

**Joint Staff Forum**  
**2<sup>nd</sup> November 2012 at 9:30am**  
**Room 3 - Council Offices, Garshake Road**  
**Draft Minute**

**Present:** Keith Redpath  
Jackie Irvine  
Serena Barnatt  
Gillian Gall  
Chris McNeill  
Elaine Foulkes  
Jean Hemphill, Unison  
Tom Morrison, Unison  
Val Jennings, Unison  
Kenny McColgan, Unison Health  
Peter O'Neill, Unison  
Diana McCrone BAOI/Unison  
Duncan Borland  
Ann Cameron Burns

1 **Apologies**

Apologies were intimated on behalf of :  
Nazerin Wardrop  
Maureen McDiarmid  
Dorothy McErlean  
Janis Howie  
Ross McCulloch  
John Russell  
Soumen Sengupta

2 **Minutes:**

**JSF Minute**

The Minute was agreed as an accurate record.

**APF Agenda**

The agenda was noted

**JCF Minute**

The June and September Minutes were noted.

**Employee Liaison Group**

The Minute of the August and October meetings were noted

3 **Matters Arising:**

**i. JSF Terms of Reference**

It was proposed to adopt the amended terms of reference as reported to Council. Very little has changed in terms of the constitution of this group. This provides the opportunity for local authority members to provide a nomination for the joint chair of the group. Keith asked for nominations before the end of November.

**ii. Children & Families/School Nursing**

No significant update other than to report that a workforce development session took place at Hampden on Tuesday.

**iii. Older Peoples Change Fund Update**

There was no significant update. Workstreams continue to be delivered and all staff are in post.

**iv. Care/Case Management update**

The update position paper will be provided for the next meeting.

CMcN

**v. Community Care Redesign**

Teams have been realigned into three workgroups. Phase one and two have been completed and the managers are now appointed and staff have been advised which team they are in. There are three development days scheduled over the next three months and all front line staff will be involved in those sessions. There are some issues around care case management and access. This provides an opportunity to review what we are doing and to refresh practice and processes.

Each team will have three seniors, a social work senior and two others. The one post we are advertising is a change fund vacancy, Band 7 (NHS) Occupational Therapist.

**vi. Integrated Day Hospital & Day Care for older adults mental health**

The CHCP Committee approved the move to an integrated model. Keith reported on problems experienced by Alzheimer Scotland who we have accommodated and the fact that this has slowed down the new arrangements slightly. There is an ongoing process of engagement with staff.

**vii. Out of Hours Boundary Realignment**

Boundary realignment at Clydebank will be complete by the beginning of December. There is a slight delay around the Service Level Agreement with Highland where we provide services out of hours in Helensburgh. They have not yet put alternative arrangements in place. The whole DN/nursing team will concentrate solely on West Dunbartonshire. Out of Hours Care at Home teams are being developed.

**viii. DN Review update**

There is a review of the district nursing service looking at what the service will look like over the next 10 to 15 years with particular reference to the ageing population. Workforce plans are being reviewed along with the services provided. The outcome will be reported at the end of November.

**ix. Staff Awards Scheme**

There was discussion in August about the launch of a NHS Staff Awards Scheme. Council re-launched staff awards scheme this week. We are now in a position where the two schemes can be harmonised. This should provide an equity of approach across the CHCP. While it is recognised that awards schemes are not an alternative to a reasonable wage, they are not intended to be platitudes but a genuine recognition of an employee's contributions.

**x. Staff Governance Framework**

Gillian introduced the presentation on the Staff Governance and Practice Governance Monitoring Framework 2012/13. This is a work in process and a further meeting will take place shortly with a view to it being signed off at the next meeting of this group.

4 **Standing Items:**

**i. Committee Update**

CHCP Committee meets on 21 November. A paper will be submitted on the future of residential care homes which outlines two stark options – stay in the business and invest a lot of money in the estate or get out of the business. The proposal is

to move from six homes down to two larger ones, maintaining a similar number of beds. No significant reduction in staff is expected.

**ii. PAG**

The August Minute was noted.

**iii. Sickness absence update**

The NHS paper that was circulated was incorrect and the figure for the NHS component has reduced. There has been a reduction in long term sickness arising from MSK problems.

Elaine also reported a slight reduction in numbers for the Council from August to September and with a notable decrease in MSK and mental health categories in particular.

A joint report will be prepared for approval at the next Senior Management Team and it is hoped that this will be reported to this group thereafter.

It was reported that attendance review meetings are causing stress to members of staff and that managers are skipping stages in the policy. Concern was also expressed around return to work meetings being conducted on the telephone.

Elaine advised that there has been an arrangement in place for many years for care home staff's interviews to be conducted by phone in view of the difficulties involved in arranging a face to face meeting. Chris reported that Home Care Organisers are involved in surgeries out and about to provide improved access to a very large, complex workforce.

Chris McNeill suggested that to deal constructively with specific issues when the policy is incorrectly applied, this should be reported to the relevant manager's manager.

Tom has a meeting with Angela Wilson on the policy. Unison Local Government branch will be responding to the local press. Members are unhappy with the inappropriate use of improvement notices. Some members are afraid to take a day off and are taking annual leave instead of going off sick.

Keith will be writing out to the extended management to reinforce the message that the policy should be implemented but consideration needs to be given to individual circumstances and where a different approach is adopted, this needs to be clearly recorded.

It is unacceptable to be told that you have to attend a meeting to receive an improvement notice before any discussion has taken place.

Tom agreed to provide the two names of staff who were advised by HR to take annual leave as an alternative to sick leave.

**iv. Mental Health Services Update**

Covered previously

**5 Langcraigs Residential Home**

Unison was called to Langcraigs twice recently and issues were raised at the Community Care Forum. A range of concerns have been raised by staff with their line manager but limited action has been taken as yet.

Chris has been addressing all of these issues and will continue to do so with further discussions with staff taking place over the next few days. The staffing

level is agreed with the Care Inspectorate and there is currently only one vacancy. The move to unpaid breaks has proved problematic at Langcraigs.

**6 Health & Safety Forum proposal**

The papers give clarity around health and safety responsibilities across the CHCP. They have been the subject of discussion with both the Council and the NHS Board. No objections to the proposals were raised at the meeting and Keith asked for final comments within the next ten days, otherwise would start to implement new arrangements.

The October Minute was noted.

**7 Vale Centre for Health & Care**

The build remains on target and on budget with staff expected to be able to move in by early summer 2013.

**8 Joint Accountabilities Framework**

This document has been around for a long time and was originally adopted under the Joint Future agenda. It has not been reviewed for some time and some small changes have now been made.

Keith Redpath asked for and formal feedback by the end of November. Framework to be reviewed in late 2014.

**8 AOCB**

West Dunbartonshire Crisis team will remain a WD team managed locally. Keith has had discussions with Anne Hawkins and will provide clarity over the next few weeks.

**9 Date and Time of Next Meeting**

After discussion and in order to ensure effective reporting processes to the Committee, it was agreed to move the meetings schedule to quarterly, provided better workplace engagement with staffside representatives continues and the Community Care Forum remains in place.

Agreed to hold meetings approximately three weeks before Committee, starting at 11.00am on either a Monday or Friday, with a Trade Union pre-meeting starting at 10.00am.

Draft dates for 2013 to be circulated shortly.