

## STAFF COUNCIL MEETING: Action Plan and Outcomes Summary

**Date:** Thursday 5<sup>th</sup> October 2017

**Duration:** 10.30 am -12.30 pm

**Location:** Training 3 & 4, SCHC

<b>Members:</b>		
Debra Ollerhead	(DO)	Continance Service (Staff Council Member)
Fiona Davies	(FD)	Speech & Language Therapy (Staff Council Member) <b>(Vice Chair)</b>
Judy Fairbairn	(JF)	Sexual Health (Staff Council Member)
Jo Harvey	(JH)	Director of HR & OD <b>(Joint Chair)</b>
Ken Walker	(KW)	Communications & Marketing (Staff Council Member)
Paula Simpson	(PS)	Deputy Director of Nursing & Quality Improvement
David Hammond	(DH)	Interim Director of Business Development & Strategy
Tom Meade	(TM)	Staff Governor <b>(Joint Chair)</b>
Helen Lawler	(HL)	Physio Rehab at Home (Staff Council Member)
Julian Eyre	(JE)	Deputy Director of Performance
Alison Hughes	(AH)	Director of Corporate Affairs
Natalie Park	(NP)	Deputy Director of Operations
<b>Apologies:</b>		
Claire Richards	(CR)	Senior Assistant to Director of Human Resources & Organisational Development ( minutes)
Ewen Sim		Medical Director
Karen Howell		Chief Executive
Alison Jones		Quality & Governance (Staff Council Member)
Fiona Fleming		Senior Communications and Marketing Manager
Mark Greatrex		Chief Financial Officer
Craig Elkerton		Senior Health Advisor (Staff Council Member)
Mel Johnston		Business Manager, Dietetics (Staff Council Member)
Stephanie Ball		Community Night Nursing Service ( Staff Council Member)
Val McGee		Chief Operating Officer
Angela Price		Staff Governor
Norma Hayes		Staff Governor
Fiona Campbell		Professional Development Lead 0-19 service East Cheshire (Staff Council Member)
Paula Downie		Health Visiting Team Leader (Staff Council Member)
Elizabeth Jones		Service Lead 0-19 East Cheshire (Staff Council Member)

No	Topic Summary	Outcomes / Actions	Lead (Date)
1.	<p><b>Introductions/Apologies</b> TM welcomed all to the meeting and apologies were noted as listed above.</p>		
2.	<p><b>Minutes of the previous meeting – 20 July 201</b> The group accepted the minutes as a true and accurate record of the meeting.</p> <p><b>Matters Arising</b></p> <p><b>Promotion of Staff Council</b> <b>ACTION 25/05:</b> TM to meet with the Communications team to develop a Staff Council promotional plan <b>UPDATE 20/07:</b> JF and TM had met with Dave Williamson from the Communications team and discussed ideas for promotion of Staff Council.</p> <ul style="list-style-type: none"> <li>• KW confirmed that a survey via Survey Monkey would be sent out in the Staff Bulletin on 21<sup>st</sup> July seeking feedback from staff about what they think about Staff Council and what Staff Council does.</li> <li>• JF suggested doing a few ‘Roadshows’ over lunchtime to raise awareness of Staff council as these had been done previously.</li> <li>• KWS reported that Joint Union Staff Side (JUSS) had recently had a screensaver campaign to promote recruitment of new representatives which had been successful. The recent organisational briefings had also included information on the role of Staff Council and JUSS. JE added that there should be representation from services including Social Care and Community Nursing too.</li> <li>• MG suggested utilising the video conference equipment in the Training Suite so that reps from 0-19 Service in Cheshire East could engage.</li> <li>• JF queried if information on Staff Council was included in the on boarding programme?</li> <li>• Volunteer from Staff Council to link in with HR to ensure information on Staff Council was included within On boarding programme</li> </ul> <p><b>UPDATE 5/10:</b> JH confirmed that the issue of onboarding may have been picked up as JUSS have asked the same question. JH agreed to check.</p> <ul style="list-style-type: none"> <li>• DH noted that the points raised around awareness and clarity on the role of staff council beforehand so to understand the agenda of Staff Council.</li> <li>• AH suggested that Staff Council could have an annual plan which would detail key areas of focus. AH added that the trust would be working on a Communications Strategy and the role of</li> </ul>	<p><b>JH agreed to check if Staff Council information had currently included in Onboarding</b></p>	<p><b>JH</b> <b>(30/11/17)</b></p>

