

STAFF COUNCIL MEETING: Action Plan and Outcomes Summary

Date: Thursday 24 November 2016

Duration: 10.00 am – 12.00 pm

Location: Training 3 & 4, SCHC

Members:	
Debra Ollerhead	Continence Service (Staff Council Member)
Fiona Davies	Speech & Language Therapy (Staff Council Member)
Fiona Fleming	Senior Communications and Marketing Manager
Helen Lawler	Physio Rehab at Home (Staff Council Member)
Helen Lundy	Flexible Staffing Manager (Staff Council Member)
Jo Harvey	Director of Human Resources & Organisational Development(Joint Chair)
Judy Fairbairn	Sexual Health (Staff Council Member)
Karen Howell	Chief Executive
Leann Davitt	Physiotherapy (Staff Council Member) (Vice Chair)
Mark Greatrex	Director of Finance and Resources
Phil Clow	Director of Business Development & Strategy
Sandra Christie	Director of Nursing and Performance
Tom Meade	Staff Governor (Joint Chair)
Val McGee	Director of Integration and Partnerships
In Attendance:	
Claire Richards	Senior Assistant to Director of Human Resources & Organisational Development (minutes)
Apologies:	
Alison Jones	Quality & Governance (Staff Council Member)
Angela Price	Staff Governor
Craig Elkerton	Senior Health Advisor (Staff Council Member)
Dominique Gill	Senior Assistant, Corporate Team(Staff Council Member)
Ewen Sim	Medical Director
Ken Walker	Communications & Marketing (Staff Council Member)
Mel Johnston	Business Manager, Dietetics (Staff Council Member)
Norma Hayes	Staff Governor
Paula Downie	Health Visiting (Staff Council Member)
Paula Simpson	Deputy Director of Nursing
Stephanie Ball	Community Night Nursing Service (Staff Council Member)

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	<p>TM added that Staff Council representatives need to be more proactive promoting the role but there were time constraints from daily roles. KH noted that staff in East Cheshire needed to engage with Staff Council as they want to be part of Staff Council but felt geographically remote. KH asked Staff Council to think of ideas to link in staff with Staff Council.</p> <p>ACTION: JH/FF agreed to progress the idea of posters to promote Staff Council.</p> <p>AOB Communication around Hub Structures ACTION: PS and DO to draft an email to staff regarding the new Hub structure UPDATE 24/11: DO confirmed that she had received details of staff and MDT co-ordinators from Jane Ralley. SC agreed to check if the information could be shared with the wider organisation.</p> <p>Recruitment of SLT Staff ACTION: FD to provide details of delays in SALT recruitment ACTION: PS to liaise with Martin Godfrey to explore option to provide temporary contracts to undergraduates UPDATE 24/11: ACTION COMPLETE</p> <p>Christmas Arrangements JH highlighted that a member of staff was promoting the Rucksack Challenge across the trust in support of the Charles Thompson Mission. Staff had been asked to get involved by donating rucksacks with a list of items for the homeless community. There was a list of items on Staff Zone and the collection point was the reception area at SCHC. MG noted that the items do not have to be in a rucksack and that staff could just donate items.</p>	<p>Staff Council to suggest ideas to engage with our staff in East Cheshire.</p> <p>SC to check if the Hub Structure information could be shared with the wider organisation</p>	<p>Staff Council (26/01/17)</p> <p>SC (26/01/17)</p>
3.	<p>Staff Council</p> <p>The following items were tabled at today's meeting:</p> <p>Rehab at Home Helen Lawler raised a query regarding staff who visit patients in their homes and had been filmed by family members on mobile phones during the visit or have CCTV installed in their homes where the visit was recorded. Helen asked for clarity around the trust's position on this from an Information Governance perspective? SC reported that this issue had been discussed at the Information</p>		

