



**NHS GRAMPIAN**  
 Meeting of the Grampian Area Partnership Forum (GAPF)  
 held on Thursday 13 December at 1pm to 4pm  
 Conference Room, Summerfield House

**Present:**

Rachael Little, Staff Side Chair/Employee Director (Chair)  
 Amanda Croft, Interim Chief Executive  
 Mike Adams, UCATT  
 Paul Allen, Director of Facilities and Estates  
 Diane Annand, Interim HR Manager Staff Governance  
 Susan Coull, Interim Operational Director of Workforce  
 Alistair Grant, RCN  
 Keith Grant, UNISON (deputy for Martin McKay)  
 Laura Gray, Director of Corporate Communications  
 Caroline Hiscox, Interim Director for Nursing, Midwifery & Allied Health Professions  
 Gemma Hood, SOR  
 Gerry Lawrie, Head of Workforce and Development  
 Deirdre McIntyre, COP  
 Carol Nicol, Health and Safety Specialist (deputy for Cheryl Rodriguez)  
 Mike Ogg, Partnership Manager, Aberdeenshire Health & Social Care Partnership  
 Claire Power, Interim Primary Care Lead, Moray  
 Anne Ross, Head of Performance and Quality  
 Vanessa Sandison, Acting Divisional General Manager, Acute (deputy for Cameron Matthew)  
 Carolyn Venters, Staff Side Health and Safety Chair  
 Karen Watson, Unite (deputy for Steven Lindsay)  
 Chantal Wood, Assistant Business Manager, Business & Support Management Team, Hosted Mental Health & Learning Disabilities  
 Joan Anderson, Partnership Support Officer

**In Attendance:**

Alan Sharp, Deputy Director of Finance	- for item 5b
Professor Stephen Logan, Board Chairperson	- for whole meeting
Eric Sinclair, Chair of Staff Governance Committee	- for whole meeting
Claire Wishart, HR Officer	- for whole meeting

NHS Grampian Nursery children attended the meeting for a short time and sang Christmas songs. The group were highly entertained and thanks were given to the Nursery staff for organising this.

	Subject	Action
1	<p><b>Welcome and Apologies</b></p> <p>Welcome was given to Professor Stephen Logan, NHS Grampian Chairman and Eric Sinclair, Chair of the Staff Governance Committee.</p>	

	Apologies received from: Alan Gray, Director of Finance (Alan Sharp deputised); Tracy Miller, RCM, Annie Ingram, Director of Workforce, Steven Lindsay, Unite, (Karen Watson deputised); Cheryl Rodriguez, Head of Occupational Health and Safety (Carol Nicol deputised); Maurice Scott, GMB (and Rob Fairfull); Sandy Reid, Senior Service Manager, Aberdeen City Health & Social Care Partnership (no deputy available); Martin McKay, UNISON (Keith Grant deputised); Cameron Matthews, Divisional General Manager (Vanessa Sandison deputised)	
2	<p><b>Minute of Last Meeting held on 8 November 2018</b></p> <p>The minute of the last meeting held on 8 November 2018 was approved.</p>	
3	<p><b>Matters Arising:</b></p> <p>a. Memorandum of Understanding</p> <p>Rachael Little reported that no response had been received from national Staff Side on the Memorandum of Understanding.</p> <p>b. Supplementary Staffing</p> <p>Payslips:</p> <p>Diane Annand explained that the change in delivery of bank payslips had been as a result of the Nurse Office at Royal Cornhill Hospital and the integrated Bank Office rather than a decision by the HR Service Centre (HRSC). Diane Annand had spoken to Neil Gordon, HRSC, who had explained that there was a meeting already planned with Colin McNulty, Integrated Bank Office, to discuss the overall distribution of payslips to bank workers.</p> <p>It was noted, however, that the payslips had been returned to Royal Cornhill Hospital reception for collection by bank staff. Chantal Wood stated she would get an update on the payslip situation from Royal Cornhill Hospital.</p> <p>Other Bank Nurse Issues:</p> <p>Carol Hiscox gave some feedback on the issues raised at the last meeting as follows:</p> <p>i. Preferred area of work - Bank staff book themselves onto shifts with the new e-roster. On the day, the senior charge nurse would decide based on need when the bank member of staff arrived on shift. The bank member of staff may be asked to move. If bank members of staff had a specific concern, they would raise this with the senior charge nurse.</p>	<b>CW</b>