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	<p>Staff Council would feature as part of the strategy.</p> <p><b>ACTION 20/07:</b> Add 'Feedback from Staff Council Promotion' to agenda for September meeting  <b>UPDATE: 5/10:</b> Update to be provided under agenda item 3</p> <p><b>Communication around Hub Structures</b>  <b>ACTION:</b> PS and DO to draft an email to staff regarding the new Hub structure  <b>UPDATE 24/11:</b> 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.  <b>UPDATE 26/1:</b> SC has asked PS to progress  <b>UPDATE 30/3:</b> PS suggested adding the hub structures to Staff Zone and JE agreed to speak to Karen Milnes or Anne Cartwright to action this.  <b>UPDATE 25/05:</b> JE to liaise with Divisional Manager – A&amp;C to add Hub structures to Staff Zone. PS agreed check with JE to see if this had been actioned  <b>UPDATE 20/7:</b> JE agreed to check that this had been actioned and provide an update.</p> <p><b>Update on Patient Safety and Leadership Walkrounds</b>  <b>ACTION 20/07 :</b> AH to attend Staff Council meeting in September to provide a further update on Leadership Walkrounds  <b>UPDATE 05/10:</b> Update to be provided under agenda item 8</p> <p><b>Clinical Admin Review</b>  <b>ACTION:</b> Staff Council to think about how the trust communicates with staff through organisational change and forward ideas to KH  <b>UPDATE 05/10:</b> JH noted that she wasn't aware of any ideas that had been submitted</p> <p><b>Update on Flu Campaign</b>  <b>ACTION:</b> KWS asked Staff Council to encourage staff within their teams and services to receive the flu vaccine  <b>UPDATE 05/10:</b> PS to provide an update under agenda item 7</p> <p><b>*Leadership For All/ Appraisal Update</b>  <b>ACTION:</b> Staff council to encourage their staff and teams to ensure that appraisals were logged on ESR  <b>UPDATE 05/10:</b> ACTION COMPLETE</p> <p><b>Leadership For All Event</b></p>	<p><b>JE agreed to check that A&amp;C Hub structures had been added to Staff Zone</b></p> <p><b>ACTION COMPLETE</b></p> <p><b>ACTION COMPLETE</b></p> <p><b>ACTION COMPLETE</b></p> <p><b>ACTION COMPLETE</b></p> <p><b>ACTION COMPLETE</b></p>	<p><b>JE (30/11/17)</b></p>

