

**Joint Staff Forum
4 February 2013
Room 2 - Council Offices, Garshake Road
Draft Minute**

Present: **Ross McCulloch (Co-Chair)**
Maureen McDermitt
Peter O'Neill, UNISON
Tom Morrison, UNISON
Duncan Boland, GMB
Val Jennings, UNISON
Sandra McCafferty
Elaine Smith
Nazerin Wardrop.
Gordon Whitelaw, Head of Administration, WDCHCP
Jackie McGinn, Health Improvement Manager, WDCHCP
Janis Howie, Senior OD Adviser, WDCHCP
John Russell, Head of Mental Health, WDCHCP
Ann Cameron Burns
Gillian Gall, Senior HR Adviser, WDCHCP
Linda McAlister, HR Business Partner, WDCHCP
Lynne McKnight, Home Care Manager, WDCHCP
Jackie Irvine, Head of Children's Services WDCHCP
Keith Redpath, West Dunbartonshire CHCP
Diana McCrone, BAOI/UNISON

1. **Apologies**

Apologies were submitted on behalf of Chris McNeill, Kenny McColgan, Soumen Sengupta, Kevin Fellows and Charlie McDonald.

2. **Minutes**

JSF Minute

It was agreed that the Minute from this group should be circulated at least two weeks in advance of future meetings.

The Minute will be adjusted to reflect the fact that it was Peter O'Neill who raised the issue of the failure to follow the Absence Management Policy.

At Item 8, John Russell confirmed that the final decision on the West Dunbartonshire Crisis Team has not yet been taken. An update will be available for the next meeting of this Forum.

Otherwise the Minute was accepted as an accurate record.

APF Agenda

The agenda was noted.

JCF Minute

The JCF Minute of 13 December was noted.

Employee Liaison Group

The ELG Minute of 15 January was noted.

3. **Children and Families**

There are two staff events arranged for February for all staff. Ross requested that the minute of the implementation group be distributed to this group.

Older People's Change Fund

A development day was held in January for all participants to ensure that everyone had a clear understanding of the change fund. Lynne McKnight will circulate an overview paper to this group for further discussion at the next meeting. She also confirmed that there is no intention to change the current structure.

LMcK

Care Case Management

Lynne McKnight introduced Chris McNeill's paper "Report on Case management Audit, Pilot Project and Evaluation" and apologised for the late issue. She described the findings from the pilot study and noted that case management was most appropriate where needs are complex or rapidly changing. The paper lists nine clear recommendations arising from the audit.

In response to an enquiry about grading implications for staff, Lynne responded that part of the problem is that we don't know what the ideal number of cases would be for an individual member of staff. There are people at various levels who operate as care or case managers and the most appropriate person will be chosen.

Ross McCulloch asked that an Implementation Plan and a Learning and Education Plan be produced to support the report.

Chris McNeill will be happy to take comments or questions.

Nazerin Wardrop noted that although some training sessions have already taken place managers had failed to cascade this training.

PDP process should identify when there are gaps in people's knowledge and shadowing opportunities should be made available.

Community Care Redesign

Three sessions have been held with Adult, Older and Hospital Discharge Teams. Feedback was good and staff appreciated the face-to-face meetings with colleagues. Write ups from the sessions will be circulated to this group. The date for implementation is set for the end of February starting with the Hospital Discharge Team.

Integrated Day Hospital

The CHCP Committee has approved the paper and the integration has now been implemented with good feedback from service users and staff. There is some free space in Ardmore for an Alzheimer Café. Many more memory clinics and assessments are now held in Ardmore. This will enable the CHCP to improve performance against HEAT targets. Feedback has been excellent.

Ardmore accommodation was made available to the Elm Centre temporarily. That service will move in March 2013.

Out of Hours

From today Helensburgh DN service will cover the whole of the out of services. In the meantime, DN from WD will cover the overnight from Helensburgh.

District Nursing are attempting to work in a much better linked way and hopefully a shared base will be available in the future.

DN Review

OOH realignment is not being done in anticipation of any outputs from the DN review. The DN review continues. The initial draft of the review will go to Partnership Directors and the Corporate Management Team. A fully facilitated consultation process for staff will follow.

Nazerin Wardrop advised that they are working very effectively with district nurses. The training has been fantastic and staff groups have gelled really well and asked that those comments are fed back to services.

Staff Award Scheme

An event is planned before Committee on Wednesday 20 February 2013 to recognise the very positive report received from the Care Inspection Report. An invitation will be issued to the JSF.

It is planned to harmonise the CHCP awards with the Council's awards in the middle of March.

Staff Governance Framework

The paper was endorsed.

