

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

**DRAFT MINUTES**

**Present:**

Keith Redpath	CHCP Director (co-chair)
Ross McCulloch	RCN (co-chair)
Gordon Whitelaw	Head of Admin
Maureen McDiarmid	RCN
Ann Cameron Burns	Unison
Diana McCrone	BAOT
Janis Howie	Senior L&E Advisor
Nazarine Wardrop	Unite
Kenny McColgan	Unison
Chris McNeill	Head of Health & Community Care
Jane McKinlay	Senior OD Advisor
Elaine Foulkes	HR Business Partner
Gillian Gall	Senior HR Advisor
Marie Grant (notes)	HR Assistant

**1. Welcome and Apologies**

KR opened the meeting and welcomed those present.

Apologies accepted from Soumen Sengupta, Kevin Fellows, Dorothy McErlean, John Russell, Tom Morrison and Serena Barnatt.

**2. Minutes of Previous Meeting**

Joint Staff Forum – accepted as accurate

Joint Consultative Committee – Noted.

Area Partnership Forum agenda – Noted. RM reported that the APF had been discussing parking on NHS facilities particularly relating to disciplinary action being taken against staff parking incorrectly which will come into force in April 2012. RM highlighted that signage will change from 1<sup>st</sup> March 2012. RM also stressed that this was a discussion and not necessarily the views of staff-side.

Joint Consultative Forum – noted.

**3. Matters Arising from Previous Meeting**

i) Lease Cars Update

RM reported that the group continue to meet and further clarification is required in relation to the policy. RM noted that mileage parameters still exist.

ii) Representation Agreement

EF advised that, according to policy, the Trade Union should put their concerns in writing to the Chief Executive and copy in the Head of HR and CHCP Director.

ACB reported, in TM's absence, that from a Unison point of view there will be no cross-over and that Unison has taken steps to ensure closer working between their Health and Local Authority branches.

iii) Mental Health Services Update

KR spoke in JR's absence. The Cabinet Secretary made the decision that Christie Ward beds should transfer to Gartnavel on a permanent basis. Noted that there may be some additional HR activity now that this change was to become permanent.

iv) Children & Families/School Nursing

AR noted that the paper clearly explains the stage that has been reached so far. Initial discussions with staff have taken place which took into account the concerns of staff.

RM advised that staff-side would not be able to endorse the paper until some additional information has been provided:

- what staff are involved
- possible accommodation issues
- alignment to HV teams and supervisors
- one to one meetings with staff

AR agreed that these points will be addressed and KR confirmed that further engagement is required. JM offered assurance that Jackie Hamill, Senior Nurse, and Marie Hickman, Parenting Team Leader, are familiar with the consultation process.

**AR**

v) Rehabilitation and Enablement/Change Fund Update

CM reported that the Commissioning Strategy for Rehabilitation has been issued. This requires a remodelling of the service and discussions are about to start with continued engagement with staff-side. CM will update at next meeting.

**CM**

The draft Change Fund Plan has gone out for consultation and will be submitted to the Scottish Government by 17<sup>th</sup> February 2012. Update at next meeting.

**CM**

vi) Care/Case Management Project

CM reported that there will be a review of recommendations and flowing from that there will be agreement on which assessment documents should be used and tidying up of definitions around case management. CM will produce a paper for the Committee.

**CM**

vii) Admin Review

GG noted that the paper outlines the plans regarding the admin review in West Dunbartonshire. RM advised that staff-side are happy to endorse this paper.

viii) DN Review update

CM explained that David Walker and Ros Crockett are leading the Board wide district nursing review.

The District Nursing review is looking at job role, service needs, leadership and skill mix. This review is within the government projects Releasing Time To Care. CM had been asked to develop a Local Implementation Group which has been done. This will run alongside the Healthy Children (30 month check) programme as there is a lot of common ground.

ix) Integrated Day Hospital & Day Care for older adults mental health

No update in JR's absence. Staff-side reported that they were unaware of any consultation as yet and RM noted that setting up a group would be welcomed by staff-side. CM to obtain update from JR.

**CM**

**4. Standing Items**

i) Committee Update

KR reported that items of interest for the JSF included:

- The Rehabilitation Strategy was approved.
- The CHCP is working through a number of developments regarding the Care Inspectorate reports.

ii) PAG

Paper noted.

iii) H&S Forum

Paper noted. GW drew the forum's attention to Item 2 of the minutes – the Lone Working support system has changed and demonstrates an improvement on the previous system. GW to send ACB the meeting schedule for the health and safety forum.

**GW**

iv) Sickness Absence Update

GG and EF updated on the absence activity. GG and EF will work on a more streamlined report for the next meeting.

**GG/EF**

**5. CHCP Strategic Plan 2012/13 update**

Paper to follow

**SS**

**6. 2012/13 PID Development**

RM reported that there continues to be challenges within the current financial climate and further savings are required. PIDs should be discussed at local level first before going to the APF.

KR reported that programme for 12/13 will be a combination of local targets and corporate schemes involving all Partnerships.

Staff-side noted that they would welcome a meeting with the SMT similar to that of last year. This was agreed and MG to consult diaries and set up meeting.

**Staff-side/  
SMT/MG**

7. **AOCB**

JSF schedule of meetings

With reference to JSF November minutes, all meetings scheduled from June onwards are tentative until Committee meeting dates are confirmed. JSF meetings should be 3 weeks prior to the Committee – MG to propose JSF dates when Committee dates are confirmed.

**MG**

MSK Physiotherapy services

KR noted the changes to the AHP services that have been taking place across the Board. West Dunbartonshire will host MSK Physiotherapy. Podiatry services will be hosted by Renfrewshire CHP and Dietetics will sit with the Rehabilitation and Assessment Directorate.

RM noted that it would be helpful to have a paper describing the MSK Physiotherapy service, its workforce and the financial framework. KR will forward this request to Janice Millar, Physiotherapy Manager, for the next meeting.

**KR**

DM noted that the OT Professional Leadership is also under review.

**DONM**

*2<sup>nd</sup> April 2012 at 11am in Room 3, Council Offices (staff-side pre-meeting at 10am)*