

**Joint Staff Forum
Monday 6th February 2012
Council Offices, Garshake Rd**

DRAFT MINUTES

Present:

Keith Redpath	CHCP Director (co-chair)
Ross McCulloch	RCN (co-chair)
Gordon Whitelaw	Head of Admin
Maureen McDiarmid	RCN
Ann Cameron Burns	Unison
Diana McCrone	BAOT
Nazarine Wardrop	Unite
Tom Morrison	Unison
Jackie Hamill	Senior Nurse, Childrens' Services
Chris McNeill	Head of Health & Community Care
Serena Barnatt	Head of HR
John Russell	Head of Mental Health, LD & Addictions
Elaine Foulkes	HR Business Partner
Gillian Gall	Senior HR Advisor
Marie Grant (notes)	HR Assistant

1. Welcome and Apologies

RM opened the meeting and welcomed those present.

Apologies accepted from Janis Howie, Kenny McColgan, Soumen Sengupta, Kevin Fellows, Dorothy McErlean, Anne Ritchie

Janice Millar, Physiotherapy Manager, will be invited to the next meeting.

KR/MG

2. Minutes of Previous Meeting

Joint Staff Forum – accepted as accurate

Area Partnership Forum agenda – Noted. In response to staff-side request, MG to forward paper relating to Blood Borne Viruses item.

MG

Joint Consultative Forum – paper to be circulated when available.

MG

3. Matters Arising

i) Lease Cars Update

RM reported that the policy had been reviewed and agreed but has not yet been circulated.

ii) Mental Health Services Update

JR asked the forum to note that there have been some personnel changes: Tom Jackson has left and Peter Barrell will be acting up in

post until the vacancy is filled. Dr Maggie Hand, Consultant Psychiatrist, has retired and has been replaced by Dr Jonathon Dourish. Dr David Gerber will take over the Clinical Director Duties.

JR also reported that the Crisis Service review is ongoing. The PCMH Team have received funding from QUEST which will go towards the psychiatric services HEAT Target. Lynne Kennedy is leading on this and there will be a number of events in the coming year. The Out of Hours Service review is also underway and papers relating to this review are presented at the Redesign and Engagement Group. The forum agreed that it would be helpful to see the minutes of this group and make it a standing item on the agenda.

JR/MG

iii) Children & Families/School Nursing

JH reported that Mary Steel, School Nurse Team Lead, is the West Dunbartonshire representative for the School Nursing Review. Staff engagement events are the next step in the process and this is Board wide. The minutes of the Board wide review group is presented at team meetings and so staff are kept well informed.

The Immunisation Group is looking at consistency across the Board and this may involve a different immunisation model to make the programme more effective.

At the last meeting, staff-side requested more clarity on the paper that was presented for the Young Families Support Service Review. JH explained that she had circulated the paper again with this agenda with the addition of Consultation/Engagement Process in order to answer these questions. JH noted that staff have had their one to ones and were invited to bring a union representative but they chose not to. On 26th April there is an event aiming to give feedback on the service's SWOT analysis which the Trade Unions are invited to. JH reported that the staff wish to remain engaged in the process in order to move it forward.

JH agreed to inform YFSS staff who their representatives are on the Joint Staff Forum.

JH

The Forum agreed that it would be helpful to make all staff aware who their representatives are on the Joint Staff Forum.

RM

KR reported that the Family Health Nurse Partnership is a National programme and WDCHCP has been successful in obtaining extra funding for this 2 year pilot. More information will be brought to the next meeting.

AR

iv) Rehabilitation and Enablement/Change Fund Update

CM reported that the draft Change Fund Plan has been submitted. There will be a feedback session with the Joint Improvement Team and a Change Plan Implementation group will be formed. CM advised that she does not anticipate any issues in receiving core funding from the Scottish Government.

