

**Joint Staff Forum**  
**04 August 2014, 10.00am Committee Room 2,**  
**Garshake Road Council Office**

**Draft Minute**

**Present:**

Keith Redpath, Director, West Dunbartonshire CHCP (Chair)  
 Serena Barnatt, Head of HR, NHS  
 Gillian Gall, Senior HR Adviser, NHS  
 Nicola Bailey, Lead HR Adviser, WDC  
 John Russell, Head of Mental Health, Addictions and Learning Disability, WDCHCP  
 Diana McCrone, Unison, NHS  
 Maureen McDiarmid, RCN, NHS  
 Kenny McColgan, Unison, Health  
 Nazerin Wardrop, Unite, Local Authority  
 Peter O'Neill, Local Government Unison  
 Tom Morrison, Local Government Unison  
 Katie Black, CSP  
 Angela MacEachran, CSP  
 Jackie Cavan, GMB, Local Authority  
 Billy McEwan, GMB, Local Authority  
 Jacqui McGinn, Health Improvement & Inequalities Manager, WDCHCP

	<b>Subject</b>	<b>Action</b>
1.	<p><b>Welcome and apologies</b>            The Chair welcomed the group and introductions were made. Apologies were noted on behalf of Kevin Fellows, Elaine Smith, Soumen Sengupta, Jackie Irvine, Dorothy McErlean, Ann Cameron Burns, Ross McCulloch and Chris McNeill.</p>	
2.	<p><b>Minutes:</b></p> <p><b>i) JSF Minute</b>            Matters arising:            2.iv) Matter of overtime for part time staff not resolved. Tom Morrison advised some members have raised a grievance. This position was noted by the forum.            4. i) Integrated HR Business Partner Post had been filled and Keith advised Serena Barnatt will take up post full time from 1<sup>st</sup> September.            5. Duty Social Work – Keith advised the SMT had recently agreed to establish an Implementation Group to take this work forward. John Russell was currently coordinating dates for first meeting. It was agreed Trade Union colleagues will be invited to become members. Keith asked for a nomination from Trade Unions to join this group. The Joint Trade Unions agreed to discuss at the end of the meeting and inform John Russell who the nomination for the group would be.</p> <p><b>ii) APF Agenda</b>            Noted.</p> <p><b>iii) JCF Minute</b>            The minute was noted.</p>	<p><b>JR/ JTU's</b></p>

	<p><b>iv) Employee Liaison Group</b> The minute was noted.</p>	
3.	<p><b>Matters Arising:</b></p> <p><b>i) Children &amp; Families/School Nursing</b> The minute was noted.</p> <p><b>ii) Older Peoples Change Fund Update</b> The minute was noted. The Change Fund ends on 31<sup>st</sup> March and will be replaced by the Integrated Care Fund. Nazerin Wardrop asked how funding will be allocated and what services will be kept. Keith advised that guidance on allocation has been issued and process already commenced with a review of existing programmes which Chris and Keith were currently discussing. Keith advised that HSCP's were receiving funding for integrated care fund for 1 year and projects would be reviewed against agreed criteria.</p> <p><b>iii) DN Review update</b> The minute was noted.</p> <p><b>iv) New Care Homes</b> No issues were raised.</p> <p><b>(v) Co-Chair Arrangements for JSF</b> No decision yet on Local Authority Staff Side Co-Chair. The Local Authority Joint Trade Union Representatives agreed to discuss after the meeting and advise Keith who will be Co-Chair.</p> <p><b>(vi) Update of Staff Governance &amp; Practice Monitoring Frameworks</b> Gillian Gall introduced the Frameworks and asked for comments before signing off and moving forward with an Action Plan for the next 12 months. "Be the Best" to be added similar to FTFT page. Keith noted performance on PDP/KSF reviews needs to be improved and this was in the priority areas for action. It was agreed once amendments were made the monitoring framework can be taken as approved.</p> <p><b>(vii) Internal Redesign Addictions</b> John Russell advised that Kenny McColgan is joining redesign group. The redesign is in early stages - aiming for equity across services.</p> <p><b>(viii) Duty Social Work</b> Covered under matters arising</p>	<p><b>JTU</b></p> <p><b>GG</b></p>
4.	<p><b>Standing Items:</b></p> <p><b>i) Committee Update</b> CHCP Committee agenda for 21 May 2014 was noted. Keith provided an update on the items that were on the agenda for next Committee on 20 August. It was agreed that it would be more useful to include minutes rather than agenda at JSF meetings. Serena will arrange to have CHCP Committee minutes as an agenda item in future.</p> <p><b>ii) Integration Update</b> Keith provided an update on integration. Keith advised the draft regulations are out for consultation and a response to the regulations will be submitted to August Committee. A timeline which had been drawn up by the Scottish Government was attached with the agenda.</p> <p>Draft Integration Plan is currently being written up and will be shared at next JSF meeting and number of other fora, PAG, PPF etc. The draft</p>	<p><b>SB/LF</b></p>

Integration Plan will be submitted to Committee in November; and to Council and Health Board the week before Christmas. Scottish Government approval is expected before 31st March for go-live date of Integration Joint Board on 1<sup>st</sup> April 2015.