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	<p><b>ACTION:</b> KWS to confirm details and date of Leadership For All Event</p> <p><b>UPDATE 05/10:</b> Update to be provided under agenda item 11</p> <p><b>Staff Survey 2018</b></p> <p><b>ACTION:</b> JE to explore idea of drop in sessions for Divisional and Deputy Divisional managers</p> <p><b>UPDATE 5/10:</b> Carry action forward</p>	<p><b>JE to explore idea of drop in sessions for Divisional and Deputy Divisional managers</b></p>	<p><b>JE</b> <b>(30/11/17)</b></p>
3.	<p><b>Feedback from Staff Council Promotion</b></p> <p>DW confirmed that a survey on Staff Council had run about 1 month ago and 50 responses from staff had been received and feedback confirmed that:</p> <ul style="list-style-type: none"> <li>• Staff were aware of Staff Council but did not know who their Staff Council members were or how to access them. This could be remedied by detailed regular updates from Staff Council to raise the profile of the group and its purpose.</li> <li>• There would be a campaign promoted on Staff Zone to raise staff awareness and the profile of staff Council as well as more promotion in the Staff Bulletin, posters, videos and use of social media.</li> <li>• Suggestion of implementing a staff Council inbox so that staff could raise any issues or questions directly and anonymously if necessary with staff Council which would be owned by Staff Council.</li> <li>• Photos would be taken of Staff Council members to use on the posters and on Staff Zone but we would need a budget to charge the posters to.</li> <li>• Suggestion made for Staff Council to run a promotional stall across trust bases and once dates had been agreed these dates would be promoted to staff.</li> <li>• JF suggested using some branding for Staff Council such as a logo to use on Staff Council materials and promotions and maybe a badge that helps staff to identify Staff Council members.</li> <li>• DH suggested highlighting the role of Staff Council to staff and to make it tangible such as what staff council had achieved and how they had made a difference.</li> <li>• AH noted that in the past the group had held elections to elect Staff Council members but the governance had now changed and we now had members who were self-nominated and anyone who was interested in becoming a Staff Council member could attend the meetings to find out more. JH reminded the group that any staff member could attend Staff Council as an observer if they were interested in joining.</li> <li>• The group suggested that a quick win would be to produce a pop up banner to promote staff council at a cost of aprox. £95 which could display key messages about Staff Council, promote pledges and help staff to understand the role of Staff Council also lanyards to help identify staff council. JF was nominated as the Staff Council member to work with Communications to progress this idea.</li> <li>• The group suggested improving the key messages from meetings that were shared in Staff</li> </ul>		

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	<p>Bulletin about key areas discussed and suggested using social media such as twitter to promote key areas discussed using the #hashtag Staff Council using the Wirral CT twitter account. The group felt that communication should be more consistent with key messages and outcomes being shared regularly. JF suggested taking a group photo of Staff Council holding up an outcome or a pledge and agreed to liaise with Communications to action.</p> <ul style="list-style-type: none"> <li>AH reminded the group that the elections for a Staff Governor would be taking place soon.</li> <li>FD reported that we have a colleague from Social Care that may be interested in joining Staff Council and FD agreed to send CR contact details.</li> </ul>	<p><b>Group photo of Staff Council to be taken holding up an outcome or a pledge</b></p> <p><b>FD to send CR the contact details for Social Care colleague</b></p>	<p><b>KW (30/11/17)</b></p> <p><b>FD/CR (30/11/17)</b></p>
4.	<p><b>Fabchange Week</b></p> <p>FD updated that FabChange day was now a whole week running from 13- 17 November 2017. There would be lots of activity on Twitter promoting, celebrating best practice and sharing the good stuff that goes on in the NHS. PS added that there was some great stuff going on and noted that this could be an initiative that was supported by Staff Council and confirmed that Sandra Christie, Director of Nursing and Quality Improvement, had tweeted her pledge.</p> <p>JH added that FabChange week would link into the Leadership Event on 2<sup>nd</sup> November to encourage staff to make their pledges to support FabChange week. FD agreed to feed in with DW about key messages from Fabchange week. JE noted that there had been 130 posts about FabChange social change and we could use this as an opportunity to engage with our social care colleagues. FD encouraged the group to tweet about what they are doing to support Fabchange week.</p>	<p><b>FD to link in with DW to promote key messages from FabChange week</b></p>	<p><b>FD/DW (30/11/17)</b></p>
5.	<p><b>Randomised Coffee Trials</b></p> <p>FD updated that the trust's third round of Randomised Coffee Trials were due to take place during Fabchange week. The Randomised Coffee Trials would provide staff with the chance to chat with a colleague or team in the trust that they wouldn't normally meet either randomly or a specific team that you might want to know more about.</p> <p>FD added that it would be great to have people meeting up during Fab Change week and sharing their photos on twitter. Don't forget to tag @wirralct. Email <a href="mailto:fiona.davies14@nhs.net">fiona.davies14@nhs.net</a> if you would like to take part. The group felt that it was important to ensure that some key messages were shared with staff about what the Randomised Coffee Trials to encourage participation.</p>	<p><b>Staff Council to promote the Randomised Coffee Trials to their teams and services</b></p> <p><b>Key messages to be shared with staff via Staff Bulletin about Randomised Coffee Trials</b></p>	<p><b>STAFF COUNCIL (30/11/17)</b></p> <p><b>FD (30/11/17)</b></p>