ii. Cancelled shift by bank nurse – if a bank member of staff cancelled a shift within 24 hours of the start time the integrated nurse bank would phone and email the ward to ensure the ward was informed. If the cancellation was more than 24 hours before the shift then the healthroster would be updated and there should be someone on the ward who would check this.

iii. Cancelled shift by ward - when a bank member of staff shift was cancelled, an SMS message and an email would be sent to the bank member of staff.

Caroline Hiscox stated that if there were concerns regarding shifts then these needed to be listened to when raised.

c. Once for Scotland Workforce Policies – 16<sup>th</sup> January 2019 –

Rachael Little reported that the information for the first engagement events had been circulated. The most local event was Dundee on 16 January 2019.

Attendees were requested to attend with knowledge of the PIN Policies being discussed. The guidance stated that the purpose was not to re-negotiate PIN policies, rather an opportunity to discuss good practice which will shape the Once for Scotland workforce policies. A mapping exercise had been undertaken by the Scottish Government to highlight where Boards had policies which were at the same level as PIN or better. The purpose of the event was detailed in the email invitation as follows:

“The ‘Once for Scotland’ Workforce Policies Programme will deliver a transformational change in workforce policies and how they are developed. The emphasis is on moving to a more dynamic and interactive engagement within a quicker process and more direct feedback.

The first series of events will consider the ‘Core Policies’ –

- Dealing with Employee Grievances
- Management of Employee Conduct
- Management of Employee Capability
- Prevention and Dealing with Bullying & Harassment
- Implementing and Reviewing Whistleblowing Arrangements
- Promoting Attendance

It is important throughout this process to engage and take account of the wide variety of skills across NHS Scotland.

This is your opportunity to engage directly in the process pre-policy development and influence the review and development of ‘Once For Scotland’ Workforce Policies.

Whilst this is not a re-negotiation, we welcome the opportunity to discuss good practice which will help shape the 'Once for Scotland' Workforce Polices.

There is an expectation that NHS Boards will identify and send individuals with the appropriate skills and expertise. We would anticipate that this will include representatives from the local Area Partnership Forums and other key stakeholders, including NHS Board Chief Executives, NHS Board Chairs, Employee Directors, HR Directors and Deputy HR Directors, Service Directors, Staff and Service Users.

Delegates will be expected to familiarise themselves with the policies under discussion and the key documentation which will be issued in advance of the events."

The GAPF Policies Sub-Group had discussed attendance and suggested the following: Diane Annand and Steven Lindsay as co-chairs of the sub-group; Rachael Little, Gemma Hood, Keith Grant from Staff Side; Tracey Leete Management representative; and Susan Coull, Philip Shipman and Gavin Doherty from HR. More management and staff side representatives were encouraged to volunteer. Attendance must include people from management, HR and staff side.

Susan Coull suggested that a mini bus could be arranged to take everyone to the event together.

Volunteers were asked to contact Rachael Little for Staff Side and Diane Annand for Management Representatives. The deadline for the forms to be completed and submitted was 7 January 2019 so names needed to be submitted as early as possible to ensure spaces were available.

If anyone was not able to make the event in Dundee on 16 January 2019 there were another two events which could be attended.

It was noted that there was no charge for the event however there would be a charge of £50 for anyone who did not give at least 5 working days notice of being unable to attend.

d. Annual Review 21 January 2019

Rachael Little had circulated the paper which had been submitted to the Cabinet Secretary for the Annual Review on 21 January 2019.

