

Joint Staff Forum
Monday 10th January 2011
Hartfield Clinic, 2.00pm

MINUTES

Present:

Keith Redpath (Chair); Serena Barnatt; Ann Cameron Burns; Gordon Whitelaw; Sheila Downie; Jean Blackwood; Elaine Foulkes; Soumen Sengupta; Chris McNeil; Kenny McCougan; Ross McCulloch; Duncan Borland; Tom Morrison; Nazarine Wardrop; Margaret Pittam; Janis Howie; Gillian Gall and Marie Grant

1. **Apologies**

Diana McCrone, Stephen West, John Russell, Anne Ritchie, Jackie Hamill, William Pook

2. **Terms of Reference**

The Forum approved the revised paper as submitted.

KR reminded the members that the Terms of Reference will be kept under review.

3. **Minutes of Previous Meeting**

Local Partnership Forum – accepted as accurate

Joint Trade Union Meeting – accepted as accurate

Joint Consultative Committee – Noted that these minutes have still to be ratified and were in draft format.

Area Partnership Forum – Noted

Joint Consultative Forum – minutes to follow.

4. **Matters Arising from Local Partnership Forum**

i) Working Well Challenge Fund

RM provided background to this item - the working well challenge fund is government funding to improve patient experience and tackle Health and Safety issues within the NHS. West Dunbartonshire has received a substantial fund and this has been an agenda item on the Local Partnership Forum for some time.

KR agreed that he would ask for a written update to be circulated asap and any issues will be discussed at the next meeting.

JR

ii) Bank Staff

SB updated the group in JR's absence. West Dunbartonshire CHP used to be part of the old Clyde Health Board but the Nurse Bank did not transfer over to the central Glasgow City Bank when Clyde integrated with Greater Glasgow Health Board. West Dunbartonshire is currently engaging with the central bank and is part of an agreed timetable to transfer all Partnership areas currently not covered by central bank. This work is still in early stages. Updates will continue to be brought to this meeting.

JR

iii) PEG/PAG

Minutes noted.

iv) Health and Safety Forum

The Joint Staff Forum noted that there are new NHS policies in circulation which will be distributed through core brief and team meetings. They are:

Stalking policy
Violence and Aggression policy

A question was raised over whether or not a Joint Health and Safety Forum will be formed in light of the recent integration.

KR confirmed that this will not be the case in the short term but he will revisit this possibility at a later date.

v) MHP Strategic Update

Item carried forward in JR's absence.

JR

vi) Children and Families Review

A paper was brought to the LPF in July proposing to realign the current workforce within Children's Services. Initially staff is being asked to volunteer to move as part of the proposal. Further updates to be brought to the JSF.

RM advised that there is a Board-wide group looking at school nursing as a component of the Health Visiting Review and KR confirmed that West Dunbartonshire CHCP is represented on this group. The Forum agreed that an update on this at the next meeting would be helpful.

GG/AR

RM proposed, in light of this, re-establishing the HV Review Local Implementation Group and updates be brought to the JSF. The forum agreed this would be worthwhile.

AR

vii) Rehabilitation and Enablement Framework

Due to the changes and redesigns in Glasgow CHPs, the process is taking longer than expected. CM confirmed that the position that West Dunbartonshire CHCP had always taken was staff would transfer across from the RAD but then they would be part of the implementation of the CHCP rehabilitation and enablement strategy. West Dunbartonshire had to take this approach because of the integration agenda and this decision was taken to avoid staff facing two redesigns. The HR process is ongoing and involves interviews with staff to determine preferred areas of work and redeployment from Acute service to Partnerships. It is hoped this piece of work will be completed shortly.

The Forum agreed it would be helpful for CM to produce a report with the proposals and HR issues for the next meeting.

CM

viii) NHS sickness absence update

The NHS has a nationally set target of 4%. November's figures were received on Friday 7th January and sit at 5.32% which indicates a significant increase in sickness absence. GG advised that HR will work with managers to determine the reasons for the increase and work with them to reduce absence levels. The Forum will be kept updated.

GG

Work-life Balance report is presented to the Forum quarterly and is due at the next meeting.

GG

ix) e-KSF update

JH confirmed that November figures are the latest and that she expects the December figures to be released within the next few weeks. November shows 51% of staff have the KSF reviews signed off online and this is the first time the figure has fallen below the corporate trajectory. The main areas for concern are Health & Community Care and Retinal Screening. Managers can contact JH or the e-KSF team for help with the process.