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6.	<p><b>*Organisational Update</b></p> <ul style="list-style-type: none"> <li><b>Executive Briefing – September 2017</b> JH reported that the decision had been made to share the monthly Executive Briefing with Staff Council instead of the Integrated Performance Report which had been shared previously as the information contained in Exec Briefing was more current and timely. <p>The group agreed that the Exec Briefing would be shared going forward. The key points highlighted were:</p></li> <li><b>Sickness Absence</b> rate had reduced to 4.7% during September but this was still above the trust's target of 4% and it was noted that the flu vaccination should help over the winter months.</li> <li><b>Quality Goals</b> - PS noted that of the nine Quality Goals only one was rated amber and related to mandatory training. Work was ongoing to support the implement of staffing reviews to ensure that headroom was built in to ensure that staff were not having to cancel their attendance on mandatory training. PS added that there was more work to do around Pressure Ulcers. Sepsis was emerging as a big patient safety priority which had resulted in a number of deaths. PS agreed to provide data from Claire Wedge and share with the group.</li> <li><b>KPIs</b></li> <li>NP updated that the trust had made really good progress with significant improvement in the KPIs for 0-19 East Cheshire.</li> <li><b>Finance</b></li> <li>JH updated that the trust were ahead of the financial plan at the end of August with a £35k surplus. The CIP was rated red as the trust had saved £678K against a £838k target. CIP remained a high priority and three dedicated focus sessions have been organised to support CIP and help teams and staff generate ideas. FD feedback that the session she had attended and there were lots of ideas generated and that staff felt that more engaged and had a better understanding of CIP.</li> <li>JF noted that the Sexual Health service was an integrated service with WUTH, Brook and WCNHSFT and queried if CIP applied to all partners or just WCNHSFT? DH confirmed that Finance would be able to check this. JF noted that it might be helpful for staff in Sexual Health to have an update on CIP to that they have a better understanding and can ask questions. NP agreed to liaise with Neil Perris, Divisional Manager Children &amp; Wellbeing to suggest that this could be incorporated into a team meeting when all 3 providers would be in attendance.</li> </ul> <p><b>Update on Bids, Tenders and Organisational Change (including Clinical Admin Review)</b></p> <ul style="list-style-type: none"> <li><b>Clinical Admin Review</b> - JH provided an update on the Clinical Admin Review and confirmed that the review was now complete. The review had been the largest review undertaken by the trust with 200 plus staff affected. All but 2 staff were in their posts and there had been some</li> </ul>	<p><b>PS to provide Staff council will data on Sepsis from Claire Wedge</b></p> <p><b>NP to liaise with Neil Perris regarding a CIP session for Sexual Health Team</b></p>	<p><b>PS (30/11/17)</b></p> <p><b>NP (30/11/17)</b></p>

