

**Joint Staff Forum
3 November 2014, 10.00am
Committee Room 2
Council Offices, Garshake Road**

Draft Minute

Present:

Ross McCulloch, RCN, Co Chair
Maureen McDermid, RCN,
Angela McEachrin, CSP
Tom Morrison, Local Government, Unison
Peter O'Neill, Local Government, Unison
Val Jennings, Unison, WDC
Kenny McColgan Unison, Health
Gillian Gall, Senior HR Adviser, NHS
Nicola Bailey, Lead HR Adviser, WDC
Serena Barnatt, Head of HR
John Russell, Head of Mental Health
Jackie Irvine, Head of Children's Services, CSWO
Keith Redpath, Director, (Co Chair)
Chris McNeill, Head of Community Health & Care

1	<p>Welcome and Apologies The Chair welcomed the group to the meeting. No formal apologies were submitted.</p>	
2	<p>JSF Minute The Minute was accepted as an accurate record.</p> <p>APF Agenda 22 October 2014 The agenda was noted.</p> <p>JCF Minute The Minute was noted.</p> <p>Employee Liaison Group The Minute was noted.</p>	
3	<p>Dignity at Work Policy This item originates from the NHS and is a refresh of the existing Dignity at Work Policy. Section 4 of the policy refers to disrespectful behaviour as distinct from bullying and harassment. The intention is to use mediators and put the onus on managers and members to make sure that they are aware of differences between bullying and harassment and disrespectful behaviours. This is something that has caused concern as evidenced by the recent staff survey. It is hoped that the introduction of this revised policy improves feedback in terms of the culture of the organisation.</p> <p>A bigger pool of mediators is required and the net needs to be broadened to increase numbers to use both with this and other policies.</p>	

	<p>Children & Families/School Nursing</p> <p>Health visiting staff have been recruited but there are still two vacancies.</p> <p>Older People's Change Fund/Integration Fund Update</p> <p>The Minute goes through the work streams in some detail. Currently trying to measure how successful or otherwise the changes made have been. Some of the activity, particularly around reablement, has been successful. Pharmacy services have been good and a lot has been done in anticipatory care planning. The initial data shows some success with less people ending up in hospital because of better planned care.</p> <p>Change fund is superseded by the Integrated Care Fund in April 2015. The focus is slightly different in that it concentrates on those with multi morbidity. A headline paper goes to committee next month.</p> <p>DN Review Update</p> <p>The Implementation Group has been set up and looks at the key factors within the DN Review and reviews the methodology. Terms of reference have been agreed and the group will meet once every six weeks to ensure transparency.</p> <p>Care Home Update</p> <p>Replacement care homes are planned and a process for commissioning has been agreed. Currently in planning phase for first home in Dumbarton and concluding discussions around the delivery of the Clydebank home. The Dumbarton home should be started in Spring next year with a 60 week construction period.</p> <p>Bed model and staff profile will be subject to consultation with all parties.</p> <p>This group next meets in February and Chris will bring a consultation programme to that meeting.</p> <p>Co-Chair Arrangements for JSF</p> <p>Ross hopes to have an announcement for a local authority representative before the next meeting.</p> <p>Internal Redesign of Addictions</p> <p>This has been slow to get off the ground due to changes in addictions services, including a number of clinical changes. The redesign will relieve increased pressure in methadone clinics and equity of service at both ends of the authority. Current lease in Clydebank comes to an end in September 2015 and currently looking at relocating the team. There is staff side representation on the redesign group.</p> <p>Duty Social Work</p> <p>An implementation group has been established but the pilot planned for introduction today has had to be put on hold. The new duty system will go live from the beginning of December and Annie Ritchie and David Elliot continue to engage with staff representation across the board.</p>	
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	<p>Once the new system is in place, the group will continue to monitor and will report back to SMT.</p> <p>Flexi Scheme</p> <p>Val Jennings read out a statement relating to an e-mail which had been sent out relating to the flexi policy and the need to take a lunch break.</p> <p>Serena reiterated on the contents of a meeting she had recently with Soumen and Val and, after further discussion, it was agreed that that meeting would be reconvened to provide clarity and a way forward.</p> <p>Annual Leave Cancellation</p> <p>It was reported that the e-mail issued advising that local authority staff would not have new annual leave approved on 21st October had gone to all CHCP staff.</p> <p>Keith Redpath confirmed that annual leave is granted dependent on the exigencies of the services and offered to provide clarity in any future communications across staff groups.</p>	
4.	<p>Committee Update</p> <p>Next meeting is 19 November and will include a report on the Integrated Care Fund as well as the usual care inspectorate reports. A further report relates to the cessation of the HEAR Service which no longer fulfils a useful purpose. Staff are being dealt with using the SWITCH policy.</p> <p>Integration Update</p> <p>It is broadly business as usual and a new draft scheme will be available for consultation shortly. It is expected that there will be a special one off review session to discuss the document ahead of its presentation at Council in December.</p> <p>PAG</p> <p>The Minute was noted.</p> <p>HR Report</p> <p>The Discipline and Grievance report was presented</p> <p>Absence management report showed the NHS beating target and the trend shows long term absence has decreased. Still showing some unknown reasons and working with managers to address this.</p> <p>Council is showing a slight decrease in absence last month. There has been an increase in minor illnesses.</p> <p>Learning & Development Activity – agreed to include report for this group monthly.</p>	

	<p>Mental Health Services Update</p> <p>With some changes in legislation, there has been significant pressure put on mental health officers. Have managed to obtain two additional posts to recruit two mental health officers.</p> <p>There is a new service called Baxter View which is a service run by Cornerstone in partnership with the Council which looks after people with learning disability who have a high level of needs.</p> <p>John reported that West Dunbartonshire is on track for delivery of psychological therapy HEAT target and expressed gratitude to staff for support in achieving this.</p> <p>Local Crisis service will stay in West Dunbartonshire. On the back of that, we are going to have to look at the local shift pattern and John will bring a paper to the next meeting with a proposal for changes to the shift pattern.</p> <p>We should aim for a local agreement before doing anything. Continue to do things in partnership. We will continue to seek to engage with staff and their representatives to achieve the new agreement.</p> <p>Health & Safety Forum</p> <p>The Minute was introduced by Serena who described the various actions covered.</p> <p>A protocol for reporting incidents to safety reps was introduced.</p> <p>Agreed to add Val Jennings to the distribution group.</p> <p>MSK Workforce Plan</p> <p>In its final stages but defer to next meeting when Caroline Horn will attend. Argyll & Bute CHP have given notice of termination of physiotherapy SLA which will affect four staff members and the impact of that will be reviewed with staff and their representatives.</p> <p>Some staff will be affected by closure of acute sites.</p>	
5	<p>AOCB</p> <p>There was no further competent business.</p>	
6	<p>DONM</p> <p>The next meeting will be on 2 February 2015 at 10.00am in Committee Room 2, Council Offices, Garshake Road, Dumbarton.</p> <p>Staff side pre-meeting at 9.30am</p>	