

**Joint Staff Forum
Monday 9th May 2011
Hartfield Clinic, 2.00pm**

MINUTES

Present:

Keith Redpath (Chair)	CHCP Director
Serena Barnatt	Head of HR
Ann Cameron Burns	UNISON
Diana McCrone	BAOT/UNISON
Elaine Foulkes	HR Business Partner
Soumen Sengupta	Head of Strategy, Planning & Health Improvement
Chris McNeil	Head of Health & Community Care
Ross McCulloch (co-chair)	RCN
Tom Morrison	UNISON
Janis Howie	Senior Learning & Education Advisor
Gillian Gall	Senior HR Advisor
John Russell	Head of Mental Health
Anne Ritchie	Head of Childrens' Services
Kenny McColgan	UNISON
Maureen McDiarmid	RCN
Peter O'Neill	UNISON
Marie Grant (notes)	HR Assistant

1. **Apologies**

Gordon Whitelaw; Dorothy McErlane; Karen Dunlop; Jane McKinlay

2. **Minutes of Previous Meeting**

Joint Staff Forum – accepted as accurate with the following amendment: Anne Cameron Burns was present.

Staff-side agreed that it would be helpful to have the designations of attendees noted on the minutes.

It is noted that under "Transfer of Advice Giving Services" the meeting with HR has not yet taken place.

Joint Consultative Committee – Noted

Area Partnership Forum agenda – Noted

Joint Consultative Forum – minutes not ready for circulation.

3. **Additional Matters Arising**

Condition Management Programme

KR reported that there are now eight employees awaiting redeployment with four of these on long-term sick leave. The funding from the DWP will cover costs for this financial year. Staff on Fixed Term Contracts will continue to be supported.

Matters Arising from Previous Meeting

i) MHP Strategic Update

JR confirmed that the Board had given approval for the Mental Health Partnership Forum to be dissolved. There will be a period of transition to review current groups and governance structures which supported the Mental Health Partnership and how these will function in the new organisational construct. Further update to be brought to the next meeting.

JR

ii) Children & Families/School Nursing

AR reported that she will arrange a meeting for herself and RM to discuss the issues that are pertinent to staff-side colleagues. There is currently nothing to report on School Nursing.

AR

iii) Rehabilitation and Enablement

The transfer took place on 2nd May and there were no significant issues regarding the operational hand over. The rehabilitation and enablement group is to be reinstated with an initial meeting with staff-side followed by a consultation paper. CM to email RM with meeting details and RM will forward to staff-side colleagues.

**CM
RM**

iv) CHCP Integration Development

Stephen West will fully take up his new post by the end of August. KR outlined the intention that Soumen Sengupta and Stephen West's old posts will be integrated after 18 months and this work has now commenced given Stephen's recent appointment.

v) Savings Challenges 2011/12

KR circulated the highly confidential paper "Local Savings Plans 2011/12" which is a proposal and not yet agreed by any group. KR assured the forum that impacts on services and staff will be as minimal as possible.

Staff-side welcomed the early information on these proposals and requested a meeting to help staff-side understand the rationale behind these proposals. KR agreed to arrange meeting.

KR/MG

vi) Staff Governance Update

GG confirmed that nominations for the group are being sought. GG advised update will be presented in meeting in July.

GG

4. **Standing Items**

i) PAG

Minutes noted

ii) H&S Forum

Minutes noted

iii) NHS Sickness Absence Update

GG reported that the NHS sickness absence figure for February 2011 is 5.72% which is a decrease from January. Natalie Downie, Assistant HR Advisor, has been working hard with managers in the CHCP to look at areas of high sickness absence.

Following an enquiry from staff-side, GG confirmed that when a member of staff reaches an absence trigger point, the absence record of the previous 12 months is analysed. This is done on a case by case basis as all staff situations are different. GG confirmed that managers monitor the trigger points and HR assist managers in managing sickness absence of staff and that best practice is always advocated by the HR department. It was confirmed that there are no cases in West Dunbartonshire CHCP of non-analysis of absence. Any issues regarding the management of sickness absence should be raised with the employee's manager.

EF confirmed that the council have formed a new group which looks at council sickness absence. At the last meeting, social work sickness absence figures were subject to analysis. It was agreed that these figures should be brought to the Joint Staff Forum also.

EF/MG

iv) NHS e-KSF update

JH reported that the paper is based on the final figures from 15th April. The CHCP was sitting at 73% of e-KSF reviews signed off. This fell short of the 80% HEAT target. On the third page of the report, JH produced a chart demonstrating the CHCP's progress from March 2010. Appendix 1 gives a service by service breakdown. This report has been circulated to the SMT also.

It is noted that there may be a more recent figure which is higher than that reported on 15th April which confirmed that CHCP had reached the target. JH confirmed e-KSF is no longer a HEAT target but is a national target and ongoing exercise and reviews must continue. The new measure for ksf is related to quality strategy but the CHCP has also set local target of 75% as part of KPI's.

5. **Policy Consultation**

SS explained that consultation is underway with these policies and they will have an impact on both social work and NHS staff. It was appropriate to bring the documents to this forum to give members the opportunity to provide comments and feedback before the

policies are taken to Committee for approval.

Comment sheets are being collected by Isabel Ward and her details are provided on the sheets.

6. Appointments to CHCP Committee

KR reported that Rhani Dhir as resigned as Chair of the committee. It is noted that Katherine Benton has now taken up this duty.

7. Change Fund

KR circulated the paper "Reshaping Care for Older People". The percentage of older people in the population is increasing and so the CHCP must prepare services for this age group. The paper has been discussed in other Fora. HR implications include the recruitment of staff on a permanent basis as part of service development and KR is confident that the financial position can accommodate this.

CM commented that an implementation group is required in order to reach the challenging objectives and performance targets. CM is seeking staff-side representation on this group and will email RM the details. RM to forward to staff-side colleagues.

CM/RM

8. L&E/OD Progress

SS confirmed he was in the process of reconfiguring the development group. An update on this will be brought to the group at a later date.

SS

9. Alexandria Medical Centre

SS reported that the public consultation process has come to an end and constructive comments have been taken on board. The design of the medical centre will be put to the Committee next week and, once approved, this will be followed by an application for planning permission. The plan will then be submitted to the Board.

10. AOCB

In response to an enquiry from staff-side, GG confirmed that she is currently in contact with the crisis team leader regarding enhanced hours. The details of financial detriment are still to be analysed and, if present, will be dealt with accordingly. GG will bring an update to the next meeting.

GG

DONM

11th July 2011, 11am – Room 3, Garshake Offices (staff-side pre-meeting at 10am)