

Joint Staff Forum
28 October 2013, Committee Room 2, Garshake Road Council Office
Room 2 - Council Offices, Garshake Road

Draft Minute

Present: Ross McCulloch, Co-Chair, RCN, NHS
Ann Cameron-Burns, Unison, NHS
Tom Morrison, Unison, WDC
Peter O'Neill, Unison, WDC
Kenny McColgan, Unison, NHS
Maureen McDiarmid, RCN
Jackie Irvine, CSWO, Head of Children's Services, WDCHCP
Christine McNeill, Head of Community Services, WDCHCP
Serena Barnatt, HR, WDCHCP
Janice Howie, OD, WDCHCP
Keith Redpath, Director, West Dunbartonshire CHCP
John Russell, Head of Mental Health, WDCHCP
Duncan Borland, GMB, WDC
Val Jennings, Unison, WDC

Action

1. Apologies

Apologies were noted on behalf of Soumen Sengupta, Diana McCrone, Linda McAlister and Dorothy McErlean.

2. Minutes:

i) JSF Minute

Item 1 under Grievance and Discipline Actions amended from 'claimed' to 'noted' re outcome letters.

Item 3. i) has been adjusted to 30 month assessment.

Otherwise the JSF Minute was accepted as an accurate record of the meeting.

Chris McNeill agreed to take forward the review of job descriptions for OTs. This local process will fully involve practitioners.

ii) APF Agenda

The agenda was noted.

iii) JCF Minute

The Minute was noted.

iv) Employee Liaison Group

Both sets of Minutes were noted.

3. Matters Arising:

i) Children & Families/School Nursing

The agenda of the Healthy Child Programme Local Implementation Group (LIG) is being widened in line with other CH(C)Ps to include specialist children's services. Recruitment of new posts within children's health visiting team is almost complete and the school nursing recruitment with additional funding is awaited. 30 month assessments are going well with some issues regarding completion of the new forms.

In terms of new staff there are some accommodation challenges and Jackie Hamill is reviewing this.

ii) Older Peoples Change Fund Update

The Change Fund is progressing well with projects becoming nicely embedded. There have been some issues around discharge due to lack of care home beds. Work done to date will be reviewed and some options appraisals are being prepared to review where to continue or discontinue investment. The reduction next year will be in the region of £140,000 and a development session will be held in November to focus on that.

The Change Fund is a four year programme and in the years beyond 2014/15 it has been reported that there will be an integration fund of £100m across Scotland. It appears that there will be the wherewithal to continue to provide services under the Change Fund agenda. Recruitment has been, for the most part, into permanent posts. The implications for both staff and services will be reviewed at the development session in November.

iii) Community Care Redesign

The redesign has been in place for six months and teams are starting to have internal reviews. Staff have worked very hard to make the redesign work although there are still some issues about streaming and how people are being cared for. Team numbers and construction will be reviewed along with activity and performance.

iv) DN Review update

A conclusion on the size and skill mix of the workforce in relation to the tasks undertaken has been reached. Some inappropriate tasks were being undertaken by senior staff due to lack of appropriate staff. The impact of dementia on the client group has been reviewed. The workforce will be made more agile by improving IT resources.

Because of the complexity of this issue a specific corporate session will be undertaken to review the paper in the coming months. The review has been scrutinised externally and there are some questions still to be answered.

v) Care Home Update

The Council have provided funding (20m) to replace care homes in Clydebank and Dumbarton with two new 90 bed homes. Recruitment processes are underway for the various technical teams and a campaign of stakeholder involvement is planned. This will include discussions around the implications of replacing six homes with two and the changes to day car provision.

Slightly larger than normal room sizes have been agreed, all *en suite*,

based on a group living model. Chris McNeill reported on very good progress with excellent staff involvement. It is anticipated that completion will be in Spring 2016.

Total bed numbers will be reduced from 195 to 180 – based on a study of the balance of care required in the community. Currently demand for residential beds is decreasing alongside an increase in the demand for nursing, in particular relating to dementia care. We will continue to be thoughtful about who the residential beds are for and ensure they are appropriately used. There are currently a number of younger adult residents who are inappropriately placed in care homes for the elderly. An advantage of moving towards integrated teams is the ability to develop services for younger adults where local supported accommodation would be more appropriate.

Chris McNeill provided an undertaking that front line staff will continue to be involved and that trades union involvement will be included to consider any workforce implications. A report will be prepared for Committee with a recommendation that the Dumbarton Home will be at the Crosslet House site, with sites in Clydebank still under review.

It was agreed to retain this as a standing item on future JSF agendas and to circulate details of the Community Care Forum where day to day implications are reviewed.

Action LF

vi) Integration Update

The new Bill is currently going through the Parliamentary process. Every local authority is required to develop partnership arrangements based on one of two models. The Lead Agency model (Highland) or the body corporate model which is a continuation of what we have here in WD and in other places across Scotland. That is the direction of travel for us here.

The bill will become law by March 2014 and there will be a tremendous amount of detail available before then. Soumen Sengupta gave evidence to one of the scrutiny panels and that can be reviewed on the website.

From our point of view this is very much a continuation rather than anything radical. No staff upheaval is envisaged as a direct result of the Integration Bill, with the shadow arrangements in West Dunbartonshire formed by April 2014.

4. Standing Items:

i) Committee Update

The agenda is made up of a significant number of inspection reports and a report on the Blue Triangle Accommodation Review.

ii) PAG

The Minute was Noted.

iii) Sickness absence update

The report was noted.

iv) Mental Health Services Update

Serena Barnatt advised that a piece of work was underway in West Dunbartonshire to establish any impact of Pay as if at Work.

v) Health and Safety Forum

The report was noted. The main highlight is that the management manual is to be used across services.

5. Residential Night Shift Allowance

This was an issue raised by members in children's homes where part time workers do not get shift allowances if they work above their contracted hours. It was reported that this seems to be discrimination against part time workers. Keith will ask Linda McAlister to arrange a written response to this issue.

Action KR, LMCA

6. Winter Holiday Closures

The paper was noted. This describes the arrangements for Council premises as NHS premises in West Dunbartonshire will only be closed on the recognised public holidays.

7. Discipline, Grievance, Dignity at Work Update

It was agreed that future reports would include reference to Stage 3 grievances even if there is a nil return.

8. Social Media Policy

The policy was noted.

9. Office Accommodation

The proposal is to move staff out of Leven Valley with all Garshake CHCP staff then relocating to the third floor. Noted that there was an ongoing process to resolve any issues of concern that are raised

10. AOCB

It was agreed that John Russell would have a discussion outside this forum re an operational issue at Riverview.

A nomination for a local authority trade union for co-chair was sought by the next meeting.

11. DONM

27 January 2014, 10.30am, Committee Room 2, Council Offices, Garshake Road