

**STAFF COUNCIL MEETING: Action Plan and Outcomes Summary**

**Date:** Thursday 21<sup>st</sup> July 2016  
**Duration:** 10.00 am – 12.00 pm  
**Location:** Clinical Skills Lab, SCHC

<b>Members:</b>	
Amy Poole	Communications & Marketing Officer
Angela Price	Health Visiting (Staff Council Member)
Debra Ollerhead	Continence Service (Staff Council Member)
Ewen Sim	Medical Director
Judy Fairbairn	Sexual Health (Staff Council Member)
Leann Davitt	Physiotherapy (Staff Council Member) <b>(Vice Chair)</b>
Mark Greatrex	Director of Finance and Resources
Phil Clow	Director of Business Development & Strategy
Sandra Christie	Director of Nursing and Performance
Tom Meade	Wirral Heart Support/ Staff Governor ) <b>(Joint Chair)</b>
Val McGee	Director of Integration and Partnerships

<b>In Attendance:</b>	
Carmen Partington	Work Experience (observing)
Claire Richards	Senior Assistant to Director of Human Resources & Organisational Development ( minutes)
Craig Elkerton	Workforce – Health & Wellbeing (observing)
Fiona Davies	Speech & Language Therapy (observing)
Ken Walker	Communications & Marketing (observing)

<b>Apologies:</b>	
Dominique Gill	Senior Assistant, Corporate Team(Staff Council Member)
Fiona Fleming	Senior Communications and Marketing Manager
Helen Lundy	ICCT Manager (Staff Council Member)
Jo Harvey	Director of Human Resources & Organisational Development <b>(Joint Chair)</b>
June Sherlock	Community Nursing Admin (Staff Council Member)
Karen Howell	Chief Executive
Mel Johnston	Business Manager, Dietetics (Staff Council Member)
Norma Hayes	Staff Governor
Paula Downie	Health Visiting (Staff Council Member)
Stephanie Ball	Community Night Nursing Service ( Staff Council Member)

No	Topic Summary	Outcomes / Actions	Lead (Date)
1.	<p><b>Introductions/Apologies</b></p> <p>TM welcomed all to the meeting and apologies were noted as listed above. TM welcomed four staff members who were attending the Staff Council meeting . TM explained that an article ha been included in the Staff Bulletin giving staff the opportunity to come along and attend a Staff Council meeting to give staff a further insight into what the group discussed and to get involved.</p>		
2.	<p><b>Minutes of the previous meeting – 6<sup>th</sup> June 2016</b></p> <p>The group accepted the minutes as a true and accurate record of the meeting.</p> <p><b>Matters Arising</b></p> <p><b>Election of Chair and Staff Council Membership</b></p> <p><b>ACTION 06/06/16:</b> TM to draft and share editorial for Staff Bulletin with Staff Council.  <b>UPDATE 21/07/16:</b> Action complete</p> <p><b>Organisational Update</b></p> <p><b>ACTION 06/06/16:</b> KH agreed to provide an update on STP Footprints to the next meeting.  <b>UPDATE 21/07/16:</b> Item included on agenda</p> <p><b>ACTION 06/06/16:</b> All staff to use the new Foundation Trust logo on all correspondence.  <b>UPDATE 21/07/16:</b> MG confirmed that NHS England would be launching updated requirements for NHS branding and identity, which included guidelines for naming organisations. This would be incorporated into the ideas that our staff have provided for our new log.</p> <p><b>ACTION 06/06/16:</b> JH to share the ToRs with Staff Council and provide an update at the next meeting  <b>UPDATE 21/07/16:</b>TM confirmed that the ToRs would be shared with the group and an update to be provided at the next meeting</p> <p><b>ACTION 06/06/16:</b> Communication to go out to staff to provide clarity around the Divisional Admin review.  <b>UPDATE 21/07/16:</b> MG confirmed that an update on the Divisional Admin Review had been included in the Staff Bulletin</p>	<ul style="list-style-type: none"> <li><b>JH to share the ToRs with Staff Council and provide an update at the next meeting</b></li> </ul>	<p><b>JH/TM</b>  <b>(22/09/16)</b></p>

