

**Joint Staff Forum**  
**Monday 11<sup>th</sup> July 2011**  
**Council Offices, Garshake Rd**

**MINUTES**

**Present:**

|                             |                             |
|-----------------------------|-----------------------------|
| Anne Ritchie (Acting Chair) | Head of Children's Services |
| Serena Barnatt              | Head of HR                  |
| Ann Cameron Burns           | UNISON                      |
| Diana McCrone               | BAOT                        |
| Tom Morrison                | UNISON                      |
| John Russell                | Head of Mental Health       |
| Kenny McColgan              | UNISON                      |
| Maureen McDiarmid           | RCN                         |
| Gordon Whitelaw             | Head of Admin               |
| Marie Grant (notes)         | HR Assistant                |
| Duncan Borland              | GMB                         |
| Dorothy McErlean            | SCP                         |
| Jane McKinlay               | Senior OD Advisor           |

**1. Apologies**

Keith Redpath, CHCP Director (co-chair)  
Ross McCulloch, RCN (co-chair)  
Peter O'Neill, UNISON  
Julie McGregor, GMB  
Karen Dunlop, UNISON  
Gillian Gall, Senior HR Advisor  
Janis Howie, Senior L&E Advisor  
Margaret Pittam, UNITE  
Elaine Faulkes, HR Business Partner  
Soumen Sengupta, Head of Strategy, Planning and Health Improvement  
Nazarin Wardrop, UNITE  
Chris McNeill, Head of Health and Community Care

**2. Minutes of Previous Meeting**

Joint Staff Forum – accepted as accurate

Joint Consultative Committee – Noted

Area Partnership Forum agenda – Noted. SB asked for an update on the Leased Car item. A proposal is under discussion and staff-side is represented in these discussions. This work is being led by the APF but the importance of the outcome for staff working in the CHCP was noted.

Joint Consultative Forum – minutes not ready for circulation.

### 3. **Additional Matters Arising**

#### Transfer of advice giving services

TM noted that there has still been no meeting with HR. AR will speak to EF to follow this up. TM to also follow this up with Tricia O'Neill.

**AR**  
**TM**

#### Crisis Team enhanced hours

MM reported that this issue is progressing. A meeting has recently taken place with staff, Ross McCulloch, Gillian Gall and Lynne Kennedy.

### **Matters Arising from Previous Meeting**

#### i) MHP Strategic Update

JR reported the following items:

- The Mental Health Partnership has now been dissolved. A more detailed paper describing planning and assurance arrangements is not yet ready but will be brought to next meeting. **JR**
- Christie Ward – there has not been a final decision as to whether the Christie Ward will be replaced or not. If the ward is brought back into service, staff will have the opportunity to return. Currently the service is running from Gartnavel.
- Change Fund – part of the Change Fund included elderly mental health services with a focus on the Primary Care Dementia Team. The programme will support elderly people with dementia in care homes. It will require two Mental Health Officers working with a Social Work Officer and one Band 6 nurse. There is also a partnership agreement with Alzheimers Scotland. JR confirmed that the aim is to have the programme in place within the next three months.
- New HEAT Target – there is a new HEAT target aimed at increasing access to psychological therapies. There is a paper in progress regarding these challenges and JR will bring this to the next meeting. **JR**
- Financial challenges – a paper focussing on the Crisis Service with suggestions on how the challenges can be carried out is awaiting approval from Anne Hawkins. The proposal is to change the shift patterns for the delivery of the service and this will have implications to staff. JR will bring the paper to JSF when approved. **JR**

#### ii) Children & Families/School Nursing

Children & Families:

- AR has met with RM regarding the implication of the 30-month check which will require all children to have a health check at 30 months to be carried out by health visiting staff. AR confirmed that getting this programme in place is a priority.
- The Releasing Time to Care audit and survey is taking place the middle two weeks of July. Locally there is a pilot in place to change screening tools.
- There will be a child protection inspection across all agencies

and services beginning on 31<sup>st</sup> October. Briefings for staff will be taking place shortly. AR is in the process of completing a self-evaluation.

#### School Nursing

AR reported that the School Nurses have completed their move together with their files to Hartfield Clinic, Dumbarton.

#### iii) Rehabilitation and Enablement

Carry Forward to next meeting. The Forum agreed that a timescale is needed for the completion of the restructure. AR and SB to contact Chris McNeill following this meeting and feedback to the forum any relevant information.

