

**Joint Staff Forum**  
**28 April 2014, 10.00am Committee Room 2,**  
**Garshake Road Council Office**

**Draft Minute**

**Present:**

Keith Redpath, Director, West Dunbartonshire CHCP  
 Ross McCulloch (Chair), RCN, NHS  
 Serena Barnatt, Head of HR, NHS  
 Jackie Irvine, Head of Children's Services  
 Gillian Gall, Senior HR Adviser, NHS  
 John Russell, Head of Mental Health, Addictions and Learning Disability  
 Anne Cameron Burns, Unison, NHS  
 Diana McCrone, NHS, Unison  
 Maureen McDiarmid, RCN, NHS  
 Marie Irvine, GMB  
 Janice Miller, Head of MSK  
 Elaine Smith, Unison, CHCP  
 Val Jennings, Unison, WDC  
 Kenny McColgan, Unison, Health  
 Nazerin Wardrop, Unite, Local Authority  
 Peter O'Neill, Local Government Unison  
 Tom Morrison, Local Government Unison

	<b>Subject</b>	<b>Action</b>
1.	Welcome and apologies The Chair welcomed the group and apologies were noted on behalf of Kevin Fellows and Christine McNeill.	
2.	Minutes: i) JSF Minute After discussion, it was agreed to hold the wording at Item 4 on Page 8 until Keith Redpath and Tom Morrison conclude a discussion outside this meeting.  Matters Arising:  Point 7. David Smith contacted Tom Morrison to report that work had to be stopped in Bridge Street which interrupted the work of people in social work. There has been a lot of disruption and Jackie Irvine reported that she had met with staff to try to achieve a compromise.  Jackie will pick up the issue of work being stopped on Friday.  ii) APF Agenda Noted.  iii) JCF Minute The Minute was noted.  iv) Employee Liaison Group At the last meeting of the JSF, an undertaking was given to provide	KR, TM

	<p>information on the matter of overtime for part time staff. A response had been promised within a week of the last JSF meeting but this has not yet been provided. Keith agreed to raise the issue with Paul McGowan.</p> <p>At 12.1. Ross McCulloch asked for information about the SWITCH policy.</p>	KR
3.	<p>Matters Arising:</p> <p>i) Children &amp; Families/School Nursing Jackie Irvine updated the group on children and families review which is almost complete. The school nursing review has been delayed. 19 posts will go to advert shortly for school nurses across Greater Glasgow and Clyde.</p> <p>ii) Older Peoples Change Fund Update The Minute was noted.</p> <p>This is the last year of the four year Change Plan. The debate now sits at National Level around the introduction of an integration Fund.</p> <p>We expect to get our share of £100m next year and the debate continues to what that can be used for. Our preference would be to continue to fund projects that have already been successful locally.</p> <p>iii) DN Review update Ross confirmed that the review continues and some comments have been received in relation to financial framework and workforce plan. Commissioning and distribution of the mobile working platforms has yet to be agreed.</p> <p>iv) Care Home Update (Verbal) A report is going to CHCP Committee which will request some additional funding. The site for Dumbarton is Crosslet House and a design is now available which will also go to committee. We are committing to a site at Clydebank waterfront behind the Town Hall. The expectation is that site will cover both the care home and a future Clydebank Health Centre replacement.</p> <p>New standards are about to be issued and our design fully complies with these. Both homes should be completed in the first half of 2016.</p> <p>Staffing model and staff requirements will start to ramp up over second half of this calendar year.</p> <p>(v) Co-Chair Arrangements for JSF David Smith was appointed to the local authority co chair position for this forum. Ross McCulloch's understanding is that this position may have been reviewed and asked that the agenda item be held in abeyance until the next meeting.</p> <p>(vi) Update of Staff Governance &amp; Practice Monitoring Frameworks The first meeting is scheduled for beginning of May and it is hoped to produce a paper for the next meeting of this group. Ann Cameron Burns asked that requests for staff side support on meetings go through the Chair or Co Chair of this group.</p> <p>(vii) Internal Redesign Addictions It is early stages in the review (rather than redesign). There have been a number of pressures and drivers arising from the CSR. There are a</p>	