Nazerin asked Keith about Trade Union Representation on Integrated Joint Board. Keith advised it was the intention to have one local authority and one health trade union rep as non voting members of the Integrated Joint Board.

### **iii) PAG**

The minute was noted. Nazerin advised that further awareness training on the use of Liverpool Care Pathway has been rolled out in care homes.

### **iv) HR report**

Gillian Gall introduced the NHS HR attendance Management Update. Figures for April and May are below target for NHS. There has also been a decrease in long term sickness absence. There has been an increase in the amount of "unknown" absences recorded; work is underway to highlight the importance of recording reasons for absence.

Nicola Bailey reported on WDC sickness absence. Figures for April, May and June are higher than for the same period last year and above WDC target. There has been slight increase in Long Term Absence, with main reasons being musculo-skeletal and stress. Further analysis being carried out with Occupational Health to explore what support can be provided to staff.

As requested by staffside, a quarterly Discipline, Grievance and Dignity at Work update was submitted. Peter O'Neill asked if more detail could be given on cases e.g. upheld, refused. This will be added to the table for next report.

**GG/NB**

### **v) Mental Health Services Update**

John Russell reported on Mental Health Services:

- Issue with Nurse Bank staff. Draft protocol being drawn up on number of extra hours being worked. John is taking comments on implication on services – protocol will have more effect on in-patient services. He will update at next meeting.
- Esteem Services – specialist service for 16-35year olds with psychosis – previously only in Clydebanks, now available in Dumbarton from 1 July.
- Crisis Services – issue resolved. Service retained within West Dunbartonshire rather than merging with West Glasgow.
- Manpower issues – significant number of staff in mental health services nearing end of career. Posts being matched across GG&C to meet future need.

### **vi) Health and Safety Forum**

Serena introduced the H&S Minute and Constitution. The main item is the Health & Safety Management Manual which is being rolled out across CHCP. Stevie Gallagher has organised training sessions and all staff should have received training by end August. Serena is collating data on management manual holders and Fire Safety Wardens. This will be updated annually.

Constitution – the new Forum has been running for a year. Initial proposal was to bring Constitution back to JSF and Serena is happy to take comments on Constitution. She suggested constitution is reviewed

	<p>again August 2016.</p> <p>Jackie Cavan, GMB rep, has been nominated to join Health &amp; Safety Forum. Nazerin noted that previously there were reps from each union – GMB, Unite and Unison and requested that is the case again. It was noted that the Constitution does not specify numbers, only the process of nomination through the JSF. Staffside will discuss the matter among them and will confirm at the next JSF meeting if there are further nominations and advise Serena directly.</p>	<b>JTU</b>
5.	<p><b>Stress Sub Group Update</b></p> <p>Jacqui McGinn, Health Improvement and Inequalities Manager, talked to her presentation on the Stress Risk Assessment carried out by the Healthy Working Lives Stress Sub-group. An electronic copy of the presentation will be circulated to the group.</p> <p>Keith noted the detail in this Risk Assessment and expressed his appreciation to members of the HWL Stress Sub-Group for this comprehensive piece of work.</p>	<b>IM</b>
6.	<p><b>Healthy Working Lives Update</b></p> <p>Joint integrated WDC/WDCHCP Healthy Working Lives Gold Award – first annual assessment to maintain gold award will take place on 13 August. HWL team collating evidence to ensure maintenance of award.</p> <p>HWL team is linking in with Commonwealth Games Legacy to promote more active lifestyle for staff – e.g. Fit for 14 initiative, Shape up in the Workplace, the pedometer challenge – 75 teams of 5 took part in this challenge.</p> <p>Peter O’Neill asked what happened to the Cycle to Work campaign. Jacqui advised this is to be re-launched by the Sustainability Team. He also wondered if the Council could offer concessions to staff for gym membership. Jacqui responded that the HWL team is working closely with Leisure Trust colleagues to support staff and that Joyce White is currently exploring what staff concessions can be offered.</p>	
7.	<p><b>AOCB</b></p> <p>Nazerin Wardrop noted that Care Support Workers are having difficulty getting forms verified for registration with SSSC. This is causing anxiety as staffs are unable to practice if they are not registered and deadline for submissions is imminent. Nicola Bailey advised that arrangements have been made for Care Home Managers to become authorised signatories. Keith agreed to advise Chris of the issue.</p> <p>Nazerin sought clarity in the level and consistency of training being offered to Care Support Workers to administer medication. Keith suggested Nazerin discuss this with Chris McNeill.</p> <p>Angela MacEachran (CSP) to be added to the JSF Distribution List, and Katie Black (CSP) to be removed from list.</p>	<p><b>KR</b></p> <p><b>NW</b></p>

**Date and Time of next meeting:** 3 November 2014, 10.00am, Committee Room 2, Garshake Road