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	<p>Governance Group and it was confirmed that people were legally allowed to record in their own homes. SC noted that this could also be positive as it allows relatives to be involved in the patient's care even if they are not physically able to be present when a visit took place.</p> <p>Availability of the Clinical Skills Lab at SCHC DO confirmed that funding had been made available to purchase training equipment for specialist nursing staff but there had been issues securing an appropriate training room to deliver the training at SCHC due to the existing bookings for the Clinical Skills Lab.</p> <p>At present the training was being delivered from Albert Lodge and the Boardroom at Bebington Civic Centre but the equipment was being stored at Albert Lodge causing issues in transporting the training equipment. MG suggested DO should contact the Estates Team to see if they could provide support to find an appropriate place to store the training equipment and transport it too. MG also added that a new room booking system was due to be launched soon which would make booking rooms easier.</p> <p>Leadership Walkrounds JF provided a number of suggestions following the last Staff Council meeting in respect of the Leadership Walkrounds. One was to have an agreed agenda or a list of points as this often differed depending on who conducts the visit. Also renaming the Leadership Walkround as this implies it is an observational visit but often was more than this as the Exec Director or Non-Executive Director who undertakes the visit took the time to speak to each member of staff so it was more of an engagement visit too. This would make it clearer to staff about the purpose of the visit. SC added that the Leadership Walkrounds are a national programme and the purpose was patient safety. SC noted that there were some leaflets produced providing more information on the Leadership Walkround which could be reissued to provide clarity to staff.</p> <p>Sexual Health Wirral - ESR JF highlighted that the SHW service was an integrated service with partners organisations such as RULTH, WUTH and Brook. At present our partner organisations did not use ESR. WCNHSFT currently uses ESR and this was making it difficult to manage staff working within the service as one manager can manage staff from 4 organisations. JF asked if this could be looked to see if a remedy could be found.</p> <p>JH noted that this issue had been fed back to the Manager Self Service ESR Group and there was a technical issue involved which the group were trying to find a workaround. PC noted that this was also being picked up as part of the mobilisation process and PC agreed to ensure that the PMO team were aware of this issue.</p>	<p>DO to liaise with the Estates Team to provide support in storing training equipment</p> <p>SC to look into reissuing the leaflets to provide information to staff on Leadership Walkrounds</p> <p>PC to feedback issue around ESR usage in SHW to PMO team</p>	<p>DO (26/01/17)</p> <p>SC (26/01/17)</p> <p>PC (26/01/17)</p>

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4.	<p>*Organisational Update</p> <ul style="list-style-type: none"> • Balanced Scorecard (Month 6) • MG updated that our financial position remained strong at the end of month 6 with a year to date surplus of £343k. • CIP – The trust has achieved £1.3 m savings to date but this is £33k behind plan. There was also a shortfall in the plan of £0.7 m gap which had grown as CIP plans were being continually reviewed. MG asked the group to encourage their teams think about CIP by reviewing any non-discretionary spend, ensuring that stock items are used before they go out of date and ensuring stock was only ordered when needed. • KPIs – SC reported that our KPI position remained good and thanked staff for their hard work to keep KPIs green rated. • Sickness Absence –JH reported that the sickness absence rate had remained steady at 4.9% in September but had increased to 5.1% in October. Sickness absence remains an organisational risk on the trust’s Risk Register. <p>Update on Bids, Tenders and Organisational Change</p> <p>Bids & Tenders: PC updated on the current bids and tenders:</p> <ul style="list-style-type: none"> • Sexual Health Wirral – The trust had been successful with its partners in the bid to continue to provide the service. PC thanked all staff who had supported the bid and noted that the trust had scored highly on quality and finance aspects of the bid. • Infection Prevention & Control – the trust has now submitted a bid to continue to provide this service with an outcome expected early January 2017. • Integrated MSK – the MSK tender captured both Physiotherapy and Podiatry and will include a triage system and managing referrals from primary care. The bid will be prepared between December to March with a go live date in September 2017. • West Cheshire– 0-19 Service – the contract value would be £6m and would also cover the Vale Royal footprint. The PPQ document would be issued in November with a go live date in April 2018. • East Cheshire Looked After Children Team – SC updated that the 2 x staff would transfer to WCNHSFT <p>DO asked if there was an update on the Clinical Admin Review? JH confirmed that a working group had been set up to look at the process. There was no formal date set for consultation but would be in January 2017 with a completion date of March 2017.</p>		