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	<p>voluntary downbanding but no compulsory downbanding or redundancies. There would be a lessons learnt exercise undertaken shortly. JF updated that Sexual Health had a new member of the team as a result of the admin review and but she has embraced the change and the new opportunity. JH asked if the member of staff would be interested in sharing her experience with the trust via a Staff Story? JF confirmed she would check and let PS know.</p> <ul style="list-style-type: none"> <li>• <b>Phlebotomy</b> DH updated that Wirral CCG had met to discuss Phlebotomy services going forward. A procurement process was started but was then paused and the CCG have indicated that phlebotomy services may be offered on a Local Enhanced Service basis so that practices can choose whether to bring Phlebotomy back into practice or sign up to a joint service subject to final decision and ratification in December.</li> <li>• <b>MSK</b> DH updated that there had been some slippage for integrated MSK. Podiatry was due to be implemented but has been moved to December. The trust had had AQP on Podiatry and Physiotherapy extended until March 2018. WUTH were keen to work with us to take on more Podiatry and Physiotherapy. An event will be held.</li> <li>• <b>Health Checks</b> Patients aged between 40-79 were being offered a Health Check from their GP practices which has gone out to tender. The trust had agreed to work with the GP Federation to take on some elements of this and was hoping to take the checks outside of a GP practice setting.</li> <li>• <b>Healthy Wirral 50</b> This programme was about how we deliver care to people over 50 by looking at patients' rising risks and taking a proactive approach to support the local population. The first meeting would be taking place this afternoon and attendees would include: GPs, Community Nursing, Matrons, Mental Health and Social Care representatives to look at some quick wins and strengthen working relationships. TM queried if this would put more pressure on our Phlebotomy Service? DH confirmed that demand was being looked and that there was additional pressure from patients requesting home visits but this was being discussed with GP practices.</li> </ul>	<p><b>JF to check with staff member in sexual health about taking part in a Staff Story and let PS know</b></p>	<p><b>JF (30/11/17)</b></p>
7.	<p><b>Update on Flu Campaign</b> PS provided an update on this year's Flu Campaign and the key points were:</p> <ul style="list-style-type: none"> <li>• This year's campaign was launched in September and had begun with a strong start with 367 staff already vaccinated .</li> <li>• 35% of frontline staff had already been vaccinated</li> <li>• A strong Communications campaign had been implemented to raise awareness and promote the Flu Campaign which included a screensaver campaign, regular updates in Staff Zone, updates via Chief Executive's Blog and the reintroduction of the trust Jabometer.</li> <li>• For every staff member that receives a flu jab = ten tetanus jabs would be donated to mothers and babies in Africa with UNICEF. This idea was suggested by Staff Council.</li> </ul>		

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	<p>JF asked if volunteers in the trust were eligible to receive a job and JH asked if the trust's Governors would also be eligible. AH agreed to check with PS and provide an update as we may need to review the numbers of volunteers/governors and how many vaccines the trust has available. PS thanked Staff Council for all their support and ideas for the Flu Campaign.</p>	<p><b>AH to discuss with PS if volunteers and Governors were eligible for a flu jab</b></p>	<p>AH/PS (30/11/17)</p>
<p><b>8.</b></p>	<p><b>Update on Patient Safety Leadership Walkrounds</b>  AH provided a further update on the Patient Safety and Leadership Walkrounds and the key points were noted:</p> <ul style="list-style-type: none"> <li>• The new Patient Safety Leadership Walkrounds had been launched in September and members of the Board of Directors would conduct the Walkrounds of services and teams across the organisation. The Patient Safety Leadership Walkrounds would take across all services and teams and would be organised in a two tier approach.</li> <li>• Tier 1 visits would be undertaken by Directors and Deputies and would be linked to a service and team for a year allowing a buddying relationship to develop.</li> <li>• Tier 2 visits would be undertaken by our NEDs and a Governor and would take place after a Tier 1 visit had taken place. Governors represent the views of our members and the wider public and they were keen to see services in action and provide an opportunity to meet with staff, sharing information and to provide support.</li> <li>• AH encouraged Staff Council to support the programme by agreeing dates and times for the visits with the Corporate Admin team who were organising the dates.</li> <li>• AH confirmed that further Communications would be shared with staff via the Staff Bulletin to share the principles of Patient Safety Leadership Walkrounds.</li> <li>• Guidance notes and FAQs would be developed for both the Board and the service and would be added to Staff Zone to provide support.</li> <li>• JE feedback that he had undertaken two visits already and both had been interesting and more informal than previously and both were completely different experiences. The key element was the buddying arrangements as this allows the exec team and deputies to build a relationship with the service or team.</li> </ul>	<p><b>AH encouraged Staff Council to support the programme by agreeing dates and times for visits</b></p>	<p><b>STAFF COUNCIL</b> (asap)</p>
<p><b>9.</b></p>	<p><b>Update on Five Year Forward Plan (STPs)</b>  DH provided an update on the Five Year Forward Plan (STPs) and the key points were:</p> <ul style="list-style-type: none"> <li>• Andrew Gibson had been appointed as Executive Chair for Cheshire &amp; Merseyside Sustainability and Transformation Partnership (STP). Andrew has written to all trusts with a clear message about local plans based on local places based on local boundaries and place based care.</li> <li>• Mel Pickup, Chief Executive of Warrington &amp; Halton Hospitals NHS Trust has been appointed as</li> </ul>		