**SB/AR**

#### iv) Savings 2011/12

Feedback was provided on a recent meeting with Joint Trade Unions re. NHS savings. This is part of the staff engagement framework for savings agreed for NHS staff. The NHS unions acknowledged that they found the meeting useful but would like information in advance of the meeting next time. It was acknowledged that this was the first time this type of approach has been undertaken and it is hoped the process will be improved.

It was noted that a parallel process is being undertaken by West Dunbartonshire Council but this is happening at a corporate level. TM queried terminology and suggested the word "cuts" rather than "savings" should be used. A general discussion followed this suggestion and it was acknowledged that in the NHS the term "savings" is used to communicate with staff. The forum agreed that where there is a cut in services, it should be called a cut, however not all savings are cuts in services.

#### v) Staff Governance Update

SB reported that GG took this work forward after the survey results were collated and a meeting has been organised for August. GG will bring an updated framework to the next meeting.

**GG**

#### vi) Change Fund

JR reported that posts are currently being recruited to and a further update will be brought to the next meeting. AR/SB will share any significant developments with the Forum.

**JR/SB/  
AR**

#### vii) Care/Case Management Update

JR advised he had chaired the most recent meeting and that the group are awaiting feedback from the university on their evaluation. JR will update at next meeting.

**JR**

### 4. **Standing Items**

#### i) Committee Update

The paper presented at the last Committee Meeting was shared with the Forum. GW reported that the main discussion at the Committee

was the development of the new Alexandria Heath & Care Centre. A letter was submitted to the West Dunbartonshire Planning Department on 24<sup>th</sup> December 2010 and the response advised that a 12 week consultation period should follow. The formal application was sent in May and an outcome is awaited. In parallel, SS has developed a full business case which will be completed this summer and will be sent to the Board and the Scottish Government Capital Investment Group. The paper circulated to the forum demonstrates current plans and page 24 outlines the main benefits for service users and staff.

ii) PAG

The new Clinical Director, Dr Kevin Fellows, is drawing up an action plan for clinical development over a number of years in conjunction with the overall CHCP Plan. The Forum agreed that sight of a draft of this plan would be informative.

**SS**

Attendance at the PAG is currently under review and updates will be brought to the JSF.

**SS**

iii) H&S Forum

GW noted Item 3a on the set of minutes - the advantages and disadvantages of a joint H&S Forum have been proposed. This was discussed at the SMT and the view was that the joint forum should be considered. The item will also be discussed at the next WDC H&S Forum. GW will bring an update to the next meeting.

**GW**

iv) NHS Sickness Absence Update

SB reported that the NHS sickness absence figure for March 2011 is 4.54% which is a decrease from February. Natalie Downey, Assistant HR Advisor, continues to work with managers when staff hit absence trigger points. SB also noted that the report includes quarterly work-life balance figures.

SB also spoke in EF's absence regarding WDC absence figures which were an action point from the last JSF. Any questions to be directed to EF who will respond on her return from annual leave.

**5. PVG Checks**

Staff-side questioned why staff are expected to pay for the PVG checks for council staff in West Dunbartonshire when other councils don't charge their staff at all. AR confirmed that it was a local council decision that staff below Grade 5 would not be expected to pay for their PVG check but Grade 5 and above would be expected to pay. EF to check if this will apply retrospectively.

**EF**

AR noted that this is not something that the JSF can action and so this issue should be taken to the JCF.

**EF/TM**

NHS members noted that retrospective PVG checks for NHS Staff is currently under discussion with STAC.

## 6. **Cultural Change Programme**

JMcK reported that directors from the Board's Corporate OD group have recently led ten organisation wide focus groups to seek the views of staff on the Board's proposed culture change programme which aims to deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.

The JSF feedback that the information about the focus groups was given at too short notice and that there weren't enough of the focus groups for the size of the Board. JMcK confirmed that those who did attend found it useful and she will look into the possibility of extending the timeframe for the focus groups so that more can be arranged. JMcK encouraged comments on the proposal to be sent to her.

**JMcK**

## 7. **AOCB**

None.

### **DONM**

*12<sup>th</sup> September 2011, 11am – Room 3, Garshake Offices (staff-side pre-meeting at 10am)*