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	<p><b>Transforming Care Launch and Presentation</b></p> <p><b>ACTION 06/06/16:</b> SC asked for any feedback from the group as to whether information on Transforming Care was being shared with staff at team level.</p> <p><b>UPDATE 21/07/16:</b> SC updated that the main feedback had been received through Staff Friends and Family Test with 79% of staff confirming that they were aware of the Transforming Care programme. SC asked the group to let her know if there were any teams or areas that were not aware of the Transforming Care programme so that this could be addressed.</p> <p><b>Leadership For All</b></p> <p><b>ACTION 06/06/16:</b> JH agreed to take this feedback on board and revise the paperwork to include more examples</p> <p><b>UPDATE 21/07/16:</b> MG noted that the appraisal completion rate was 49% to date and the appraisal window was due to close at the end of July. MG asked the group to encourage their teams to complete their appraisals and to log all completed appraisals on the Appraisal spreadsheet. Fiona Davies noted the link to the appraisal log spreadsheet was not working. APo agreed to look into this.</p>	<ul style="list-style-type: none"> <li>• <b>Staff Council to encourage their teams and services to complete their staff appraisals and record progress on the Appraisal spreadsheet.</b></li> </ul>	<p><b>Staff Council members (asap)</b></p>
3.	<p><b>Staff Council Membership</b></p> <p>TM updated that a Staff Council Expression of Interest Form had been included in the Staff Bulletin, the purpose of which was to encourage any Trust staff members to attend a Staff Council meeting to listen to the discussion and find out more about the group.</p> <p>TM added that 5 staff members had expressed an interest in attending and 4 staff attended today's meeting. TM noted that there were a few technical issues with the form and APo added that the form had now been fixed. TM suggested including the form again in Staff Bulletin before the meeting in September.</p>	<ul style="list-style-type: none"> <li>• <b>Staff Council Expression of Interest form to be included in Staff Bulletin</b></li> </ul>	<p><b>APo/Comms Team (22/09/16)</b></p>
4.	<p>* <b>Organisational Update</b></p> <ul style="list-style-type: none"> <li>• <b>Balanced Scorecard (Month 2)</b> – MG noted that the trust was in a healthy and strong financial position at the end of month 2 and had exceeded our financial plan the end of June with a year to date surplus of £13k against a planned deficit of £36k (£49K ahead of plan). MG noted that we were one of the few trust's to achieve this and thanked staff for their hard work and support.</li> <li>• <b>CIP</b> – The trust had achieved CIP savings of £610K (against a plan of £559k) but our level</li> </ul>		

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	<p>of savings would be increasing month on month from July.</p> <ul style="list-style-type: none"> <li>• <b>Sickness Absence</b> – MG reported that the sickness absence rate was a real cause for concern as the rate in June had increased to 5.6% from 5.4% in May. Managers were working with HR to undertake action plans to ensure that the Managing Attendance policy were being applied robustly and to support any stress related cases at an early stage.</li> <li>• <b>Update on Bids, Tenders and Organisational Change</b>  <b>Bids &amp; Tenders:</b> PC updated on the current bids and tenders: <ul style="list-style-type: none"> <li>• <b>Sexual Health Wirral</b> – the Sexual Health Wirral service would be re-tendered and the trust had been preparing for this for a number of months. The tender information was expected late August/early September from the Local Authority. JF noted that the retendering process had been positive and had been well prepared with lots of meetings taking place and staff were engaged and on board.</li> <li>• <b>Wirral Musculoskeletal (MSK) Service-</b> Wirral CCG wished to retender MSK services in November 2016. There may the possibility that our contract might be extended to allow for the tender but this has not been confirmed.</li> <li>• <b>Integration of Health and Social Care</b> – due diligence was underway by KPMG and the report would be issued in September which would be reviewed before the trust made any decisions. This would be a great opportunity for the trust and it was noted that most NHS Trusts and Councils are undertaking similar work. MG noted that bringing staff in house would bring risks such as legal and pensions and the due diligence work will identify and mitigate them the risks.</li> <li>• <b>AQP – East Cheshire Livewell</b> – our application had been successful and we were currently in the mobilisation phase.</li> <li>• <b>ADHC</b> – NHS England had confirmed that funding would cease from September onwards and formal consultation had now commenced with the three members of staff affected. SC reported that NHS England would be holding an Open Day to provide alternative options for the 600 patients registered at the ADHC. A letter would be sent out from NHS England to all patients registered at the ADHC and the trust would provide their own communication too.</li> </ul> </li> </ul>		
5.	<p><b>Sustainability and Transformation Plans (STPs)</b></p> <p>MG talked through the ‘Healthy Wirral – Development of Local Delivery Service Plans (LDSPs) and Sustainability &amp; Transformational Plans (STPs) presentation that had been delivered at a Public Board.</p>		

