

Shetland NHS Board

Minutes of the Area Partnership Forum – Wednesday 21 January 2026, MS Teams

Present

Brian Chittick	Chief Executive, Co-Chair APF (in the Chair)
Bruce McCulloch	Employee Director, Co-Chair APF
Hilary Nelson	RCN Representative
Julie Smithies	RCN Representative
Lianne Jamieson	CSP Representative
Lorraine Hall	Director of HR and Support Services
Colin Marsland	Director of Finance
Kathleen Carolan	Director of Nursing and Acute Services
Marianne Williamson	PA to Director of HR and Support Services (Minutes)

In Attendance

Jenny Coleman	Learning and Organisational Development Officer
Lindsay Anderson	Spiritual Care Lead
David Wagstaff	Head of Estates
Lorraine Allinson	Head of HR Services
Kirsty Clark	Learning and Organisational Development Manager
Lawrence Green	Health and Safety Lead
Colin Campbell	Chair, Staff Governance Committee
Laura Farrell/Amy Gallivan	Corporate Communications

APF2526-33 Welcome and Apologies

Brian Chittick welcomed everyone to the meeting and noted apologies from Tom McIntosh, Dr Susan Laidlaw, Dr Kirsty Brightwell and Jo Robinson.

Development Session

APF2526-34 Cultures and Values

Jenny Coleman led a reflective discussion on the four proposed value statements, which have been co-produced with staff and tested through widespread feedback. Members explored what these values look like in practice, the behaviours that support them and the organisational conditions needed to embed them consistently. Key themes included the importance of kindness, respect, shared responsibility, psychological safety and leadership modelling. The session highlighted both positive examples across teams and the challenges staff face in living the values day to day, with members emphasising the need for clear communication, supportive systems and ongoing reflective practice. Members noted the session as an important step in shaping how the values will be embedded across NHS Shetland.

APF2526-35 GBH Works- Update

David Wagstaff provided an update on the ongoing GBH works, confirming that the full business case submitted in December had been approved by Scottish Government, securing funding for the remainder of this year and next. He outlined three main workstreams now progressing: the installation of temporary structural steel mesh supports to stabilise the hospital's four-storey tower, essential waterproofing works to reduce water ingress and development of a medium to long-term site plan to address wider infrastructure requirements. The external mesh installation is due to begin in March and will not require decanting services, although some noise disruption is expected. He also explained that a whole-system infrastructure plan will follow, covering primary, community and shared estate, with strategic assessments due by March 2027.

APF noted the importance of ongoing staff engagement, including QR-code reporting for staff to flag issues during works, which will be monitored and fed back through the programme board.

Items for Discussion

APF2526-36 Sub-National Planning

Brian Chittick provided an update on the national move to a new sub-national planning structure, noting that NHS Shetland will sit within the Scotland East Sub-national Planning and Delivery Committee. The North of Scotland regional planning arrangements will cease in their current form, with transition work underway to ensure continuity for existing regional services such as cancer and trauma. He outlined the four national priority planning areas—elective orthopaedics, emergency and urgent care, business systems and the digital front door—with an additional rural and island workstream included for the East region.

Senior leadership roles are expected to support this structure, with ongoing national discussions on partnership involvement before recruitment proceeds. He emphasised the need to balance this additional planning workload with delivery of NHS Shetland's own strategic priorities, as boards are now receiving significant data requests to support sub-national planning.

APF noted the update and the importance of maintaining clear communication and assurance to staff during the transition period.

APF2526-37 AfC Non-Pay Implementation Update

Reduced Working Week

Lorraine Hall provided an update on implementation of the reduced working week, noting that services continue to assess the operational impact of moving to a 36-hour week. Several areas have now had their plans approved, including A&E, Ward 1, Ward 3, Main Reception, Medical Records and Community Nursing, with recruitment underway where posts have been authorised. Cost modelling continues as further submissions come forward, and part-time implications are being processed individually where requests have been submitted. She confirmed that all boards remain in an assessment phase and it is not yet possible to determine whether the national allocation will fully meet requirements.

Protected Learning Time

Kirsty Clark reported that the core mandatory modules and review periods have now been agreed nationally and all required system data has been provided to NES in preparation for the 2 March transition to the new Turas Learn structure. Staff who are currently compliant will move across to the new modules at point of renewal, with two modules—cybersecurity and infection prevention and control—being completely new for all staff, each with a six-month completion window. Communications will continue through February and post-go-live to ensure smooth transition and work has begun on the next phase concerning profession-specific mandatory training.

Band 5 to 6 Review

Lorraine Allinson updated the Forum that six applications have been formally received for the Band 5 to 6 review process, including one batch of five from the same service area. She and Bruce McCulloch will shortly agree the detailed process, panel arrangements and communication approach, with refresher sessions planned for panel members. Pending applications are being acknowledged and reviewed, with advice sought from the national team where required. She advised that the first reviews are expected to be progressed during March, subject to panel availability.

APF2526-38 2025-26 Financial Performance Management Report Update – Month 8

Colin Marsland reported that at Month 8 the Board was £1.6 million overspent, with the Month 9 position showing a marginal improvement to £1.5 million overspent. He confirmed that the underlying cost pressures remain consistent with those previously discussed, and no significant changes to the financial risk profile were identified at this stage.

APF noted the update.

APF2526-39 Area Partnership Forum Dates 2026/27

The Forum noted the APF meeting dates for 2026/27. Marianne Williamson confirmed that the schedule includes a mix of Wednesday and Thursday afternoons to minimise clashes with national meetings, with arrangements to be reviewed for future years.

APF2526-40 List of relevant circulars/letters published since last meeting.

The following were noted under this item:

DL (2025) 22 Supplementary Staffing- AHP Controls	PCS (DD) 2025/02 PAY AND CONDITIONS OF SERVICE 2025-26 Policy for the Career Progression/Regrading of Specialty Doctor/Dentist to Specialist Grade
DL (2025) 23 Supplementary Staffing- Nurse Agency Controls	PCS (AFC) 2025/7 COMPENSATORY REST FOR AGENDA FOR CHANGE STAFF UNDERTAKING ON-CALL DUTIES
PCS (MD) 2025/01 Pay and Conditions 2025/26: Health Board Medical Directors/Former Medical Directors on Protection	PCS (AFC) 2025/8 REDUCTION IN THE WORKING WEEK FOR AGENDA FOR CHANGE STAFF IN NHS SCOTLAND
DL (2025) 25 Implementation of Sub-National Planning: Co-Operation and Planning Directions	PCS (ESM) 2025-3 ESM Pay Settlement 2025-26 and 2026-27

2025	
DL (2025) 26 Protecting Learning Time for Agenda for Change staff- Implementation of Once for Scotland Statutory Mandatory Modules	

APF2526-41 AOCB

Staff Side space at Montfield- Bruce McCulloch confirmed that the room had now been secured, was being furnished and would be available for staff-side use, including as a supportive space for staff wellbeing. He noted that parameters for use would be agreed and that the room would be helpful for colleagues travelling from other sites. Julie Smithies also expressed thanks and confirmed she had already used the room and had further bookings.

Pension Auto-Enrolment- Colin Marsland reminded members that January is the Board's automatic pension re-enrolment period and asked members to ensure staff are aware, particularly those who have previously opted out. He noted that individuals who wish to remain opted out must take action themselves, otherwise they will be automatically re-enrolled and may later query it.

[MFGW Feb26]