

**Joint Staff Forum
Monday 14 March 2011
Room 3, Council Offices, Garshake Road**

DRAFT MINUTE

Present: **Serena Barnatt
Paul McGowan
John Russell
Gillian Gall
Janis Howie
Stephen West
Soumen Sengupta
Keith Redpath
Jean Blackwood
Nazarine Wardrop
Anne Ritchie
Diana McCrone
Dorothy?
Ross McCulloch
Chris McNeill
Tom Morrison
Peter O'Neill
Gordon Whitelaw**

1. Apologies

2. Minutes

- APF Agenda
- Joint Consultative Committee Minute
- Joint Consultative Forum Minute

The papers were noted.

Transfer of Advice Giving Services

At Item 6 of the JSF Minute, the proposed meeting with HR has not yet taken place and Paul McGowan agreed to raise the issue with Trish O'Neil, Head of HR.

Keith Redpath reiterated that this was not a matter for the CHCP.

Condition Management Programme

Jean Blackwood updated the group on CMP. There are 16 staff who have not yet been found posts and nine staff will be interviewed over the next two weeks. When the process started 51 staff were included and this represents a significantly successful effort. By Monday 3 April, all staff will be told where they are going to be based. There has been staffside involvement throughout the process and Keith Redpath will provide feedback at the Area Partnership Forum.

3. Staff Survey Results

The presentation is appended to this Minute. Serena Barnatt described the process around the Staff Survey and how the results have been developed locally.

In conclusion, Serena described that there were areas that could be improved but that overall the CHCP had performed extremely well. As a follow on to the survey, further staff engagement will now take place.

Ross asked about the response rate described on page 2 which showed a marked reduction from the previous survey. One suggestion is that many fewer paper copies were issued and the Board relied on electronic means of completion.

The results will form a key part of our action plan.

The results will be included in the staff monitoring framework and Serena asked for nominations from this group to form a small group. Serena will e-mail Ross with that request and he will arrange circulation to staffside colleagues.

Action: SB

4. Matters Arising

Working Well Challenge Fund

John Russell introduced the paper "Working Well Challenge Fund – Update". The paper describes the project in the Community Addictions Teams and covers three main strands:

- Befrienders
- Calming Pilot
- Police Alarm

The paper describes the original timeframe and provides an updated report on the work being undertaken.

MHP Strategic Update

The Mental Health Partnership has been under review. The key features are that the director post of MHP is deleted with some functions being devolved to CHPs and CHCPs. This should not impact on day-to-day delivery of services.

John Russell agreed to circulate the consultation paper which invites comments by the end of March.

Action: JR

Out of Hours Mental Health Services

John Russell agreed that the paper needed some refinement.

Bank

Our local bank has been taken over by the central bank with a start date of 1 April 2011. John recorded that a lot of effort has been invested in this over the last year.

Children & Families/School Nursing

Ross McCulloch asked Anne for an update on any significant issues with particular reference to school nursing. Anne said that there were issues emerging re school nursing and that she would report to the next meeting.

Action: AR

Rehabilitation & Enablement Framework

Chris McNeill updated the group that the migration of a significant part of Rehab staff out of acute and into CHPs is not yet finalised. The process is ongoing, however, full statistics are expected this week. There will be some vacancies in the numbers and each CH(C)P will have to take their share.

The Change Fund will have a significant impact on services for older people. With the internal restructure re community care and the move of hospital sector staff to CHCPs, Chris hopes to be in a position to share her restructure paper within the next few weeks.

A meeting with staff has been arranged for 24 March and Chris would welcome trade union representation at that meeting. She also agreed to circulate the paper to staffside for comment.

Action: CMcN

CHCP Integration Development

Soumen Sengupta described the process and reported only a few minor issues with staff. Staffside colleagues were fully involved in the process and Soumen thanked colleagues for their support.

In response to an enquiry, Soumen confirmed that the resource allocation model for the health improvement team is available from the Director of Public Health.

Ross asked about the role of Head of Finance and Keith confirmed that Jonny Bryden has that role at least until the end of the financial year. That responsibility will pass to Stephen West thereafter.

Savings Challenges 2011/12

Ross asked what level of savings will be expected from the CHCP and how will these be sourced. Keith confirmed that regular updates have been provided to the APF. The Scottish Government has set a 3% efficiency target for the NHS overall and the CHCP is reviewing budgets and that work should be completed at the end of this month.

Uniform for Frontline Services Staff

Chris reported on the planned process of renewal which is currently underway.

5. Standing Items

PAG

The PAG meets tomorrow and the Minute will be produced at the next meeting.

Health & Safety Forum

The Minute was noted.

NHS Sickness Absence Update

The paper was noted. The paper highlights an increase in sickness absence and HR will work with managers to investigate and support managers in their efforts to manage sickness absence.

NHS e-KSF Update

Janis introduced the previously circulated paper which describes the CHCP being slightly short of the corporate trajectory with 62.5% of staff recorded on the eKSF system.

Healthy Working Lives

The Minute was noted.

6. NHS Staff Engagement Framework

Serena advised that the paper should be read in conjunction with the Board's Workforce Change Policy. Serena invited comments and advised that agreement needs to be completed by the end of March 2011. Staffside are content to e-mail comments and Ross asked that the revised paper (reflecting staffside colleagues' comments) be re-circulated to Ross who will advise whether he is content to sign it off electronically. All this to be completed by the end of March.

Diana McCrone asked about whether there would be the same sort of engagement with local authority colleagues and Keith described the different processes covering local authority decisions and budget controls.

7. Strategic Development Plan

The draft plan was previously circulated and Soumen described the background where both parent organisations have a requirement for an annual plan. This document is an attempt to produce an integrated plan linked to performance management framework. Soumen invited comments by e-mail.

Staffside have most interest in workforce and finance sections which are not yet included in the plan.

8. Homemakers/Support Worker Regrading

Tom Morrison described the unsuccessful appeals. He has been contacted by members and one group did receive a re-grading and another one didn't - despite them all having identical job profiles. .

Paul advised that a report went to the management team last week and a decision is pending.

9. Mileage Allowance

Tom Morrison reported on staff groups who have different mileage allowances and is looking for a response from management.

Keith explained that within the NHS, the car mileage rates are set at a National Level and it is not in our gift to change locally. However, Councils have the flexibility to fix their rates locally. After discussion, it was agreed that this was an issue for the Council rather than the CHCP.

DONM 9 May 2011, 11.00am, Council Offices, Garshake Road