	<p>number of ways we do things which can be improved to provide best practice. Julie McKenzie is forming a steering group and this will include staff side representation.</p>	
<p>4.</p>	<p>Standing Items:</p> <p>i) Committee Update Keith provided an update on the items that were on the draft agenda for the Committee which is on 21 May.</p> <p>ii) Integration Update - Proposal for HR BP This paper was generated over a year ago in response to a particular set of circumstances. It was held pending until the NHS finalised its review of NHS HR Structures. That Review was concluded in early March.</p> <p>The proposal was sent out to everyone on 24<sup>th</sup> March. Comments were invited and nothing has been received from members of this forum. Comments have been received from Unison NHS to which Keith has responded. A similar Finance position is expected to be established in due course.</p> <p>The proposal is subject to the organisational change requirements of both the council and the NHS Board.</p> <p>The council and the Board are the substantive employers. The integrated board is a body corporate but will not be an employer.</p> <p>There was a long discussion around the paper and staff side representatives asked to be allowed to have a discussion in private.</p> <p>After that discussion between staff side members of the group it was stated that:</p> <p>“Over the last five minutes we have come to a joint trade union position that in principle we do not object to the integrated HR business partner proposal. However, comfort is sought round about the process by which the post is filled. Subject to obtaining agreement on the process, we will support the proposal.”</p> <p>iii) PAG Anticipatory Care Plan – the transition has been started and unit managers have been briefed.</p> <p>Liverpool Care Pathways – The poor publicity has led to changes. There has been a new appointment and a meeting to discuss the current situation is taking place this week.</p> <p>Optometry in Care Homes – any eye problems go straight to GPs who are saying that they should go to optometry direct but not all optometrists are able to prescribe. Nazerin advised that clear guidelines should be issued. Any concerns should be reported to the PAG.</p> <p>iv) HR report Gillian introduced the HR attendance Management Update.</p> <p>KSF PDP updates for both NHS and local authority are included in the report for the first time.</p> <p>Given the existence of KSF and eKSF and the level of detail that we can generate in terms of KSF measures, targets should be being achieved.</p>	

	<p>v) Mental Health Services Update John advised that the first issue is about the working time directive. Across ggc we are trying to support the working time directive – we were almost at a point where we agreed to monitor the hours staff worked. Managers and staff were aware of their responsibilities. There is an additional piece of work taking place in acute services and it has been agreed to wait until this catches up in order to have the same policies.</p> <p>Esteem covers young people with a first diagnosis of psychosis which provides family support. The rates are very low with only four referrals a year in Clydebank. We were putting in a band 6 to supplement the Esteem team. These are people who are already receiving support from the Primary Care Mental Health Team. A decision needs to be taken over whether to stop doing something in order to provide the Band 6 to the Esteem service.</p> <p>vi) Health and Safety Forum Serena introduced the H&amp;S Minute</p> <p>Stress sub group. Healthy Working Lives – Invite Jacqui McGinn along to this forum to update.</p>	
5.	<p>Duty Social Work Tom reported on his concerns with Duty where the situation can be frantic, particularly when one duty worker is on a visit. Senior diaries are often not cleared for Duty and Seniors are often not available to provide advice. His request was that more than two duty officers should be on duty at all times.</p> <p>Keith confirmed that he shared concerns and that a review has been underway for far too long.</p> <p>A paper has been prepared and does to SMT on Wednesday and hopefully to this group thereafter.</p>	
6.	<p>Updated draft CHCP Workforce Plan</p> <p>Serena introduced the plan and described the contents and the relevance of the timescales covered and invited comments.</p> <p>Tom Morrison spoke about the section covering the use of the voluntary sector. He spoke about major changes in the welfare system where long term unemployed will need to sign on every day and they could be working 30 hours a week for their benefits. He expressed concern about putting work to the voluntary sector and taking it out of the remit of the local authority.</p> <p>Keith responded that while we did use the third sector, the Council has consistently been of the view that it should retain direct management of services where possible and there was no policy of outsourcing of services in place.</p>	
7.	<p>Update Hosted Services</p> <p>It was agreed that we should review how we could more meaningfully engage with the two service groups which are both hosted by the CHCP.</p>	

**Date and Time of next meeting:** 4 August 2014, 10.00am, Committee Room 2, Garshake Road