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	<p>the new Chief Executive Lead (on a part-time basis).</p> <ul style="list-style-type: none"> <li>• The STP will become known as the NHS Cheshire &amp; Merseyside.</li> <li>• Karen Howell will be leading on the Cheshire &amp; Merseyside workforce workstream.</li> </ul>		
10.	<p><b>Health and Social Care Update</b></p> <p>NP updated that positive feedback had been received from our social care colleagues following the TUPE in June. The trust would be looking to produce a Sound Bite from staff to share testimonials from staff as there were some great examples of co-locality teams.</p> <p>There have been some issues are such as buy back arrangements as Payroll and HR were still on separate systems and the challenge of managing staff on different systems. The IT challenges had been resolved and all moves had been completed with the exception of the Warrens which would happen soon. JH noted that this was a very positive outcome and the 100 day plan had been completed and we were moving into the consolidation and embedding stage. The group agreed to take this standing item off the agenda.</p> <p>NP that Sarah Alldis had been appointed as the Associate Director of Social Care.</p>	<p>The group agreed to take <b>Health &amp; Social Care</b> off the agenda.</p>	<p>JH/TM (30/11/17)</p>
11.	<p><b>*Leadership For All/ Appraisal Update</b></p> <p>JH provided an update on Leadership for All and Appraisals and the key points were:</p> <p><b>Leadership For All Event</b></p> <p>Following the success of last year's event a further Leadership for All event would be held on Thursday 2<sup>nd</sup> November from 9.00 -1.00 pm in the Clinical Skill Lab, SCHC. This would be the 3<sup>rd</sup> annual event that had been held and had always proved popular. The event would have focus bringing leadership alive in all staff roles not just managers. The event would include staff stories from staff about their leadership journey. Professor Michael Brown, Chairman, would be the key note speaker. The leadership event would link into FabChange week.</p> <p><b>Appraisals</b></p> <p>The appraisal window had closed and appraisal had been completed on ESR so a big thank you to all staff. We are now entering into the 6 month appraisal period and ESR would send out reminders to managers of due dates. JH encouraged managers to book in their 6 month reviews in diaries.</p> <p><b>Coaching Skills</b></p> <p>JE updated that Cohort 4 and Cohort 5 were still to run and once completed we will have offered Coaching Skills training to 60/70 staff and have a network of facilitators will be supporting staff to consolidate their learning and share great ideas. JE confirmed he had met with TM to discuss mentoring</p>		

