

West Dunbartonshire Community Health and Care Partnership

Minute of Joint Consultative Committee held on 15 July 2011

PRESENT:

Management Representatives:

Anne Ritchie, Head of Children's Health, Care & Criminal Justice Services

Trade Union Representatives:

Duncan Borland, GMB

Julie McGregor, GMB

Margaret Drummond, GMB

Tom Morrison, UNISON

Derek McGuigan, UNISON

Peter O'Neill, UNISON

Nazarin Wardrop, UNITE

Kathleen Brannan, UNITE

Margaret Pittam, UNITE

APOLOGIES:

Chris McNeill, Head of Community Health & Care Services

Elaine Foulkes, HR Business Partner

Charlie McDonald, UNITE

Karen Dunlop, UNISON

Elaine Smith, UNISON

		Action
1.	Welcome, Introductions and Apologies Anne welcomed everyone to the meeting and apologies were noted.	
2.	Matters Arising from Meeting held on 15 April 2011	
2.1	<u>Minute taker for Meetings/Use of Dictaphone</u> After lengthy discussion on this it was agreed that the GMB would pilot this project for 3 to 4 months starting on 1 st September and Duncan Borland will take this forward. Anne thought that this was a positive decision and advised that she would speak to Elaine Foulkes. The draft proposal prepared by Elaine will be re-circulated and further consultation will be undertaken by union reps.	Duncan Anne

2.4	<u>Client confidentiality and recording of information regarding staff who are clients on the Carefirst system</u> Anne has still to meet with Jacquie Pender and Karen Dunlop and this will be arranged in the near future.	Anne
2.5	<u>Overpayment of Shift Allowance</u> Julie McGregor advised that negotiations regarding this are still on-going.	
2.6	<u>Re-deployment</u> Progress has been made on re-deployment – there is now only one outstanding for Social Work and this is progressing.	
2.7	<u>Excess Mileage Allowance</u> Anne advised that this item needs to go back on the JCF agenda.	Unions to put on JCF agenda
3.	Issues Raised re Residential Units for Older People	
3.1	<u>Allocation of Extra Hours and Agency Staff</u> Margaret Drummond raised the issue of Willox Park not getting vacancies filled and the point that night shifts are being covered by agency staff. She also advised that Willox Park staff do not appear to be getting any overtime whilst other homes are. Anne agreed that these issues were cause for concern and agreed to generally enquire about the use of agency staff; the length of time taken to get vacancies filled and if Willox Park is being treated differently.	Anne to refer to relevant manager
3.2	<u>Review of Respite Care</u> Nazerin Wardrop told the meeting that Dalreoch had been advised not to accept any bookings for respite care. They have since been advised to accept bookings until December of this year. Anne advised that she would get clarity on what is happening. Anne also advised the meeting that there is no discussion about any home closing imminently.	Anne to refer to relevant manager
3.3	<u>Unit Managers & Deputes – Payment for Extra Shifts</u> Julie raised that Unit Managers do not get shift allowance, they get TOIL. Chris had advised that they should have the option of being paid – who should they phone at weekends to get this approved? Anne will look into this.	Anne
3.4	<u>Extreme Weather Conditions & Staff Leaving Early</u> Julie questioned why it always seemed to be offices who got away early, a Manager should be able to decide who can leave early. Anne advised that not every office closes and after discussion Anne agreed that this should be raised at the	Unions to put on JCF agenda/ Anne to put

	JCF and she also will raise at SMT – will try to get better wording for the email that comes out from the Chief Executive.	on SMT agenda
3.5	<u>Realise (Specialist Referrals for Stress and Depression)</u> Anne to check with Elaine if there is a Briefing Note about this issue.	Note to be circulated
3.6	<u>Medication</u> Julie felt that the Department should be looking at who administers medication to residents. It has been suggested that Care Workers rather than Care Support Workers do this duty – the issue is on-going. Julie advised that Agnes is working on this with the pharmacist. Anne will follow up with Agnes.	Anne to refer to relevant manager
3.7	<u>Uniforms for Care Workers and Care Support Workers</u> Julie reported that Care Workers and Care Support workers are wearing their own clothes but have asked for tunics. Agency staff have uniforms. Anne agreed to find out what the up to date position is.	Anne to refer to relevant manager
4.	Grievances Tom Morrison raised the issue about disciplines moving fairly quickly but grievances seem to take much longer. Other issues about management not getting back more quickly. Tom pointed out that if managers get back to you then the Policy allows for agreed timescales – he has spoken with HR but still awaiting a reply. Anne agreed to do a general reminder about the need to adhere to timescales and that an arrangement should be negotiated within the 5 days.	Anne
5.	PVG – Protection of Vulnerable Groups Tom reported that there was concern regarding the cost of this to individuals. There is no charge for Grade 5 and under but above this, the charge is £59. Tom will raise this issue corporately. Anne advised that PVG registers you as being suitable to work with children or adults and that over time there will be retrospective checks done. The PVG goes with you, therefore it is a one-off payment. She also pointed that not every Council is paying and that West Dunbarton have compromised in that those staff on lower grades will not pay. The issue is being dealt with corporately.	

7.	Date of Next Meeting The next meeting of the JCC will be held on Friday 14 October. Anne asked if Agenda items could be sent in plenty of time.	
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