

**Joint Staff Forum  
Monday 6<sup>th</sup> August 2012  
Council Offices, Garshake Rd**

**MINUTES**

**Present:**

Keith Redpath	CHCP Director (co-chair)
Ross McCulloch	RCN (co-chair)
Gordon Whitelaw	Head of Admin
Jackie Hamill	Senior Nurse, Children's Services
Chris McNeill	Head of Health & Community Care
Serena Barnatt	Head of HR
Gillian Gall	Senior HR Advisor
Janis Howie	Senior L&E Advisor
Kenny McColgan	Unison
Marie Grant (notes)	HR Assistant

**1. Welcome and Apologies**

KR opened the meeting and welcomed those present.

Apologies accepted from Soumen Sengupta, Kevin Fellows, Ann Cameron Burns, Tom Morrison, Jackie Irvine, John Russell, Elaine Foulkes, Duncan Borland

A discussion took place on whether or not this meeting was quorate because no local authority union representatives were present. The Joint Staff Forum Constitution is silent on the matter; however it was agreed that while certain decisions could not be made at this meeting when there was no representation from WDC Trade Unions, business still needed to continue but decisions would not be made which required WDC TU input. The Co-Chairs agreed that it would be appropriate to have an extraordinary meeting to discuss items that would require decision/joint action and this will be arranged.

**MG**

**2. Minutes of Previous Meeting**

JSF - Accepted as accurate.

JCF - Minutes to be circulated when approved.

**MG**

**3. Matters Arising**

I) HWL Update

The Forum offered their congratulations to all CHCP staff for achieving the gold award for Healthy Working Lives. Both the CHCP and WDC now have the gold standard and can continue moving this forward together.

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

##### Children & Families:

West Dunbartonshire CHCP is one of the first sites to implement the Family Nurse Partnership along with Glasgow City CHP and East Dunbartonshire CHP. The FNP Supervisor is now in post with 8 Family Health Nurses due to start in September. Attention is being paid to the large number of staff who applied for these posts but were unsuccessful in order to ensure they have a PDP in place that is up to date. Other Partnerships will be recruiting to similar posts in the future and this process will support staff who may be interested in these posts at a later date.

#### iii) Older Peoples Change Fund Update

CM reported that the internal KPIs for the project had been completed. In terms of the anticipatory care project; they have recruited to all practices and are now identifying clients.

#### iv) Care/Case Management update

CM provided this update. Work has been completed and CM agreed to have a paper ready for this forum by the next meeting.

**CM**

#### v) Community Care Redesign

Amendments to the proposal as suggested by the Trade Union Representative in June have been made. Three open sessions were carried out with HR support and were well attended by staff. The next step is to write out to staff to seek their preferences. CM confirmed that she hopes the redesigned service will be operational by 1<sup>st</sup> October 2012.

#### vi) Integrated Day Hospital & Day Care for older adults mental health

KR updated the forum in JR's absence. The proposal went to the CHCP Committee and further engagement has taken place over the summer. The paper is being finalised and will be resubmitted to the Committee. There have been one to one meetings with staff and their representatives. CM confirmed that the response from the Care Inspectorate was positive.

#### viii) Out of Hours Boundary Realignment

CM confirmed that local discussions will take place with staff later this month as early consultation is desirable. Discussions are also taking place with Highland Health Board regarding GGC withdrawing from the SLA by 1<sup>st</sup> December 2012. This will result in WD CHCP OOH service being within the boundaries of West Dunbartonshire. Although NHS Highland funds the service, costs have been factored into the Change Fund. This means that the service will not be compromised.

#### ix) Integration Proposal

Discussion paper and letter from KR are attached to the agenda. It was agreed that commonality of outcomes would be difficult to achieve across the Board due to its size but West Dunbartonshire CHCP can be satisfied that a lot of the work has been done in this

area already. Staff-side noted that the Scottish Government proposal is silent on how Trade Unions would be involved in any new arrangement and it is hoped that there is more information to follow at a later date.

x) CHCP Workforce Planning

SB spoke to this item in SS's absence. SB confirmed that a meeting had taken place with Trade Unions from WDC and NHS to input into this process. This is the first joint Workforce Plan and it will be taken to Committee later this month. The Forum acknowledged this positive step forward and the hard work that went into the development of the joint plan.

xi) JSF Terms of Reference

The Forum made a commitment to review this 6 months ago. An extraordinary meeting was convened and a number of Trade Union representatives joined management in producing a revised constitution. KR acknowledged that it has been beneficial for a single Forum to be active where we can properly engage with staff through their union representatives.

An extraordinary meeting will be convened to allow discussion with those representatives who were not present at this JSF meeting to be involved in the decision making on this item.

**MG**

Additional matter not on the agenda:

Clinical Services Review

Forum members are aware this is ongoing and that a process is in place for engagement.

**4. Standing Items**

I) Committee Update

KR updated the Forum on items that will be discussed at the next Committee meeting.

ii) PAG

Paper noted.

iii) H&S Forum

GW advised that there are 2 items for noting

- We are anticipating the approval of the new Board-wide fire policy which will require revision of the training modules.
- Janis Howie has been supporting the implementation of the Lone Working Support System and issues are being resolved.

iv) Sickness Absence Update

GG spoke to the NHS paper. The paper attached to the agenda is for noting and this month's current rate is being reported at 5.73%. Monthly reports are being circulated to ensure any problem cases are being managed at the earliest possible opportunity. The WDC paper was noted.

6 **Staff Governance Standard**

Paper for noting

**Staff Governance Framework Update**

Updating the framework for West Dunbartonshire is about to commence. GG seeks nominations from Joint Trade Unions to be involved with updates. The aim is then to table a revised framework at October JSF meeting for agreement.

**TU reps/  
GG**

The plan is to incorporate WDC practice governance into this and the intention would be to rename the framework: Practice and Staff Governance Framework which is referred to within the CHCP Workforce Plan.

7 **Lease Car Arrangements**

RM noted that staff are being affected by the revised policy on lease car entitlement. RM noted his members' concerns that business continuity and service provision may be affected and that it is hoped the employer has risk assessed these changes. KR noted RM's concerns and advised that this is an NHS Board policy and applicable to all NHS staff therefore this cannot be influenced locally.

8 **Staff Awards Scheme**

KR reported that it has been brought to his attention that through the FTFT programme, the NHS wish to launch a Staff Awards Scheme over and above the Chairman's Awards. However, the Council's staff award scheme has been suspended.

KR noted his reluctance to launch a CHCP scheme that only half of its staff can apply for. NHS staff-side representatives advised that they would be keen to see, in West Dunbartonshire, an award scheme that the rest of the Board has implemented.

KR agreed to raise this issue at the Council SMT as it may be possible to implement a WDCHCP scheme that can include all staff.

**SS**

9 **AOCB**

None. KR noted that future JSF dates will be provisional until Committee has decided if their schedule will be quarterly.

**DONM**

*1<sup>st</sup> October 2012 at 11am in Room 3, Council Offices (staff-side pre-meeting at 10am)*