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	<p>The key points were:</p> <ul style="list-style-type: none"> <li>• The STP would set the strategic direction of all stakeholders in the Health and Wellbeing of the population across Cheshire &amp; Merseyside over the next 5 years, with a focus on reconfiguring health services.</li> <li>• 3 levels have been identified Level 1 - Wirral, Level 2 – Wirral &amp; Cheshire and Level 3 – Wirral, Cheshire &amp; Merseyside.</li> <li>• The initial plan had been pulled together identifying key themes, identifying where we are now and where we need to be with a plan of how we intend to achieve this</li> <li>• Karen Howell would be leading on Estates and Primary &amp; Community Care Transformation workstreams.</li> </ul>		
6.	<p><b>* Update on Leadership For All/Appraisal</b></p> <p>SC updated that Leadership for All had been discussed at ELT/SLT and a Leadership Event would be organised to showcase examples of what staff have done to support and inspire Leadership across the trust. The group felt it was important to keep the momentum going on Leadership and felt that by including the Leadership section in the revised appraisal paperwork there was the opportunity to discuss this with staff.</p>		
7.	<p><b>Staff Awards 2016</b></p> <p>APo attended the meeting to provide an update on the Staff Awards for 2016/17 and tabled a paper entitled 'Staff Awards Feedback Report'. APo highlighted that the Staff Awards were now in their fifth year and before planning next year's awards it was felt that the views of staff should be sought about the Staff Awards. A summary of the feedback gathered was provided in the report and the group discussed this.</p> <p>The key points were:</p> <ul style="list-style-type: none"> <li>• More support should be made available to staff when completing the questionnaire and deadlines should be extended to allow more staff time to complete a nomination. The quality of nominations varied hugely against the criteria</li> <li>• The Staff Awards would be launched at the AGM on 8<sup>th</sup> September.</li> <li>• Revision of the categories to include Clinical Team of the Year and a separate award</li> </ul>		

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	<p>for Non Clinical Team of the Year. Though the majority of staff wanted to keep the existing categories, Equality and Diversity and the Learning Award received the most 'take outs'</p> <ul style="list-style-type: none"> <li>• Chief Executive Award would feature again in 2016/17 awards.</li> <li>• Angela Price made the suggestion to include an Emerging Leader or a Rising Star award.</li> <li>• It was felt that more promotion would be needed to promote Staff Awards and encourage managers to submit nominations</li> <li>• The group discussed whether or not Directors should be able to nominate members of their teams as presently Directors can only nominate their direct reports</li> <li>• Could the judging be anonymous to make the process fairer??</li> </ul> <p>APo agreed to feedback the comments back to the Comms Team for progression.</p>	<ul style="list-style-type: none"> <li>• <b>Amy Poole to feedback comments to Comms Team for progression</b></li> </ul>	<p><b>APo (asap)</b></p>
8.	<p><b>Key Messages</b> The group agreed that the key messages from the meeting were:</p> <ul style="list-style-type: none"> <li>• Appraisals and leadership programme – feedback on the process and reminder that appraisals to be completed by end of July</li> <li>• The launch of the staff awards nominations for 2016/17 in September 2016</li> <li>• Staff Council membership – if you're interested in coming along to our next meeting as a guest then let us know – <a href="#">find out how</a></li> <li>• Organisational update – including financial position and KPIs. Thank you to all staff for keeping the trust financially on track at Quarter 1</li> </ul>		
9.	<p><b>Future Agenda Items</b></p> <p>Please send any future agenda items to either TM, LD, JH or CR.</p> <ul style="list-style-type: none"> <li>• SC requested for Flu Vaccination to be added to the agenda for the next meeting</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Future agenda items to be sent to TM, LD, JH or CR</b></li> </ul>	<p><b>Staff Council members (15/09/16)</b></p>
10.	<p><b>Any Other Business</b></p> <p>TM asked if the group to submit any AOB items to TM, LD, JH or CR before the next meeting so that a response could be provided at the meeting.</p>	<ul style="list-style-type: none"> <li>• <b>MG agreed to progress this</b></li> </ul>	

