

Meeting Note: Area Partnership Forum
Date/Time: Monday 22nd January 2024 at 2pm
Via MS Teams

Attendees:

Name	Title
Claire Burden	Chief Executive / Chair of Management Side
Jenny Wilson	Nurse Director
Sarah Leslie	Director of OHRD
Derek Lindsay	Director of Finance
Tim Eltringham	Director of South Ayrshire HSCP
Jacqueline Nicol	Site Director of University Hospital Crosshouse
Lynne McNiven	Director of Public Health
Nicola Graham	Director of Infrastructure and Support Services
Roisin Kavanagh	Director of Pharmacy
Allina Das	RCN Representative
Liz Bruce	CSP Representative
Terri Collins	Unite Representative
Frances Ewan	Unite Representative
Sandra Hunter	UNISON Representative
Ken Brown	Partnership Representative for Acute
Louise Sinclair	CoP Representative
Lucie Fontana	BAOT Representative
Siobhan McCready	Unite Representative
Nicola Gault	Society of Radiographers
Robert McLaughlin	UNISON Representative
Wendy Smith	RCM Representative
Sam Mullin	GMB Representative
Matt McLaughlin	UNISON full time officer
Tracy Scott	Staff Wellbeing Lead NHSAA
Ashleigh Kennedy	Corporate Secretary (Meeting note)

Apologies :-

Lorna Sim, RCN Representative
 Ewing Hope, Employee Director
 Kimberley Montgomerie, Unite Representative
 Ann Crumley, Assistant HR Director
 Lorna Kenmuir, Assistant HR Director
 Kirsti Dickson, Director of Transformation and Sustainability
 Elspeth Jaap, British Dietetic Association Representative

1]	Welcome & Apologies	
	CB welcomed everyone to the meeting. Apologies were noted as above.	
2]	Previous Meeting Note: APF 13th November 2023 and action log	

	<p>The previous meeting note was approved as a correct record.</p> <p>The actions were discussed and updated on the action log.</p>	
3]	Matters Arising	
	<p>Occupancy reduction for celebration period – CB advised that there was real system success in reducing occupancy up until 25th December. Covid 19 did not spike this year and operational teams were able to support a Christmas day where the hospitals were not at full capacity. However, there has been a steady deterioration in occupancy since January 2nd 2024 and this deterioration is multifactorial. System partners are supporting hospital sites with Day of Care audits and on site support to enable a recovery.</p> <p>Whole system approach – CB shared that through our Health and Social Care Partners there was a commitment to a whole systems approach to support the recovery of Acute services. There are waits for care in the community and these are reviewed daily. There are workforce shortfalls impacting community capacity and our HSCP are actively recruiting into workforce gaps as Acute Services are.</p>	
4]	Culture Plan	
	<p>SL provided an update on the Culture plan and advise that in the height of the pandemic an extreme team was formulated by William Lauder and supported by NHS Ayrshire & Arran (NHSAA) colleagues to allow a deep dive into the following: What does culture look and feel like, where are our strengths, where do we need to improve and what will the cultural priorities look like to support Caring for Ayrshire (CfA) and the future progression of the organisation.</p> <p>A national workforce strategy through COSLA provided the opportunity to align work in NHSAA around attract, retain, develop, support the new theme of nurture. A culture steering group met in September 2023 and will continue to focus on the three different thematic priorities of: Open, Just and Ambition. Each Chief Officer and Corporate Director was given the task of mapping the current activities and focus of Staff Governance activity in their area against the three key areas. The balance is not right yet however work is being done to support each area to develop their cultural identity and culture plan. To provide scrutiny, an internal audit was undertaken in the last year with regard to the cultural proposition.</p> <p>Action – SL to share slides that were presented at the ACF committee on Friday 19th January.</p>	SL
5]	Public Holidays for 2024/25	
	Members approved the proposed public holiday dates for 2024/25.	
6]	Organisation Update	
	<p>Acute Structure Review update – CB advised that this review was influenced by a HIS Quality of Care concern raised to the Health Board in March 2022. HIS were concerned for ‘the clinical voice in operational decision making’. The current change management process relates to an aim to embed shared decision making through a triumvirate structure. The aim being that as a triumvirate decisions are balanced across all five health care pillars. The change management programme aims to be concluded by the 31st March 2024 and job descriptions should be secured at the earliest opportunity. There has been significant support from trade unions and partnership members for which the Health Board is very grateful.</p> <p>Critical Care Update – CB advised that the safe provision of critical care has been on the health board agenda for just over a year when the anaesthetic and critical care</p>	