It was reported that the Health Secretary had asked to meet only with Staff Side Representatives, the Chairperson, the Chief Executive and the Director of Workforce instead of the GAPF Representatives as usual.

**ALL**

	<p>The group agreed that meeting with only selected people would not be meeting with GAPF and would go against the Partnership ethos of NHS Grampian. Rachael Little agreed to feedback this view and update the group once she had received clarity.</p> <p>Anne Ross explained that if the meeting went ahead with GAPF representatives, there were more management names on the list able to attend than staff side and the usual process was to equalise the numbers so some people may be asked to stand down.</p> <p>It was noted that the Corporate Communications representatives had been asked not to attend the patient representatives meeting. Corporate Communications staff attended this annual review meeting in a supportive manner to patients and often assisted with information or clarification of issues so felt it was useful to be there.</p>	RL
4	<p><b>Provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, patients and the wider community</b></p> <p>a. Everyone Matters 2020 Workforce Vision</p> <p>Rachael Little explained that the annual review information focussed on how GAPF was meeting Everyone Matters 2020 Workforce Vision. Rachael checked through minutes of previous meetings and GAPF Sub-Group minutes and noted that all groups were discussing these issues but not badging them under Everyone Matters.</p> <p>Rachael highlighted the following to the group:</p> <p>Everyone Matters: 2020 Workforce Vision Priorities</p> <p>Healthy Organisational Culture 2017 - 18 iMatter Implementation Plan update Provide examples of when staff have been involved in decisions Completed actions demonstrating staff experience for all staff</p> <p>Sustainable Workforce 2017 - 18 Completed actions which have promoted the health, wellbeing and resilience of the workforce Highlighting signposting activities to the support available for staff</p> <p>Capable Workforce 2017 - 18 Roll out of Turas Learn &amp; Turas Appraise across NHS Grampian Highlight the content of the recent GAPF Learning &amp; Development, Workforce &amp; Organisational Development Sub Group Annual Report</p> <p>Workforce to Deliver Integrated Services 2017 - 18 Highlight the approach to the newly developing cultures within the Health &amp; Social Care Partnerships in regards to workforce planning</p>	