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	<p><b>Leadership Walkrounds</b> JF asked if the programme of Leadership Walkrounds could be continued and could verbal feedback be provided.</p> <p><b>Fender Way Health Centre</b> DO highlighted that the Continence staff that have relocated to Fender Way were struggling with the number of IP addresses available. There were 24 x IP addresses within the building but other teams such as Podiatry and SALT were using these. DO asked for confirmation that the number of IP addresses would be increased so that PCs, phones, scanners could be accommodated for the team. MG agreed to progress this issue but added the trust has been experiencing difficulties with BT Openreach.</p> <p><b>ESR Self Service Roll Out</b> JF updated that Sexual Health were a pilot site for Manager &amp; Employer Self Service roll out but noted that all of the team's years of service were incorrect on ESR. JF added that this had been raised with HR but staff were concerned that this information was incorrect especially as the service would be retendered shortly. SC confirmed that Karen Walkden-Smith had recently provided an update on the ESR rollout at Education and Workforce Committee and it was noted that there had been some national technical issues with the system which were being remedied.</p> <p>JF also noted that the ESR codes for absence are often not accurate as there is not a code for bereavement so staff may record bereavement as psychiatric illness or stress and anxiety which is incorrect. SC noted that this was a good point to raise as the reports on absence may not include this. MG agreed to progress this query with JH.</p> <p><b>WiFi at Albert Lodge</b> FD queried when WiFi would be available in Albert Lodge. MG confirmed that there was a project plan in place to roll out WiFi within the financial year.</p> <p><b>Medicines Optimisation Strategy</b> SC asked if staff would make a pledge to become an antibiotic guardian:</p> <p>Whether you have a clinical role or not, if you are working for a healthcare provider or you are a member of the public, you can still make a pledge to become an antibiotic guardian Please encourage all our staff and patients, friends and family to make a pledge today, by</p>	<p>issue with IP addresses at Fender Way for the Continence Team.</p> <ul style="list-style-type: none"> <li>JH to progress issue over incorrect years of service for Sexual Health staff on ESR and raise query around ESR codes</li> </ul>	<p>MG (22/09/16)</p> <p>JH (22/09/16)</p>

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	<p>following the link below: <a href="http://antibioticguardian.com/">http://antibioticguardian.com/</a></p> <p><b>Fitness</b>  MG updated that there were plans to start a running club in September and Craig Elkerton added that he had met with Emma Ashley, who would be leading on the trust's Staff Health and Wellbeing Strategy, to formulate a project plan to support the Health and Wellbeing agenda for staff. MG noted that the trust would be promoting the Cycle to Work scheme again to raise awareness.</p> <p><b>Gym Facilities</b>  Ken Walker queried if there was an update on providing staff with access to gym facilities at SCHC. MG confirmed that no agreement had been reached on freeing up gym facilities for the trust staff to use. LD noted that there are skills within the trust that could be utilised e.g. physiotherapy staff and Craig Elkerton suggested running a Couch to 5K programme. MG noted that this work needed to be pulled together and to be linked in with the Health and Wellbeing Strategy and would ask JH to provide an update at the next Staff Council meeting.</p>	<ul style="list-style-type: none"> <li>• <b>JH to provide an update on options to support the health and wellbeing strategy at the next meeting</b></li> </ul>	<p><b>JH</b>  <b>(22/09/16)</b></p>
11.	<p><b>Date and Time of Next Meeting</b>  <b>Thursday 22<sup>nd</sup> September from 10.00 am -12.00 pm in Training Rooms 3 &amp; 4, SCHC</b>  <b>Pre-meeting for Staff Council members from 9.30am</b></p>		