

Meeting Note: Area Partnership Forum
Date/Time: Monday 11th September 2023: 2.00pm
Via MS Teams

Attendees:

Name	Title
Claire Burden	Chief Executive / Chair of Management Side
Caroline Cameron,	Director of NSCP
Ann Crumley	Asst. HR Director
Roisin Kavanagh	Director of Pharmacy
Joanne Edwards	Director of Acute Services
Derek Lindsay	Director of Finance
Nicola Graham	Director of I&SS
Elaine Young	Public Health Representative
Hugh Currie	Asst. Director of OH&SRM
Ruth McMurdo	Interim Deputy Nurse Director
Liz Bruce,	CSP Représentative
Kirstin Dickson	Director of Transformation & Sustainability
Lorna Kenmuir	Assistant HR Director – People Services
Craig McArthur,	Director of East HSCP
Sheila Rosher	Assistant HR Director
Tracy Scott	Staff Wellbeing Lead NHSAA
Allina Das	RCN Representative
Paula Dumigan,	Occupational Health Nurse Adviser
Ken Brown	Partnership Representative for Acute
Frances Ewan	Unite Representative
Kimberley Montgomerie	Unite Representative
Louise Sinclair	CoP Representative
Lorna Sim	RCN Representative
Wendy Smith,	RCM Representative
Margaret Weir	Head of Chief Executive & Chair's Office (Meeting note)

Apologies :-

Ewing Hope,	Employee Director / Chair of Staff Side
Jenny Wilson,	Nurse Director
Tim Eltringham,	Director of South HSCP
Crawford McGuffie,	Medical Director
Jacqueline Nicol,	Site Director of Acute Services
Ruth Campbell,	Consultant in Public Health
Lynne McNiven,	Director of Public Health
Siobhan McCready,	Unite Representative
Nicola Gault,	Society of Radiographers
Deborah Logan,	CSP Representative

Approved on 13 November 2023

Julie Laing,	BDA Representative
Pauline Brady,	GMB Representative
Bob McGlashan,	RCN Representative
Kevin Bye,	RCN Representative
Carole Murray,	RCN Representative
Sam Mullin,	GMB Representative
Terri Collins,	UNITE Representative
Calum Anderson,	BMA Representative

1]	Welcome & Apologies
	CB welcomed everyone to the meeting. Apologies were noted as above.
2]	Previous Meeting Note: APF 17th July 2023 – Paper 1
	<p>The previous meeting note was approved as a correct record with the following amendments.</p> <p>Ruth McMurdo's title should be changed from Interim Associate Nurse Director to Interim Deputy Director.</p> <p>Jacqueline Nicol's job title should be changed from Asst. Director of Acute Services to Site Director of Acute Services Crosshouse.</p> <p>The actions were discussed and updated on the action log.</p>
3]	Matters Arising & Action Log – Paper 1a
	<p>APF Away Development Session/ APF Development Session Output</p> <p>The event enable spent time to be spent on reflecting and identifying key achievements from the previous 12 months. There was an overall sense of improved partnership working and relationships, early resolution and the covid response. The following points were highlighted;</p> <ul style="list-style-type: none">• Consider moving APF meetings to hybrid. EB raised that where there is hybrid working more time is required as travelling is factored in again. AD also raised that a number of staff across the organisation do not routinely have access to IT equipment.• Develop a clearer defined workplan for APF.• Ensure people are clear in terms of policies and procedures.• Discussed what good would look like.• What would be different in 12 months? <p>Following a discussion agreement to support the current NHSAA 3 corporate objectives in terms of Caring for Ayrshire, Right sizing the Bed Footprint and our Digital Strategy was agreed. As well as CB's update that a piece of work would be structured to develop a planning procedure that aligned the ADP and MTP with a whole system plan in support of Caring for Ayrshire and Delivery planning. There was a proposal for a working group to be established to support this work.</p> <p>Action: A call for nominations would be issued to the group seeking nominations for the working group.</p> <p>A follow-up meeting will be arranged with CB, SL and EH and an update will be provided at the next APF.</p>

	<p>Winding Up of Staff Lottery No further enquiry and no further information required.</p> <p>NG did not join the meeting. The group agreed there are no issues in relation to this item.</p>
4]	<p>Organisation Update</p>
	<p>Winter Planning Update CB updated that this process is still underway. There continues to be a huge amount of national scrutiny into the planning assumptions and conditions/performance expected.</p> <p>NHS Ayrshire and Arran are working in alignment to commitments made in the Annual Delivery Plan and there are currently no plans to stand anything down; albeit day case activity will increase and full elective programmes are slightly reduced in the celebration periods of Christmas and New Year. There is an ask from Scottish Government seeking assurance for emergency department safety and we are being asked to provide a detailed operational plan on how we will respond to ambulance delays, 12 hour breaches, delayed discharges. NHs Ayrshire and Arran remain an outlier in very long waits for patients in ED and for ambulance crews.</p> <p>There is a local ask that if there are areas of service provision that can be temporarily halted to support unscheduled care further, that we be sighted on these as soon as possible. As soon as the winter plan is finalised by SPOG it will be brought through APF.</p> <p>Financial position Q1 The financial position continues to deteriorate and remains a concern. There is a focus on workforce spend where some good progress in reducing agency spend has been made, but further work is needed. There is an ask for a financial recovery that includes a further £10m saving.</p> <p>Christmas Taxis The use of planned taxis support for NHSAA employees reliant on public transport at Christmas was approved with an ask that this provision is used responsibly. The taxis service costs a little over £15,000 every year. It is the right thing to do but any opportunity to share a taxis to help manage costs would be welcome.</p>
5]	<p>Feedback from Ministerial Review</p>
	<p>CB provided feedback from the Annual Ministerial Review which took place on 4th September. NHS Ayrshire & Arran welcomed Maree Todd, Minster for Social Care, Mental Wellbeing & Sport and Caroline Lamb Director General Health & Social Care and Chief Executive, NHS Scotland for the review which covered a wide range of topics. Both Maree Todd and Caroline Lamb provided positive feedback at the end of the day noting they had enjoyed the time spent at NHS Ayrshire & Arran.</p> <p>We had the opportunity to confirm that Ayr hospital is not being run down, that we need the hospital and need to support recruitment. Our ambition is to grow service, but we need recruitment to do this.</p> <p>A formal letter of feedback will be received the in coming weeks.</p>