<p>Effective Leadership &amp; Management Highlight the opportunities available within the Organisation for leadership and management.</p> <p>Rachael Little agreed to summarise the above circulating prior to the 9 January 2019 meeting so that agreement could be reached on what could be raised at the annual review. Rachael checked the group was still in agreement with 30 minutes of update on Everyone Matters and 30 minutes of open forum at the Annual Review and this was agreed.</p> <p>Diane Annand noted the section in the outline agenda from the guidance issued from the Scottish Government for the Annual Review and it was agreed to include this in preparation also, as follows:</p> <p>Outline Agenda</p> <p>We may look at progress being made by Boards regarding:</p> <ol style="list-style-type: none"> <li>i. staff engagement and development, and by looking at local staff governance;</li> <li>ii. workforce planning and management of workforce risks, including progress in reducing levels of sickness absence;</li> <li>iii. progress in promoting dignity at work, reducing levels of bullying and harassment and how the Board is raising awareness of local whistleblowing policies and issues; and</li> <li>iv. progress in implementing PIN Policies.</li> </ol> <p>Mike Adams stressed that despite preparing time would be short and it was easy to go off on a tangent.</p> <p>b. Staff Footwear</p> <p>Alistair Grant explained that he had been receiving questions from nurse members of the RCN who had been contacted by Infection Control staff asking them to change footwear to conform with infection control guidance. Alistair said this raised two issues, firstly the cost to the member of staff and secondly, if this was Personal Protective Equipment (PPE), why should staff have to fund this themselves.</p> <p>Alistair Grant stated that the NHS Grampian Dress Code included information on protecting feet against spillage and sharps and asked if NHS Grampian were asking staff to supply their own PPE.</p> <p>Carol Nicol stated that footwear was part of the Dress Policy and not PPE apart from those noted in the health and safety legislation. Personal Protective Equipment at Work Regulations, Approved Code of Practice (ACOP), provides guidance from the HSE when trying to interpret regulations.</p>	<p><b>RL</b></p>
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<p>Carol read from Guidance note 4, point 29 which noted PPE was not necessary where the risk was insignificant; and also from Part 2 section 104 which listed examples of hazards which could require foot protection.</p> <p>Carol noted that the NHS Grampian policy asked staff to wear appropriate footwear so from the health and safety perspective this was not considered PPE. She stated that she was not aware of any footwear issues being recorded on Datix.</p> <p>Susan Coull suggested that the Dress Policy should be reviewed to consider the language and to clarify the points which both Alistair Grant and Carol Nicol had made.</p> <p>There was a discussion on who might lead the review and it was agreed it would not be those who had previously undertaken that role, given the difficulties this group encountered in reaching a draft policy. It was agreed that Infection Control should nominate someone to participate in the policy review group along with Health and Safety. The rest of the group would be populated in the usual way via email requests from Diane Annand and Joan Anderson, including asking for a lead to be nominated.</p> <p>Alistair Grant asked what staff were to do in the interim, if being told to change footwear which could cost some people a lot of money. Carol Nicol reminded that staff could claim tax relief on shoes, socks and tights.</p> <p>It was noted that to achieve the correct type of shoe could be expensive. Some departments asked staff to purchase specific brands and this needed to stop, although it is understood that all staff are required to wear appropriate footwear within the workplace.</p> <p>It was agreed to find out what other Boards policies were around footwear.</p> <p>Paul Allen stated that Facilities and Estates had sorted out the situation with footwear for staff in that Sector.</p>	<p><b>CR</b> <b>DA/JA</b></p>
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5	<p><b>Well Informed</b></p> <p>a. Whistleblowing</p> <p>Diane Annand reported that the consultation of standards and legislation had yet to commence, however could report that Whistleblowing would form part of the staff governance monitoring return to the Scottish Government. For 2018/19 the report would include:</p> <ul style="list-style-type: none"> <li>• Number and nature of formal whistleblowing cases, including anonymous cases</li> <li>• Their status</li> <li>• Whether feedback had been provided to the individual who raised the concern</li> <li>• Seeking confirmation that key staff named in the policy had been trained</li> <li>• What mechanism did Boards have in place to support staff raising concerns</li> <li>• Of the formal cases raised, how many had a bullying and harassment element</li> </ul> <p>For the latter point if a case had a bullying and harassment element to it, the case would be taken through the bullying and harassment policy and recorded as such. Ultimately an employee could then use the whistleblowing policy if appropriate.</p> <p>It was noted that the definition of whistleblowing was not provided and that it was a term sometimes incorrectly used interchangeably to describe any concern. NHS Grampian always tried to resolve issues at the lowest level to resolve informally when possible.</p> <p>b. Finance Update</p> <p>Alan Sharp reported on the financial position as at the end of October 2018. The revenue overspend was £1.5m, similar to the previous month. NHS Grampian was expected to break even at the end of the financial year. The financial position was underpinned by the high number of vacancies of 441 Whole Time Equivalent or 3.3% which was higher than had been in many years. Despite the spend on agency nurses and medical locums the financial situation was good, although this was counterbalanced by challenges in meeting operational targets. Work was ongoing on how to attract, recruit and retain staff.</p> <p>Some amounts of earmarked funding from Scottish Government were also difficult to spend due to the difficulties in recruitment.</p>	
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	<p>The Scottish Government draft budget 2019/2020, which would be approved in January or February 2019 gave an uplift of 2.5% to territorial boards. NHS Grampian received a £5m National Resource Allocation Committee (NRAC) uplift. The pay uplift for 2019/20 may take most of the 2.5% uplift.</p> <p>Additional funding was given for government priorities eg waiting times, mental health services, cancer, etc.</p> <p>There was also funding allocated to social care to try and minimise delayed discharge costs to hospitals and support health &amp; social care integration.</p> <p>c. Trade Union Recording</p> <p>Rachael Little explained that there was a requirement from the Trade Union Act 2016 for NHS Boards to publish figures on Trade Union and Professional Organisation Facilities time. This included any accredited representative from a trade union or professional organisation recognised by NHS Grampian who highlighted to the organisation they were accredited and wished to use facilities time for either Partnership or trade union role in the organisation.</p> <p>Those to complete the forms, defined in the Trade Union Act 2016 as a person elected or appointed in accordance with the rules of the union to be a representative of its members, which included stewards, health and safety representatives, learning representatives, etc. There were no exemptions.</p> <p>Clarification was still awaited from the national staff side group on the national paperwork previously circulated from SWAG Secretariat.</p> <p>The GAPF short life working group (SLWG) had discussed how NHS Grampian would meet the legal obligation and a paper would be submitted to the January meeting for approval. Following approval of the paper, a communication process would take place to ensure everyone was clear of the obligations within the Trade Union Act 2016.</p> <p>It was noted that if any representatives were not being released for facilities time and they noted this when completing the form, there would be evidence to be able to take this forward for discussion.</p> <p>The results of 2017/18 from NHS Grampian were available on the internet.</p>	
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6	<p>Treated Fairly and Consistently, with Dignity and Respect, in an environment where Diversity is Valued</p> <p>a. Brexit Update – Susan Coull</p> <p>Diane Annand reported that the staff survey had closed on 7 December 2018. 281 responses had been received and out of these 262 responses were viable. Some responses did not provide their name or were not our employees making them unviable for further analysis.</p> <p>The survey was being analysed by the Workforce Team to include drilling down to be able to report on how many of the 262 employees were in each sector, their type of role and which team they belonged to. The short life working group (SLWG) planned to meet again and discuss a communication to managers, taking into account the knowledge they may already have of EU nationals working in their team.</p> <p>The pilot for applying for settled status was open until 22 December 2018, voluntary for staff to complete. The full scheme would open from March 2019.</p> <p>There was a £65 fee to apply for settled status to be reimbursed as committed to by the Scottish Government with a process being worked out locally. All employees were being advised to keep their receipt from paying the fee.</p> <p>All information had been circulated on global email to all staff.</p> <p>Paul Allen asked if there was evidence of paper copies of the global emails being provided to staff or assistance given to apply for settled status. Susan Coull explained that the only way one stage of the application for settled status could be progressed during the pilot was through an android device. The responsibility for distribution of information from global emails remained with managers but those present did not know if that had occurred. The request from the Facilities and Estates Partnership Forum of holding roadshows had been raised with the SLWG. There was information available on how staff could gain support offered by the Home Office if they did not have the appropriate access, skills or confidence to complete the online application form.</p> <p>b. Job Evaluation</p> <p>Rachael Little explained that for a variety of reasons there had been a decline in the number of staff side representatives available for job evaluation panels which are held twice a month. The agreement with NHS Grampian and NHS Orkney was that the panel must have two management and two staff side representatives on each. Job analyst numbers had also decreased.</p>	
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	<p>There was therefore a need for further job evaluation training.</p> <p>Rachael Little had met with Ashley Catto, HR Manager with responsibility for job evaluation in NHS Grampian and Orkney, to discuss the best way to encourage people to come forward for training. She noted that anyone who took up the training will have to give a commitment to participate in panels. The training lasted two days.</p> <p>Diane Annand explained that she was on the national sub-group of the Scottish Terms and Conditions Committee (STAC) for job evaluation. A self assessment questionnaire had been issued to Boards for completion and Diane would see the analysis of all Board responses as part of the sub-group.</p> <p>Rachael Little stated that once the self assessment was completed, a paper would be formulated for GAPF to highlight good practice and areas of improvement.</p> <p>The pause in NHS Grampian Job Evaluation actions had been due to thoughts that job evaluation would be run on a regional basis, however a response was awaited from STAC on this therefore no progress could be made in the meantime. It was unlikely that there would be progress soon, therefore local actions would recommence.</p>	
7	<p>Involved in Decision Making</p> <p>a. Big Rocks – Short Life Working Group Feedback</p> <p>Susan Coull explained that following on from discussions at GAPF in October regarding communication and engagement of GAPF a short life working group (SLWG) had been set up comprising Sandy Reid, Emma Pettis, Mike Adams, Rachael Little, Susan Coull and Joan Anderson. The first meeting had been very positive.</p> <p>Some outcomes from the SLWG were as follows:</p> <p>Rachael Little would report to the Senior Leadership Team, the Staff Governance Committee and the Board about the importance of GAPF as a sub-committee of the Board. There would also be wider engagement with NHS Grampian staff and one proposal was to publish headlines in Up Front following each GAPF meeting.</p> <p>Sandy Reid had suggested that at the end of each GAPF meeting a snippet could be recorded on a phone which could be converted to podcast and shared with staff. Rachael Little had volunteered to test this following the meeting.</p> <p>GAPF meetings should encourage open discussions in a safe environment with agreement from all parties as to how the discussions should be minuted.</p>	RL