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5.	<p>Sustainability Transformation Plans (STPs)</p> <p>KH provided an update on the STPs and the key points were:</p> <ul style="list-style-type: none"> • The draft Sustainability and Transformation Plan was published on 16 November and was available to read on our public website and staff can read the full plan, public summary and frequently asked questions. • The publication of the Cheshire and Merseyside STP marked the start of further engagement on a way forward for local health and social care services. Over the next weeks and months the trust would be raising awareness and understanding about the need for change and would listen to ideas or concerns about any aspect of the plan. • Chief Executives from the Cheshire and Merseyside NHS trusts meet every week to discuss these plans • The next step will be to have the plans appraised and we will receive feedback on the plan with test and challenge ongoing • The STPs have gathered their own media attention both negative and positive and have become political <p>TM thanked KH for the update and confirmed that he had read the paper and the executive summary and noted that there were no names or places mentioned in the paper. KH added that these are high level plans at the moment but workstreams have established to support the plans. KH asked the group to forward any questions directly to her or any member of the executive team.</p>		
6.	<p>Update on Health and Social Care Integration</p> <p>There was no further update provided as the position was unchanged.</p>		
7.	<p>Staff Flu Campaign</p> <p>SC provided an update on the Staff Flu Campaign and the key points:</p> <ul style="list-style-type: none"> • SC thanked all the immunising staff who had been out and about attending teams and services at their bases rather than expecting staff to come to a Flu Clinic • The trust was aiming to achieve 75% vaccination rate for staff this year. • SC asked Staff Council to support the Staff Flu Campaign by encouraging staff within their teams to be immunised. • There is a prize draw to win 2 x Ipads which will be drawn randomly on 16 December and all staff who have been immunised will be entered into the draw. • 0-19 School Nurses have been immunising school children and SC thanked everyone for their support. 		

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8.	<p>Staff Wellbeing</p> <p>JH provide an update on Staff Wellbeing and the key points were:</p> <ul style="list-style-type: none"> • A Wellbeing Group had now been established with staff representatives from across the trust including Staff Council representatives. • The group had already started to look at events to support and the Perform @ Your Peak programme will be implemented using funds secured from a successful bid from the North West Leadership Academy. The programme will involve 16 staff volunteers who will undertake a programme looking at elements of wellbeing. • FD added that a trust wide Wellbeing Event would be organised in 2017 focusing on promotion of wellbeing for our staff to help support staff physical and psychological wellbeing. This would also provide the opportunity to signpost staff to support and resources that were available from the trust and external organisations too. • The group were looking to support a 'Step Challenge' for all staff to get involved in during January 2017 – details will be shared with staff in the Staff Bulletin. • A staff survey would be undertaken to see what staff would like to see offered to support their wellbeing e.g. fitness classes, choir, running clubs and to ascertain any existing skills within the trust that could be utilised to support the wellbeing agenda. <p>VM added that Puffell was an existing website that Healthy Wirral were supporting which links in with a free Diabetes app. VM agreed to send the information regarding Puffell to FF to share.</p> <p>The group discussed other ideas in support of staff wellbeing such as:</p> <ul style="list-style-type: none"> • offering staff free pedometers as one other local NHS trust had done with their staff, • offering free health checks to staff e.g. blood pressure checks • suggestion that the Livewell East Cheshire team could provide support with Alcohol and Smoking Cessation. 	<p>VM agreed to send the information regarding Puffell to FF to share.</p>	<p>VM/ FF (26/01/17)</p>
9.	<p>*Update on Leadership For All/Appraisal</p> <p>JH provided an update on Leadership for All and Appraisals and the key points were:</p> <ul style="list-style-type: none"> • The trust held its second annual Leadership for All event on 10th November and Steve Lander, International rugby referee and coaching member of the 2003 Rugby World Cup winning England squad, attended as our guest speaker. Steve provided great insight into how a winning team works. Videos from the event were available to view on the Leadership For All page on Staff Zone. Staff also presented their own case study on their leadership journey which can be viewed on Staff Zone. 		