6]	iMatter 2023	
	<p>AC spoke to paper 3 to provide an update on the iMatter run for 2023. Compared to 2022, 2023 shows a 5% increase in Board response rate and +1 increase in the EEI score which shows improved engagement to iMatter across NHSAA since the pandemic. It was noted that there was also an additional 42 teams added to the 2023 run.</p> <p>From the RAG rating out of 1097 responses there were 79 yellow, 5 amber and 1 red with the rest ranked within 'green' category.</p> <p>Increase the use of SMS in place of paper based responses for 2024 anniversary run</p> <p>Within the 2023 questionnaire there were two new statements added in order to understand how staff feel about raising concerns in the workplace. It was not mandatory to respond to these statements, however they are intended to help Boards to improve the experience staff have at work and link into local Whistleblowing operational groups.</p> <p>Raising Concerns has been reported at Directorate and Board level only, not individual team level. The response for NHS Ayrshire & Arran reported that 81% of staff felt confident they can raise a concern with 78% feeling confident that their concerns will be followed up.</p> <p>AC asked the group to consider and discuss what we can do to further improve. There will be fresh communication planned that thanks those who participated and also highlights "you said we did".</p> <p>NG asked that the data on page 2 is updated to reflect the correct data which is noted on page 5. This would should a 10% increase for I&SS.</p> <p>KB noted the positive outcome and highlighted the importance of ensuring actions plans are created and completed.</p> <p>There was discussion on the wording of the questionnaire "if Board Members are sufficiently visible" as staff have reported that despite a times feeling that Board Members are not visible they understand the reasoning for this and would not want them to be more visible. Work has been done over the past year via internal communications to increase the visibility of Board Members.</p> <p>AC advised queries in relation to this section have been raised nationally however no action taken to update this section nationally as yet.</p>	
7]	People Plan People Plan Draft 2023-24	
	<p>AC presented paper 4 and 4a and advised this was an annual update. The team have reviewed the national workforce plan and worked to ensure the 5th pillar "nurture" included in the national workforce strategy is captured in the updated version of the people plan.</p> <p>In terms of the theme "retain" there is a strong focus on PDR. This is currently recorded as 38% for the organisation. There has been recent agreement through CMT to mandate training for managers completing PDRs. There is also an ongoing focus around MAST compliance.</p>	

	<p>In terms of support we have developed whistleblowing processes and also have captured specifics action in the culture plan.</p> <p>In relation to the “attract” theme a draft recruitment strategy has been developed.</p> <p>KM asked what the organisation is doing to recognise long service considering the updates provided on iMatter and the people plan. AC advised this was discussed at the first meeting of the culture steering group alongside retirement.</p>
8]	<p>Security Policy SBAR Security Policy</p>
	<p>AF presented papers 5 and 5a to seek APF’s approval of NHS Ayrshire & Arran’s Security Policy. The policy was first established in 2020 and was due for review in 2022 however was slightly delayed.</p> <p>The paper was reviewed on 29th November 2022 and the paper notes the group membership. Both I&SS Extended Management Team meeting had the Health Safety and Wellbeing Committee have approved prior to presentation at APF.</p> <p>APF approved the policy.</p>
9]	<p>Staff Covid Testing</p>
	<p>CB advised that the Board has taken a pragmatic approach to ensure consistency. The Board appreciate how the circulars and amended circulars have created confusion.</p> <p>The most recent update was that this topic would be discussed by STAC in the 12th September 2023 and any changes will be made and cascaded following this.</p> <p>Within HSCPs CB shared that COVID special leave had been ceases following the former directive. CB confirmed that other Boards have taken a similar approach, but agreed application was inconsistent at this time and we needed the STAC update.</p> <p>APF was provided with reassurance that the Board will accept the decision from STAF tomorrow and implement in full. Should there be a variation from the update provided we will retro-fit.</p> <p>LK advised the HR team are currently reviewing Directorate approaches to ensure equity and are picking up inconsistencies with direct teams.</p> <p>SL advised this is a complex issue has there hasn’t been a universal approach. Working with colleagues we can communicate clear reasoning.</p>
	<p>Any Other Competent Business</p>
	<p>Nothing raised.</p>
	<p>Date of Next APF Meeting</p>
	<p>13th November 2023 via MS Teams as 2.00pm.</p>