KR requested that this issue be discussed separately at the Senior Management Team Meeting.

SB

x) Healthy Working Lives

SS confirmed that the NHS side of the had been notified verbally they had been successful in gaining the Silver Award for Healthy Working Lives and are awaiting formal notification. This will bring the whole CHCP together and it will re-register as one organisation in order to work towards the Gold Award. The Forum agreed that it would be helpful for SS to produce a paper or presentation for the next meeting to show the positions of the two organisations and how these two elements can be brought together.

SS

The Forum expressed their thanks to the staff for generating the successful outcome and their swift progress is commended.

It was agreed that it would be helpful for staff to be able to access the minutes of the Health Working Lives meetings. SS agreed to arrange for minutes to be put on intranet site.

SS

5. **CHCP Integration Development**

Within the old Social Work and Health department, the strategy function was managed by Stephen West but this is now covered by Soumen Sengupta. The staff reporting structure therefore requires adjustment. SS assured the Forum that there will be minimal impact with this change with respect to staff but there may be individual circumstances where work location will change and this will be managed according to organisational policies but this will be only for a very small number of staff. There will be no reduction in posts and the adjustment only requires the rearranging of responsibilities between SW and SS.

Meetings will be arranged with the staff affected and union representatives are invited to attend. KR confirmed this is not a drastic restructure and that the purpose is to streamline the reporting relationship. KR requested a report on the above development for the next meeting.

SS

NW raised the issue of a general concern about compulsory redundancies and welcomed the reassurance with this particular service change that this was not the case.

6. **Transfer of advice giving services from Social Work and Health to the Community Planning Partnership**

TM spoke to this item. An issue was raised at the Joint Consultative Committee recently whereby management advised staff-side that a grievance was not competent. Staff side are concerned about the way this grievance had been dealt with.

KR stated that the decision to transfer services had been taken within a council meeting and it was not within his gift to reverse this decision. A written response had been provided to staff side from KR and Chief Executive on this issue.

TM advised that staff-side believe the grievance policy had not been adhered to and are aggrieved at the handling of this issue. EF stated that she understood a meeting had been arranged with Trisha O'Neil Head of HR, WDC, Peter Barry and TM to discuss this but it

was not something that could be resolved by the JSF.

TM/EF

7. Project Initiation Document (PIDs) 2011/2012

RM explained that for every element of the NHS savings plan, a PID is created. Staff-side request early engagement with management regarding PIDs for the new financial year bearing in mind the current financial climate.

KR agreed this would be good practice and confirmed that the PIDs had not yet commenced but management should be able to update on progress at the next meeting.

KR

8. Accommodation Update

RM requested information on changes to office accommodation as a result of CHCP integration. KR confirmed that the management team will move from Hartfield Clinic to Garshake Offices and Social Work staff already at Garshake will remain there. The Health Improvement Team will be moving from Whitecrook Business Centre to Leven Valley. It is thought that some staff within Community Care may also be relocated. Appropriate change policies will be adhered to.

RM noted that staff-side would have preferred to be informed by report rather than verbal update.

9. Uniform for Frontline Services

DB spoke to this item. Frontline social care staff have been due new uniforms since 2009 but so far these have not materialised. CM stated she was not aware of a delay but will look into the situation and feedback to DB and the Forum.

CM

10 AOCB

Condition Management Programme

JB presented the update paper as circulated separate from the agenda. Staff 1:1s will be repeated in order to update information and preferences. They may be a surplus of staff when the programme comes to a close – managers are therefore being encouraged to source secondments and projects that may be suitable for staff.

The Department for Work and Pensions offered to fund redundancies but, as already discussed, the NHS in Scotland has a no compulsory redundancy policy. Management are working to agree with DWP that they use the money for other purpose, for example, excess travel costs.

KR confirmed that when CMP comes to a close it is proposed that each member of staff will know who they are accountable to even if they have not yet been redeployed into a permanent post.

Meetings Times

It was agreed that the JSF should meet from 11am until 1pm in order that colleagues from Children's Services can attend. MG to circulate updated details.

MG

DONM

14th March 2011, 11am – Room 3, Garshake Offices (staff-side pre-meeting at 10am)

DRAFT