APPROVED by APF 26th January 2026

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

Present:	Ewing Hope,	Employee Director (EH) (Joint Chair)
	Gordon James,	Chief Executive (GJ) (Joint Chair)
	Sarah Leslie,	HR Director
	Vicki Campbell,	Acute Director
	Kirsti Dickson,	Director for Transformation and Sustainability
	Derek Lindsay,	Finance Director
	Carrie Fivey,	Organisational Development Manager
	Lucie Fontana,	British Association of Occupational Therapy – BAOT
	Deborah Logan,	British and Irish Orthoptic Society – BIOS
	Allina Das,	Royal College of Nursing – RCN
	Lorna Sim,	Royal College of Nursing – RCN
	Wendy Smith,	Royal College of Midwives – RCM
	Nicola Gault,	Society of Radiographers – SOR
	Tom Cairney,	UNISON
	Ken Brown,	Partnership rep for Acute
	Kimberley Montgomerie,	Business Support Manager/UNITE
	Carole Murray,	RCN Officer
	Siobhan McCready,	FT officer for UNITE
	Craig Lean,	Assistant HR Director
	Jennifer Wilson,	Nurse Director
	Roisin Kavanagh,	Pharmacy Director
	Tracy Scott,	Wellbeing Lead
	Sam Mullin,	General Municipal Boilermakers Union – GMB
	Lovina Reid,	UNISON
	Lisa Davidson,	Assistant Director of Public Health
	Gail Dobie,	Royal College of Midwives – RCM Deputy
	Julie Lamberth,	Royal College of Nursing – RCN
	Graham Armstrong,	Head of Occupational Health and Safety
	Marie Richmond,	Assistant Director of Digital Services
	Mark Inglis,	South Ayrshire Health & Social Care Partnership Director
In attendance:	Ashleigh Kennedy,	Corporate Secretary (Notes)
Apologies:	Elizabeth Bruce,	Chartered Society of Physiotherapy – CSP
	Claire Craig,	Chartered Society of Physiotherapy – CSP

Crawford McGuffie,	Medical Director
Frances Ewan,	Unite
Lorna Kenmuir,	Assistant HR Director
Miriam Porte,	Head of Communications
Nicola Graham,	Director of Infrastructure and Support Services
Paula Dumigan,	Interim Lead Nurse
Pauline Brady,	UNISON
Terri Collins,	Unite
Lynne McNiven,	Director of Public Health
Elspeth Jaap,	British Dietetic Association – BDA
Calum Anderson,	British Medical Association – BMA
Louise Sinclair,	Royal College of Podiatrists - RCoP
Christopher Pitt,	Federation of Clinical Scientists
Matt McLaughlin,	Attending as the Regional Officer for UNISON
Lynn Lydon,	Health and Safety Service Representative

Item	Title and Summary of Discussions	Action/Owner
1.	**Welcome/apologies**	
	EH welcomed attendees and noted the above apologies.	
2.	**Notes and action tracker of previous meeting**	
	The notes of the meeting on 29 September 2025 were approved as an accurate record.	
3.	**Matters Arising**	
	Actions were shared with members prior to the meeting. An updated was provided on the following action: Part Fit / Part Sick Guidance: Trade union colleagues raised concerns regarding lack of SOP and payroll inconsistencies. Sarah Leslie confirmed commitment to produce guidance via Policy Subgroup, including application, recording, and payroll implications. **Action:** Policy Subgroup to draft SOP and return to APF in January 2026.	APF to update outstanding actions on tracker Policy Subgroup
4.	**Festive Taxies**	
	EH confirmed continuation of taxi provision for staff reliant on public transport during festive closures. Managers to identify eligible staff.	APF Supported
5.	**Financial**	
5.1	**CRES Position**	
	DL presented Improvement Programme summary: 2024/25 deficit: £51m; projected 2025/26 deficit: £40m (target £25m). Savings target: £36.7m (recurring £30m); current shortfall £8m overall, £14m recurring. Key points from the discussion are as follows:	APF noted