	<p>consultant levels reduced to unacceptable levels in the summer of 2022. Throughout the last 6-8 months there has been a commitment to move 3 level 3 ICU beds from UHA to UHC, and this is currently planned for the 11th March 2024.</p> <p>This move will expand the critical care unit which will make use of some of the endoscopy recovery area, resulting in further change. Endoscopy recovery will be displaced into day surgery and day surgery capacity will be re-provided on ward 5b.</p> <p>This was the best fit proposal, not the ideal proposal, from the clinical teams. The preferred option being a new build but unfortunately no capital funding is available to support that capital request.</p> <p>All nurse 1:1 meetings have taken place and all preferences can be accommodated. Medical staff are currently undergoing job planning. The deadlines and ambitions have not changed and the change management process has been followed.</p>	
7]	Terms and Conditions	
	<p>Band 5 Nursing Review – SL advised that work is being done to scope and scale the Band 5 Nursing review through HR and job evaluation support. SR advised that SG guidance is still awaited. A project steering group is being set up and a Terms of reference has been drafted and agreed to share with this group once it has been established. Modelling work is being done to identify how many Band 5 Nurses there are and the potential number of panels required to review these posts whilst continuing with routine job evaluations.</p> <p>Pay Reform and Test areas for Reduced Working Week – SL advised that NHSAA have submitted test sites for the reduced working week. SG circular guidance on protected learning time is still awaited and short life working groups have been set up to support implementation. CB advised that updates are being provided based on the SG steer which is part of the budgetary work. The first financial forecast is due to be submitted to SG on 29th January 2024 and the gap will be noted.</p> <p>Policy Sub Group Update – The uniform policy sub group has met twice and due to meet on 24th January. It is hoped that a draft policy will be agreed by 1st March for submission to the next APF on 18th March 2024. A managing organisational change sub group met on 1st December 2023 and the second meeting is due to take place on 24th January 2024. The mobile phone policy sub group is still to have its first meeting and it's hoped that this can be arranged for February 2024. In relation to the Policy group, the relocation policy and the reserve training and mobilisation are in the process of being finalised and is due to be submitted to APF on 18th March 2024. Guidance around endometriosis is expected to be completed by the end of February 2024 and will be circulated via the Daily digest. SL advised that a communication is due to be shared with stakeholders to encourage comments on the Once for Scotland policies.</p>	
8]	Finance Update	
	<p>CB advised that the National overall cost pressure is £1.3 billion, NHSAA is currently forecasting a budget deficit of £80 million which is not acceptable. A proposed brokered budget of £35 million is required. An £45 million gap needs to be recovered through CRES.</p> <p>This pressure is captured in a budget allocation that is a flat budget but has a reduced brokerage. In 2023/24 NHS Ayrshire and Arran had £50million brokerage but in 2024/25 the brokerage has been reduced to £35million. The 1st budget is due to be</p>	

Minutes approved on 18 March 2024

	submitted to SG on the 29 th January 2024 and every opportunity will be sought to reduce the health Board spend and protect patient facing services wherever possible. Recruitment is not being stopped; however, the process has been reviewed and updated to ensure that we are appointing through good governance.	
	Action – SL invited members to ongoing budgetary discussions.	SL
	Any Other Competent Business	
	There was no other business.	
	Date of Next APF Meeting	
	18 th March 2024 via MS Teams at 2.00pm	