	<p>Information graphics was another idea but this would require further discussion.</p> <p>Sector reports were also considered to ensure the forum were taking these properly on board, with support available. Mike Ogg stated that Aberdeenshire were refreshing their North, South and Central forums and they would enjoy some support to do this.</p> <p>It was proposed to take each big rock item to a GAPF meeting for discussion and agreement.</p> <p>b. Commitment to Partnership Model of Working</p> <p>Rachael Little explained that support should be offered to Sector Partnership Forums to undertake their role and work alongside GAPF, asking what support could be offered to strengthen the structures. For GAPF to be an effective meeting, which would be prioritised for attendance, the supporting Sector Partnership Forums and Groups required to be strengthened.</p> <p>Mike Adams reported that some Sector Partnership Forums worked well and some not so well and sectors needed to be more joined up, supporting and speaking to each other.</p>	
8	<p>Sector and Local Partnership Reports – reports previously circulated</p> <p>a. Corporate (no report)</p> <p>Rachael Little explained that there had been no meeting since the last report. She would be focussing on taking the group forward along with the management co-chair.</p> <p>Rachael reported that the Corporate Sector had received the silver Health Working Lives award. Summerfield House was awaiting delivery of defibrillators purchased by Healthy Working Lives and training would be offered for interested staff.</p> <p>b. Mental Health and Learning Disabilities (MHLDS)</p> <p>Chantal Wood reported that a presentation had been given to pan-Grampian mental health stakeholders on “Lets introduce anxiety management for children” (LIAM) project. This was working with 6-8 year old children and the results were positive.</p> <p>Child and Adolescent Mental Health Service (CAMHS) would move into the Links Unit at the City Hospital by 31 March 2019.</p> <p>A successful annual MHLDS Quality Event had taken place from which Alastair Palin had recorded a podcast. The winning poster in the competition was by a third sector group in Moray – Scottish Association for Mental Health (SAMH).</p>	RL