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	<p>and linking this in with the work done on coaching. TM confirmed that he was due to attend a Mentoring Conference in Aintree in the next few weeks. JH added that that a mentor network would be set up in 2018.</p> <p><b>Masterclasses</b> PS updated that the Masterclasses held on Resilience and Coping with Change had received great feedback. The PMO team were due to hold a Masterclass on project management and the Communications team had held a session on Communications. There will be a break from Masterclasses until early 2018 but PS asked Staff Council to forward any ideas for future topics.</p> <p>JF noted that the Quality Workshops did a Process Mapping workshop which was really useful. PS confirmed that a bitesize session had been put together which included PDSA and Processing Mapping in one event. The information would be shared on Staff Zone pages and would be launched in the next few weeks and there would be some online tools available. This would link into the Improvement Practitioner Programme. PS agreed to confirm name, time and date of the IPP event.</p>	<p><b>PS asked Staff Council to forward any ideas for future Masterclass topics</b></p> <p><b>PS agreed to confirm the name, time and date of the IPP event.</b></p>	<p><b>STAFF COUNCIL (30/11/17)</b></p> <p><b>PS (asap)</b></p>
12.	<p><b>Staff Survey 2018</b></p> <p>JH updated that this year's national NHS Staff Survey had been launched and staff should have now received their questionnaire either by email or a hard copy. There was a great local communications campaign underway this year and a poster campaign to highlight to staff the actions that have been undertaken from the Staff Survey results. Social Care colleagues would be receiving the questionnaire too.</p> <p>JH asked Staff Council to support staff to complete their questionnaire by myth busting concerns around confidentiality and to remind staff that reminders were sent out by a Quality Health to staff but we do not see responses to surveys. JH also reminded the group that if teams have less than 10 staff then their responses are not shown as statistics as this would make the group identifiable.</p>	<p><b>JH asked Staff Council to encourage staff to complete their NHS Staff Survey and to myth bust any issues around confidentiality.</b></p>	<p><b>STAFF COUNCIL (asap)</b></p>
13.	<p><b>Communications Update</b> KW provided an update on Communications and the key points were:</p> <ul style="list-style-type: none"> <li>• Promotion of the NHS Staff Survey</li> <li>• Promotion of the Seasonal Flu Campaign</li> <li>• Phlebotomy</li> <li>• Temporary Closure of Eastham Walk -In Centre</li> <li>• For You, With You magazine would be published before Christmas – JF asked if an article could be included in magazine to promote and raise profile of Staff Council</li> <li>• Promotion of the new online Sexual Health booking system</li> <li>• Annual Art Exhibition on Monday 27<sup>th</sup> November</li> </ul>		

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	<ul style="list-style-type: none"> <li>Annual Members Meeting on 13<sup>th</sup> November</li> <li>MIAA Event next week</li> </ul>		
14.	<p><b>Key Messages</b> The group agreed that the key messages from the meeting were:</p> <ul style="list-style-type: none"> <li>CIP savings – focus on need for more ideas from staff and better understanding of CIP position</li> <li>Promotion of Staff Council – response to staff questionnaire</li> <li>Promotion of the Flu Campaign</li> <li>FabChange Week – promotion of Randomised Coffee Trials and link to leadership event</li> </ul>		
15.	<p><b>Future Agenda Items</b> Please send any future agenda items to either TM, FD, JH or CR by <b>Monday 20 November</b>.</p> <p><b>St Caths Roundabout Signage</b> DO raised a concern about the safety of pedestrians and motorist using the roundabout outside the main entrance as she had witnessed a few near misses and suggested could some roundabout signs be displayed ? JH agreed to feed this back to MG</p> <p><b>Outstanding Care Accreditation</b> PS suggested bringing the 'Outstanding Care Accreditation' document to the next Staff Council meeting for review and feedback.</p>	<p><b>Future agenda items to be sent to TM, FD or CR</b></p> <p><b>JH agreed to feedback comments regarding roundabout signage at SCHC to MG</b></p> <p><b>Outstanding Care Accreditation document to be an agenda item at next meeting</b></p>	<p><b>Staff Council members (20/11/17)</b></p> <p><b>JH (30/11/17)</b></p> <p><b>PS (30/11/17)</b></p>
16.	<p><b>Any Other Business</b> No AOB items were raised.</p>		
17.	<p><b>Date and Time of Next Meeting</b> <b>Thursday 30<sup>th</sup> November from 10.00 -12.00 pm in Training Rooms 3 &amp; 4, SCHC</b> <b>Pre-meeting for Staff Council members from 9.30 am, Training Rooms 3 &amp; 4, SCHC</b></p>		