The job descriptions for staff displaced from the Rehabilitation directorate in Acute are still outstanding. This work is being taken forward by the Team Lead but as the staff are dispersed across the Board area, attention is on consistency. CM advised that she does not anticipate significant changes to the job descriptions.

v) Care/Case Management Project

CM reported that at the last meeting of the Project Board they went through the actions from the operations group and the feedback paper.

vi) DN Review update

CM reported that the Local Implementation Group has been developed along with Childrens' Services and Community Nursing Services. Representatives from all staff groups have been invited. There are 3 strands to the work:

- Leading Better Care
- Releasing Time To Care
- Looking forward to Community Nursing's role in long-term conditions and the older population

CM acknowledged that it is important for each staff group to be aware of the progress of the others and sufficient opportunities will be given through the LIG to raise concerns and queries.

vii) Integrated Day Hospital & Day Care for older adults mental health

JR summarised the paper attached to the agenda. A three month consultation period will start from the date of this meeting and will be led by Lynne Kennedy and Gerry Montgomery. Any meetings with staff will involve TU Representatives. JR agreed to circulate the engagement paper to the Forum.

JR/MG

It was agreed that although the Liaison Nurse has faced many challenges in her role, it has been very successful. The Forum acknowledged credit to JR and his colleagues in their role in making NHSGGC the leading authority on the diagnosis and treatment of dementia.

viii) 2012/13 PID Development update

KR confirmed that, building on the engagement with staff-side last year, a meeting took place on 28th February this year where attendees went through the PIDs. The meeting was well attended by both management and staff-side. The PIDs will be sent to RM.

KR/MG

4. Standing Items

i) Committee Update

KR reported that items of interest for the JSF included:

- Christie Ward – Following the Cabinet Secretary's approval, this service is being permanently transferred to Gartnavel. A process is underway to make permanent changes to staffing

and reports are submitted quarterly to the Public Partnership Forum.

- Discussion on Care Inspectorate grading regarding West Dunbartonshire care homes.
- Partnerships – a consultation paper was circulated regarding the structure of Partnerships becomes a statutory requirement. WDCHCP has been through the restructure and is in a good position for the release of this consultation paper.
- The forum agreed that it would be helpful to review this Joint Staff Forum and proposals will be brought to the next meeting.

RM/KR

ii) PAG

Paper noted. A point of interest to the Forum is that the sod cutting event for the new Vale Centre for Health and Care took place last week. This is a 56 week building contract and it has been proposed that a camera will be set up on site and connected to the internet to allow people to view the development. The Forum acknowledged that this is a significant move forward in the progress of the new health centre.

iii) H&S Forum

Paper noted. GW confirmed that evidence has been submitted for the Healthy Working Lives Gold Award.

iv) Sickness Absence Update

GG reported that absence for the Health component of the CHCP has increased again this month to 6.44%. MG and GG are working closely with managers to assist them in reducing their absence levels or maintain low absence levels.

It was noted that the absence percentage for stress and anxiety is 25% of the total WDCHCP NHS absence figure. It was agreed that this is not always work related. Reviews take place with staff and managers to discuss support measures that the employer can take and to offer advice on self help. The Managing Stress in the Workplace Policy has been circulated to staff in the Core Brief. It is also available on the intranet and managers are advised to draw it to their teams' attention at team meetings.

EF and GG reported that progress has been made on being able to produce a joint report. The main issue is that NHS absence is reported monthly by percentage while Social Work absence is reported quarterly in days. EF and GG will continue to work on this.

EF/GG

MG to include the following in the absence report:

- comparison from last year
- long & short term absence figures

MG

5. CHCP Strategic Plan 2012/13 update

This paper will be circulated as soon as possible and there will be an opportunity for members of the Forum to comment.

SS

6. **Corporate Plan**

Paper noted. KR agreed to circulate management comments which were submitted by 31st March 2012.

KR/MG

7. **20:20 Vision**

Paper noted.

8. **Draft Staff Governance Standard**

Paper noted.

9. **AOCB**

None.

DONM

11th June 2012 at 11am in Room 3, Council Offices (staff-side pre-meeting at 10am)