina Das, Pauline Brady, Wendy Smith, Lisa Davidson.
8.	**Adoption of Health, Safety and Wellbeing Terms of Reference, agenda and annual plan**	
	GA presented paper 5 and advised that the TORs, associated and Agenda and annual work plan were resubmitted to Health, Safety and Wellbeing Committee on 25 June 2025 for approval to proceed to APF for approval and implementation.	LK/GA to provide more clarity on

		Section 3 Governance graphic. RK noted the absence of a pharmacy representative; she will now be included.
	Any Other Business	
	Wendy Smith highlighted Issues raised regarding uniform flexibility during hot weather, including use of scrubs, shorts, and access to cooling facilities. JW advised that Infection control guidance limits use of air conditioners, ice, and water coolers. EH advised that Uniform and footwear concerns should be referred to the Policy Group for further discussion and clarity. National Guidance is to be sought via the workforce division. FE asked NG and PB to write to herself and LC as Policy Group co-chairs with their requests in order for their queries to go back to the policy group.	
	Date of Next APF Meeting	
	Monday 29th September 2025 via MS Teams at 2.00pm	