	<p>Discussions were taking place regarding awards and recognition for staff in the sector.</p> <p>c. Aberdeen City</p> <p>The Aberdeen City report included a lot of good news stories. Unfortunately Sandy Reid could not be in attendance to give a further report.</p> <p>d. Facilities</p> <p>Paul Allen reported that Mike Adams had attended a visit from the National Programme Director for Laundries. There would possibly be a review of laundry services following the visit. A question and answer sheet had been communicated and this would be shared with staff and staff side colleagues.</p> <p>Paul had attended an event for participants of the Princes Trust Training Programme. He was very impressed with the people who had completed the programme and hoped they would all gain employment within NHS Grampian. This was the first cohort of a three year project.</p> <p>The provider for clinical waste removal had announced they would no longer be able to pick up clinical waste so contingency measures had been put into place. If things went as hoped, the plans would continue. This issue was being discussed at the Senior Leadership Team and was a national Scotland service not just NHS Grampian. Amanda Croft stated that Paul Allen and his team had managed excellently and communicated well with NHS Grampian and she thanked them for this. Gavin Payne was keeping the Acute Sector up to date with information. A global email was being circulated that afternoon to all staff.</p> <p>e. Aberdeenshire</p> <p>Mike Ogg reported that he, Gemma Hood and Rachael Little would be doing roadshows around the North, South and Centre Partnership Groups as part of the re-energising process, to explain the benefits of participation in Partnership working. The senior management team and location management meetings would also hear a presentation on Partnership working, GAPF and how to use these to best advantage.</p> <p>Mike Ogg thought the proposal from Mike Adams of sharing information between sectors was a good one and he would appreciate the opportunity to invite other sector chairs to Aberdeenshire meetings and offer himself to attend other sector meetings. He also thought sharing the GAPF reports from other sectors would be beneficial.</p>	<p><b>Sector Chairs</b></p>
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	<p>f. Moray</p> <p>Claire Power also felt the suggestion of inviting other sector chairs to Sector Partnership Forums to be a beneficial idea. Rachael Little and Diane Annand had attended the last meeting to discuss the Staff Governance Action Plan. Moray were working on a plan to ensure things were in place for next year.</p> <p>g. Acute</p> <p>Vanessa Sandison reported that the first patient had been dialysed in the new Stonehaven Renal Unit and the benefit to patients receiving treatment closer to home. There had also been a celebration of 50 years of dialysis in Grampian.</p> <p>Amanda Croft had attended the weekly surgical health and safety walkround which was successful in raising visibility of senior executives with staff.</p> <p>Gemma Hood had taken up position of Clinical Support Services Staff Side co-chair.</p> <p>Gemma Hood explained that there were changes due to take place in radiography in Dr Gray's Hospital due to difficulties with on call. Vanessa Sandison agreed to take this information back to the operational team to discuss.</p>	
9	<b>Appropriately Trained and Developed</b> – no items	
10	<p><b>Any Other Competent Business</b></p> <p>a. Learning and Development Sub-Group</p> <p>A report from the sub-group would be added to the agenda for the next GAPF meeting.</p> <p>b. Travel to work</p> <p>Paul Allen had been contacted by an MSP/MP from Moray regarding a member of staff having difficulty arriving for work in time by public transport due to the bus timetable change. It was hoped that managers who were asked to be flexible for this type of reason would be and allow what was sometimes small changes to allow people to continue to use public transport.</p> <p>It was noted that when the bus companies were approached previously to discuss staff travel they had not been accommodating. It was suggested that Paul Allen ask the MSP/MP who contacted him if they would raise this issue with the bus companies.</p>	