Health and Safety Forum Proposal

After discussion, it was agreed that there would be a staffside co-chair and Gordon Whitelaw will amend the constitution paper. On membership, the minimum requirement would be one representative from each trade union with Kenny McColgan from Health. Nominations for membership should be sent direct to Gordon Whitelaw.

4. Standing Items:

Committee Update

The most significant issue from the last committee was the council's agreement to construct two new care homes. The budget this week will confirm the capital funding and a project manager has been appointed. Once suitable sites have been identified, appropriate consultation will take place.

The Inspection Report is the most significant issue for the forthcoming Committee.

Professional Advisory Group

Staffside noted that they wanted to make a nomination for a local authority trade union colleague to be included in this group. Nazerin Wardrop's details will be forwarded to the Chair.

The Minute was noted.

Sickness Absence Update

The joint report shows an increase in short term absences among NHS employees. Norovirus will have had an impact on the figures.

A communication for managers is due to be issued today to managers re proper implementation of the absence policy and a further audit is planned for later this year. Joint training will be delivered to managers.

Nazerin Wardrop requested that Healthy Working Lives training be delivered in our care homes and this is addressed at Item 7.

Mental Health Services Update

John Russell presented the paper which describes the workplan of the Mental Health Development Group. The paper refers to work underway to improve referrals to psychological therapies and interventions.

The new age discrimination act has made it difficult for mental health services and work is ongoing to improve access.

Community mental health teams have a number of people who present with a diagnosis of personality disorder and research has shown that very often if you present with this diagnosis you get a poor services.

A review of autism services is underway – there is a well defined pathway but for people on the spectrum we have had to develop services.

The paper reports on supported housing, the review of clinical services and the crisis review.

5. **Rehab Teams Job Description Process**

Gillian Gall presented the paper which was prepared for Glasgow City CHP. Staffside will agree a nomination and report back to Gillian.

6. **Organisational Change**

There has been a lot of change at Leven Valley and it was reported that some people have been in detriment since single status. It was requested that managers should be mindful that there are people still in detriment. Linda McAlister described the exercise that was undertaken last year where managers were given names of staff in detriment and meetings should have been arranged with those members of staff.

7. **Healthy Working Lives**

Jacquie McGinn advised that the HWL survey has just been finalised and findings will be reported to all staff groups. Initial findings from the survey include the fact that we have an inactive workforce and that a high percentage of those completing the survey requested a weight management class. That has already been implemented and courses start next week. Full details are on both the Council and the NHS intranet sites. Jacquie McGinn will liaise with the Chair of the HWL Group in Inverclyde to coordinate with their existing programme.

It was suggested that the CHCP should undertake the HWL mental health commendation award.

In response to the earlier request about HWL training in care homes, Jacquie agreed to review establishing stronger links and arranging for a volunteer to be a link officer.

8. **Care Inspection Assessment Outcome**

Initial Scrutiny Level Assessment was completed last year. We presented joint services and this provided a good experience for the inspectors. We are deemed to be a low risk area. Staff engaged well and inspectors made comment about the level of integration in West Dunbartonshire. There are three recommendations and we are in the process of preparing an action plan which will be widely circulated. The report is available on the Care Inspectorate website.

9. **Relevant Paperwork to Trade Union Reps Prior to Grievance, Disciplinary, Attendance Review Meetings etc.**

Peter O'Neill advised that there is a constant struggle to obtain the relevant paperwork ahead of meetings, grievances etc.. The problem appears to be with HR and in one case the relevant paperwork came through the night before resulting in the meeting being cancelled. HR colleagues reported that they would normally get paperwork out five working days ahead of meeting.

Staffside reported that if management had all the paperwork and trade unions did not, that represented a clear breach of natural justice.

After further discussion, Linda McAlister agreed to feedback this information to HR colleagues and asked for specific details to allow her to look at individual cases.

10. **Pensions Enrolment**

This item is about pension changes and further information will be available from the employer. Within the NHS high numbers are not expected but all staff will receive letters in February. Bank staff will be included to ensure all staff have access to a pension.

11. **PVG Update**

The council has prioritised care homes and they have a number who have to be submitted.

NHS – work is just starting in partnerships. The scheme was rolled out in the Acute Division and Yorkhill. Staff should not be alarmed to receive paperwork. The NHS Board is looking to complete about 200 per month.

12. **AOCB**

There was discussion around a particular case where a manager had not been supportive of a member of staff having training time for trade union training. This has also been discussed at the Community Care Forum.

There is a very clear set of guidelines re facilities time and it was agreed to redistribute that.

LMcA

There has already been a clear commitment given by this forum to be supportive of all attempts to become trade union representatives.

Local Authority Staffside Nomination for Co-Chair

Local authority colleagues will advise a nomination in advance of the next meeting.

13. **DONM**

22 April 2013, 11.00am, Meeting Room 2, Council Offices. Staffside pre-meeting at 10.00am.