

**Joint Staff Forum
Monday 7th November 2011
Council Offices, Garshake Rd**

DRAFT MINUTES

Present:

Keith Redpath	CHCP Director (co-chair)
Ross McCulloch	RCN (co-chair)
Gordon Whitelaw	Head of Admin
Margaret Pittam	Unite
Duncan Borland	GMB
Kenny McColgan	Unison
Dorothy McErlean	SCP
Elaine Smith	Unison
Anne Ritchie	Head of Childrens' Services
Elaine Foulkes	HR Business Partner
Serena Barnatt	Head of HR
John Russell	Acting Head of Health and Community Care
Gillian Gall	Senior HR Advisor
David Elliott	Acting Head of Mental Health
Jane McKinlay	Senior OD Advisor
Nazarin Wardrop	Unite
Peter O'Neill	Unison
Tom Morrison	Unison
Marie Grant (notes)	HR Assistant

1. Apologies

Karen Dunlop, Unison
Soumen Sengupta, Head of Strategy, Planning and Health Improvement
Diana McCrone, BAOT
Kevin Fellows, Clinical Director
Janis Howie, Senior L&E Advisor
Catherine Brannan, Unite
Maureen McDiarmid, RCN
Ann Cameron Burns, Unison

2. Minutes of Previous Meeting

Joint Staff Forum – accepted as accurate with the following amendment:

“AR to circulate the WDCHCP Children and Families group meeting schedule to the forum” – this action to be removed as there is no meeting schedule.

Joint Consultative Committee – Noted.

Area Partnership Forum agenda – Noted.

Joint Consultative Forum – noted.

3. **Additional Matters Arising**

Glenkirk Staff

RM raised an issue regarding the lack of clarity around the movement of staff from Glenkirk to West Dunbartonshire CHCP. JR acknowledged that there should have been engagement with WD CHCP and lessons can be learned. KR explained that WD CHCP takes staff-side engagement responsibilities seriously and that this was an isolated incident. SB agreed to pick this up with Sybil Canavan, Head of HR for Glasgow City CHP.

SB

Lease Cars Update

RM updated the group. Staff who travel 1250 to 2500 miles are having their leases extended at this point. The review continues and further updates will be brought to the forum.

RM

Health Care Support Workers

The forum noted the following extract from the APF minutes of 31/08/11:

Lyndsay Lauder ... asked the Forum to agree that existing staff should be required to comply with the Circular [CEL(2010)23] by completing the Declaration at the annual KSF/PDP review. In addition, the Forum was asked to approve a proposal for a Code of Conduct Declaration. Staff Side acknowledged that in line with CEL(2010)23 the Board was required to only recruit Health Care Support Workers employed from 31st December 2010 that gave a commitment to complying with the Code of Conduct. It was Staff Side's view that given the alteration to these staff's Contract of Employment, such that they require to meet the Code of Conduct, it was not necessary to have a further Declaration.

In relation to existing staff, Staff Side had noted that the CEL had indicated they would be covered by the PIN Policy process in order to meet the criteria of the Code. Staff Side, therefore, felt it would be inappropriate at this time to agree in the absence of the PIN how the Code would apply to these members of staff.

In the meantime Staff Side were content for the KSF Outline Validation Sub-Group to look at the feasibility of using the KSF/PDP process and that they should come back with a report to a future Area Partnership Forum meeting.

Matters Arising from Previous Meeting

i) Revised arrangements: MHP

JR reported that there is no further update at present while they await final outcome reports. Update at next meeting.

JR

ii) Children & Families/School Nursing

AR reported no further update on "Releasing Time to Care" or the School Nursing Review. AR and RM agreed to meet with Jackie Hamill and will update at next meeting.

AR/RM

iii) Rehabilitation and Enablement/Change Fund Update

JR asked the forum to note the attached papers which demonstrate the ongoing Change Fund project initiation plan. JR to continue to update the forum.

JR

iv) Staff Governance update

GG asked the forum to approve the attached final version of the Staff Governance Monitoring Framework. Approval given. KR thanked all those involved in working on this.

v) Care/Case Management Project

The Programme Board will meet to agree how to take the recommendations forward. JR agreed to circulate the evaluation of the pilot to the JSF. Update at next meeting.

JR

vi) Facing the Future Together

This programme is being put in place during a time of significant change and is being launched this week. The Staffnet site is live and staff are encouraged to access it.

The forum noted that this is an NHS initiative and will initially focus on NHS staff, however it is hoped that we can look at how we can work with WDC corporate change programmes.

Admin Review

GG explained the NHS initiative regarding the level of admin and PA support provided to Directors and their Direct Reports. GG requested nominations from staff-side to assist with taking the review forward in West Dunbartonshire CHCP. RM to discuss this with his staff-side colleagues and respond to GG so that work can begin. This work will need to be completed by 31st March 2012.

RM/GG

DN Review update

JR reported that the Terms of Reference for the GGC Programme Board have been agreed. The membership of the group includes a wide range of stakeholders and JR will be establishing a local WD DN review group. JR requested nominations from staff-side and will continue to update the forum.

JR

4. Standing Items

i) Committee Update

KR reported that the Committee will meet next week. Significant items for discussion include:

- The full business case for Alexandria Medical Centre
- Reports on the care home inspection outcome and action plans being put in place

ii) PAG

No PAG minutes were available and it was agreed that these will be attached to JSF agenda with update provided at the meeting.

MG

iii) H&S Forum

Minutes noted. There was discussion about the proposal to join the two forms from NHS and WDC. WDC union reps requested to attend the NHS H&S Forum to get an idea of the agenda items that are discussed. GW to circulate future meeting dates.

GW

iv) Sickness Absence Update

EF provided the quarterly figures for social work staff. GG noted that the NHS report includes sickness absence reasons as requested at the last meeting. The NHS reasons and WDC reasons do not match and therefore are not easily compared. GG and EF to discuss if this is possible but it was acknowledged that the reporting systems cannot be changed.

GG/EF

At the request of staff-side, EF to circulate the EQIA for WDC absence management policy. SB confirmed that the NHS Attendance Management policy has an EQIA and this is standard practice for all the HR policies in the health service.

EF

5. Representation Agreement

TM raised the issue of Local Authority Unison representatives being able to provide representation to NHS staff. There was discussion and it was agreed that individual unions would check the position with their branches while SB and EF will check managements' position. This will be brought back to the next meeting for further discussion.

**staff-
side/SB/
EF**

6. Staff Detriment

TM's query arises from the single status agreement. EF confirmed that managers will speak to staff once the extent of the detriment has been determined.

Trade Unions will be notified of affected posts and actions being taken.

EF

7. Proposed 2012 Meeting Schedule

Forum agreed February and April dates. Future dates to remain as tentative while future Committee dates are not yet finalised.

MG

8. AOCB

WD Day Hospital Review and Day Hospital PID
These papers were circulated late and so some staff-side representatives have not had the chance to read them. DE noted that this is an important piece of work which must be agreed before

Christmas. DE to organise local meetings for discussion with representatives.

DE

DONM

7th February 2011, 11am – room TBC (staff-side pre-meeting at 10am)