	<p>c. Digital Recording of GAPF minute</p> <p>The meeting of 21 February 2019 would be minuted by a different person who had requested to digitally record the meeting to assist with written notes, as had happened previously. Everyone was asked that if they had any objections to this they were to contact Rachael Little as soon as possible.</p>	<b>ALL</b>
11	<p><b>Communication Messages to the Organisation</b></p> <p>a. December 2018 GAPF Board Report</p> <p>The next Board report would be submitted in February to the Board meeting. Therefore December and January items from GAPF would be combined into one report.</p> <p>Items to raise as follows:</p> <ul style="list-style-type: none"> <li>• Local Partnership Forum chairpersons visiting each other and sharing reports</li> <li>• Big rocks work</li> <li>• Communication of this group to Board members</li> </ul> <p>b. Honours information</p> <p>Rachael Little explained that at the last Employee Directors meeting in November they had received a presentation from staff from St Andrews House regarding the Honours List. They were asked to share information widely and papers had been circulated with the agenda. Anyone wishing further information could contact Rachael Little who would give details of who they could contact.</p> <p>c. Rachael Little thanked Eric Sinclair and Stephen Logan for attending the meeting and all the support they had given to GAPF.</p>	
12	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting of GAPF will be held on Wednesday 9 January 2019 at 1pm to 4pm, Conference Room, Summerfield House.</p>	