	• SG funded Viridian for the first quarter; NHSAA will assume costs thereafter. • Transitioning from Viridian to an in-house improvement support model, building on existing foundations. • Turnaround Director is focused on ensuring best value from Viridian engagement. • GJ contextualised savings against £1.274bn annual spend. • Acknowledgement was made of the challenging times and appreciation for ongoing work to deliver savings and improvements.	
6.	**Terms and Conditions**	
6.1	**Implementation Reduced Working Week**	
	CL provided an update on implementation planning and risk assessment and highlighted the following key points: • The national calculator has been released and will be shared via the daily digest. • Agreement reached on yield from part-time arrangements; confirmation of assurance is partial at this stage. • Risk assessment was completed earlier in the year. • Recruitment of newly qualified nurses has taken place. • Scottish Government reviewed a wide spectrum of returns. • The Board is conducting due diligence to finalize backfill requirements. • Risk templates are under review; returns expected tomorrow, followed by discussion at CMT regarding allocation of pay reform and associated expenditure. • An exceptional APF meeting will be required in December for oversight of plans. • Draft guidance on derogations from STAC remains embargoed. • Roster periods will allow staff to reclaim Reduced Working Week (RWW) time. EH provided the following points from the STAC update: • Individuals will have the ability to accrue and reclaim time within a roster period. • Part-time staff who choose to retain current hours will see an increase in pay; further information will follow shortly. • If agreed locally, teams will engage in discussions to ensure arrangements are fit for purpose and service delivery is maintained. • Queries regarding work-life balance will be addressed at a local level. CM highlighted that Issues have arisen where staff scheduled to take time back during a specific week were unable to do so due to sickness and were advised they would not recover this time. CL advised that a further conversation on this issue would take place at the policy group and FAQ's will be updated.	APF noted CL
6.2	**Band 5 Nursing Review**	
	SL provided an update on the Band 5 Nursing Review and advised the current position: 138 submissions; 375 pending; significant backlog due to release constraints. Recommendations: Increase release of trained panel members; explore support from other NHS Boards (not supported by staff side); commitment to run two consistency check panels next week (26 posts).	APF noted

	EH emphasised opposition to the recommendation within the ED role and advised that the matter should be resolved internally. CM reported feedback and frustration from ACF members regarding lack of updates. Requested a realistic date for outcomes to update members. Raised concern over TU representative not being released, causing additional distress. SL advised that the response aligns with the request outlined in the paper which will explore measures to increase release and focus on outcomes. KM highlighted that backlog extends beyond Band 5 to job evaluation for all staff. **Action:** All parties to confirm preferred approach to progress by Friday. This will enable informed discussion on plans for the coming weeks. **Action:** Maintain commitment to scheduled panels and explore measures to address barriers to TU release. Dual responsibility is required between management and staff-side.	 All All
7.	**Policy**	
7.1	**Once for Scotland Phase 3**	
	SL advised that the Once for Scotland Phase 3 Soft launch commenced 3 November; closes 20 February; full implementation March 2026.	APF noted
7.2	**Relocation Policy**	
	SL advised of the minor amendments within the paper.	APF Supported
8.	**Attendance Management**	
8.1	**Overtime reason codes rationalisation**	
	CL presented the overtime reason codes rationalisation paper which notes the correct classification of overtime codes in SSTS. The paper was agreed as good practice measure with no detriment to staff pay.	APF supported
9.	**People**	
9.1	**People Strategy 2025 2028**	
	SL presented the final draft of the People Strategy and advised that a soft launch is planned for early 2026.	APF noted
9.2	**Personal Development and Review**	
	CF presented the Personal Development and Review and advised that compliance has improved to 53% (Nov 2025); target 60% by year-end. Actions include monthly reporting, training, and targeted support.	APF noted
10.	**Staff Governance Monitoring for 2024 – 2025**	
	SL presented the Staff Governance Monitoring for 2024 – 2025 for transparency and governance and highlighted the challenges and successes within the paper.	APF noted
11.	**Meal voucher provision update**	
	TS presented the Meal voucher provision update proposal for £5 voucher for staff in financial hardship via Occupational Health.	CMT supported on the basis that this will be

	APF agreed to review voucher value and inflation adjustments annually. Pilot to commence January 2026 for three months.	reviewed at the end of March 2026
12.	**Public Holiday Dates for 2026/2027**	
	EH presented Public Holiday Dates for 2026/2027 for information. NG raised an ongoing Issue regarding previous mispayments; HR to investigate and report back.	APF supported HR
	Any Other Business	
	<u>Options for monthly pay dates</u> – Discussion on moving to fixed date (28th); consensus to retain current arrangements. <u>Distributed working update</u> – MR advised that the consultation is complete; implementation to proceed with update at next APF. <u>E-payslips for bank nurses</u> – Derek advised of the push to increase uptake among weekly-paid (bank) staff.	APF supported APF noted APF Supported
	Date of Next APF Meeting	
	Monday 26th January 2026 via MS Teams at 2.00pm	