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	<ul style="list-style-type: none"> A series of Master Classes will be held in 2017 on a variety of topics for staff to attend along with a Mentoring and Coaching Programme. JH reminded the group that staff 6 month interim appraisals were due to be completed by 31 January 2017 and added that the paperwork for the appraisal had been reduced to 2 x A4 sides following on from feedback from staff that the paperwork was too lengthy. <p>SC noted that the Staff Story that was presented at Education and Workforce Committee in November was a positive story from a member of the Contenance Team talking about her experience of the revised appraisal system.</p> <p>The group noted that the Leadership events and Master Classes should be available to all staff regardless of banding as often these events are aimed a senior level staff or managers. JF suggested holding specific events aimed at Band 2-4 and JH agreed to feed this back to the Leadership Group.</p> <p>JH noted that the Staff Survey had now been launched and all staff would have now received a copy either by email or a hard copy. JH highlighted the importance of completing the survey and asked Staff Council to encourage staff within their team and services to complete the survey.</p>	<p>JH to feedback to Leadership Group on specific events for bands 2 - 4</p>	<p>JH (26/01/17)</p>
<p>10.</p>	<p>Communications Update</p> <p>FF provided an update Communications and the key point were:</p> <p>Staff Awards 2017</p> <p>The Staff Award nomination window was officially open and FF asked for Staff Council's support in actively promoting the Staff Awards and encouraging staff and teams to submit a nomination for the 10 award categories. The closing date for nominations would be Monday 12 December. A final date for Staff Awards Event had not yet been set but will be during February 2017. The Communications Team would be promoting the Staff Awards over the coming weeks via Staff Bulletin and a screen saver would be implemented.</p> <p>FF asked the group for ideas of any local figures to comperere the Staff Awards. Last year Louis Emerick took on this role and in previous years, Billy Butler and Roger Phillips had taken up this role. A pitch was presented to Paul O'Grady who was unable to support the event but hugely enjoyed the video pitch! Staff Council were asked to submit any ideas to FF.</p> <p>Further information can be found on the Staff Awards page on Staff Zone</p>	<p>Staff Council to forward any comperere suggestions for the Staff Awards to be sent to FF</p>	<p>Staff Council members (asap)</p>

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	<p>Current Campaigns</p> <ul style="list-style-type: none"> • Launch of the Any Qualified Provider (AQP) for East Cheshire Smoking Cessation and Alcohol • The Antibiotic Awareness Campaign 		
11.	<p>Key Messages</p> <p>The group agreed that the key messages from the meeting were:</p> <ul style="list-style-type: none"> • Promotion of the Wellbeing Group – key ideas and themes that are being auctioned by the group • Sustainability and Transformation Plan • Leadership and appraisals • Staff Awards – we need your nominations • Staff Survey • Christmas jumper day – 16 December • Christmas bake-off! - 16 December 		
12.	<p>Future Agenda Items</p> <p>Please send any future agenda items to either TM, LD, JH or CR by Thursday 19 January 2017.</p>	<p>Future agenda items to be sent to TM, LD, JH or CR</p>	<p>Staff Council members (19/01/17)</p>
13.	<p>Any Other Business</p> <p>Uniforms</p> <p>JF queried if the waiting time for staff uniforms was 6-8 weeks? SC confirmed that this was correct but this timescale had been set by the supplier not the trust. SC suggested ordering uniform for staff at the point of recruitment to ensure that the uniform would be available for staff when they take up their role.</p> <p>LD confirmed that she would begin Maternity Leave in January 2017 and Staff Council would be looking for a replacement Vice Chair. LD asked Staff Council to consider volunteering for this role and to submit any expressions of interest to either LD or TM.</p> <p>HL announced that she was stepping down from her Staff Council role. JH and TM both thanked HL for her support and contribution to Staff Council.</p>		
14.	<p>Date and Time of Next Meeting</p> <p>Thursday 26 January 2017 1.00 -3.00 pm in Training Rooms 3 & 4, SCHC Pre-meeting for Staff Council members from 12.30 pm, Training Rooms 3 & 4, SCHC</p>		