

**Joint Staff Forum
Monday 12th September 2011
Council Offices, Garshake Rd**

DRAFT MINUTES

Present:

Keith Redpath	CHCP Director (co-chair)
Ross McCulloch	RCN (co-chair)
Janis Howie	Senior L&E Advisor
Gordon Whitelaw	Head of Admin
K. Brannan	Unite
Margaret Pittam	Unite
Duncan Borland	GMB
Kenny McColgan	Unison
Dorothy McErlean	SCP
Maureen McDiarmid	RCN
Elaine Smith	Unison
Anne Ritchie	Head of Children's Services
Elaine Foulkes	HR Business Partner
Serena Barnatt	Head of HR
Ann Cameron Burns	Unison
John Russell	Acting Head of Health and Community Care
Gillian Gall	Senior HR Advisor
David Elliott	Acting Head of Mental Health
Jane McKinlay	Senior OD Advisor
Marie Grant (notes)	HR Assistant

1. Apologies

Peter O'Neill, Unison
Julie McGregor, GMB
Karen Dunlop, Unison
Soumen Sengupta, Head of Strategy, Planning and Health Improvement
Nazarin Wardrop, Unite
Diana McCrone, BAOT
Tom Morrison, Unison
Kevin Fellows, Clinical Director

2. Minutes of Previous Meeting

Joint Staff Forum – accepted as accurate

Joint Consultative Committee – Noted. RM noted that item 3.4 adverse weather is a point of interest for the JSF now that we are moving into the autumn/winter season. This item related to a review of WDC arrangements.

Area Partnership Forum agenda – Noted. DM confirmed that the lease-car group are still meeting regularly and work is progressing.

Joint Consultative Forum – noted.

3. **Additional Matters Arising**

None.

Matters Arising from Previous Meeting

i) Revised arrangements: MHP

JR reported that the Mental Health Partnership has been dissolved into the CH(C)Ps. A paper is due to be released by Anne Hawkins which advises on planning and governance arrangements.

ii) Children & Families/School Nursing

Children & Families:

Annie Hair is project managing the "Releasing time to care" programme and briefed the Senior Management Team on 9th September. Staff feedback from other Health Boards has been positive. There are no timescales as yet for NHS GGC implementation but Anne will continue to keep the forum updated. Once work begins locally, a group will be set up.

AR

There is a local pilot currently running in West Dunbartonshire which is different from "Releasing time to care" and related to screening tool. These two initiatives will be able to run in parallel without negatively affecting each other.

School Nursing:

A group is sitting at Board level to look at the School Nursing review. Mary Steel will represent West Dunbartonshire CHCP on this group. AR confirmed any work will be progressed through Children and Families Group.

AR to circulate the WDCHCP Children and Families group meeting schedule to the forum.

AR

iii) Rehabilitation and Enablement

JR reported to this item which overlaps with item 3v) Change Fund Update and it was agreed to discuss these two items together.

The Change Fund's recruitment programme is underway and most posts will be filled by the end of October.

The Rehabilitation and Enablement service is to be redesigned to work in a more integrated manner. A workshop will be held on 20th September for staff to discuss the shape of the future service.

JR confirmed that he aims to bring the Rehabilitation and Enablement meetings, the Change Fund Group and the Care/Case Management Pilot Project Board together. JR to send a summary overview of each group to RM for distribution to staff-side. Staff-side agreed this would be helpful as they wish to review representation on groups.

JR

iv) Staff Governance update

GG reported that SB presented the NHS Staff Survey results a few months ago and advised that the Staff Governance Monitoring Framework would be updated accordingly. The Staff Governance Monitoring Framework sub-group met to update the framework. GG will highlight the changes that have been made from the previous Framework and circulate. Forum members to send comments and questions to GG.

ALL/GG

It was confirmed that council employees have a different process and this framework currently just applies to NHS staff. GG to bring update to next meeting.

GG

v) Care/Case Management Project

JR provided a verbal update on care/case management of pilot. JR advised that at the last meeting, Glasgow University fed back their findings. The university were commissioned to undertake an evaluation of the pilot. These findings will be used to inform how to take forward future work. JR agreed to circulate feedback reports to the forum.

JR

vi) Change Fund

Please see item 3iii).

4. Standing Items

i) Committee Update

KR reported that Committee papers can be accessed from the Council website. There are 3 papers that are of interest to the Forum:

- Sexual Health Report
- Staff Working with Looked After Children Report
- Minutes of the Vale of Leven Monitoring Group

ii) PAG

The Forum agreed that sight of the PAG minutes would be useful. Item deferred to next meeting.

SS

iii) H&S Forum

The consultation period for bringing the NHS H&S Forum and the Council H&S Forums together was extended till the end of August. This will now be discussed at SMT and GW will update at next meeting.

GW

iv) NHS Sickness Absence Update

GG reported that the NHS sickness absence figure for July 2011 is 3.93% which is a decrease from June's 4.06%. The average since the beginning of the financial year is 4.05%. The Work-Life Balance update will be recorded at the next meeting.

EF reported a slight decrease in social work absence figures since last quarter. There has been a significant reduction in absences

relating to stress and recurring absences. EF confirmed that the council hope to be able to report monthly by percentage in the near future.

GG to determine if the NHS can give a breakdown of absence reasons and will report back to the Forum.

GG

5. Healthcare Quality Standard

Paper noted. The Quality Strategy group is chaired by Roslyn Crocket, Director of Nursing.

6. Facing the Future Together

JMcK advised that there are no exact details as yet but a paper is due to be circulated. The programme is about staff engagement during a challenging time within the organisation. This will involve a range of activities, for example the opportunity to question Board Directors via email. JMcK to update at next meeting.

JMcK

AR advised that there is a similar process taking place within the Council. The Forum recognised that it is important for each project to be flexible in order to run parallel with each other.

7. Information Sharing Protocol

Paper noted. The Forum agreed that although the Protocol was signed off in 2009, it is an important document and this should be communicated to staff. JH advised that there is an e-learning module for NHS Staff and they should be able to access this. JH to advertise this module and look toward adding the Protocol to the induction pack.

JH

8. Staff moving from Glenkirk Centre

GG advised that meetings have been held with staff and Anne McDonald has been the representative. 1 to 1 interviews took place involving staff, Lynne Kennedy and HR. JR and GG to be consulted if there are any staff issues.

9. Crisis Team Merger

JR reported that there are significant local issues with the proposed merger with Glasgow CHP.

KR advised that there are a number of proposals that will go through the necessary consultation process. Nothing has been finalised at present.

10. **Corporate Admin Review**

KR confirmed that it is now Board policy that Directors and their Direct Reports should have 0.6 WTE PA support. The review for WD CHCP is about to start and staff-side will be involved in the process.

11. **DN Review Update**

This review is being led by Roslyn Crocket and David Walker and is still in its early stages. JR will continue to update the Forum.

JR

DONM

7th November 2011, 11am – Room 2, Garshake Offices (staff-side pre- meeting at 10am)