

## Staff Council meeting - Decision & Action Log

**Present at meeting:** Tom Meade (Chair), Fiona Davies (Vice Chair), Deb Ollerhead, Norma Hayes, Jo Harvey (Joint Chair), Paula Simpson, Val McGee, Fiona Campbell, Alison Hughes

**Apologies:** Craig Elkerton, Mark Greatrex, Ken Walker, Helen Lawler, Judy Fairbairn, Paula Downie, David Hammond, Margaret Davies, Alison Jones

**Decisions & actions from the meeting held on: Thursday 25 January 2018**

Agenda Item	Decision	Action	Lead	Due Date	Status
<b>Decision and Action Log</b>	JH tabled a copy of the Staff Council page which was included on the onboarding programme	<b>Staff Council to review the current content and provide an update for onboarding page.</b>	<b>Staff Council</b>	<b>29/03/18</b>	
		<b>New Staff Council photo to be taken</b>	<b>KW</b>	<b>29/03/18</b>	
		<b>Build an update of the Staff Council page into the Comms plan as the information is out of date and check links work</b>	<b>AH/JH</b>	<b>29/03/18</b>	
<b>Staff Council Chair and Vice Chair</b>	TM would be standing down as Staff council Chair but would remain as Staff Governor. FD would take on the role of Staff Council chair and DO would carry on the role as Vice Chair if there were no other expressions of	<b>FD to email Staff Council members to seek any expressions of interest in the Vice Chair role</b>	<b>FD</b>	<b>Asap</b>	
		<b>AH/FD to discuss Board attendance</b>	<b>AH/FD</b>	<b>29/03/18</b>	

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	<p>interest. JH thanked TM on behalf Staff Council and the Board for his tremendous commitment to the Chair role.</p>				
<p><b>Organisational Update</b></p>	<p><b>Executive Briefing</b> JH tabled copies of the Executive Briefing from January for the group to note.</p> <p>PS highlighted the dip in incident reporting in December 2017 and asked the group to encourage incident reporting in their teams/services.</p> <p><b>Update on Bids, Tenders and Organisational Change</b> <b>Phlebotomy</b> VM updated that the CCG had divided the budget to GPs and asked the GP federation to submit plans by 26/01/18. Current contract had been extended to the end of March and a model had been prepared with GP federation.</p> <p><b>MSK</b> VM updated that there was a</p>	<p><b>Staff Council to encourage incident reporting within their teams/services</b></p>	<p><b>Staff Council members</b></p>	<p><b>ongoing</b></p>	

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	<p>move to a single provider model and WUTH have the contract with a view to putting a triage function into the process which the trust would provide on a sub contract basis. We may need to recruit more staff.</p> <p><b>Primary Care Mental Health</b> VM update that waiting times had not reduced with current provider for low to mid risk patients and the contract would be re-tendered. The trust was working with 3<sup>rd</sup> sector agencies such as Age UK, also CWP and GPs to provide a pre-diagnosis service to provide help to patients when they need it focusing on their wellbeing both physically and mentally.</p>				
<p><b>CQC Inspection</b></p>	<p>PS advised that the Well Led CQC inspection would take place from 27 – 29 March 2018. CQC inspectors would come and spend some time with staff and services over the next few months.</p> <p>There would also be an unannounced inspection and a</p>				

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	<p>short notice inspection. All operations leads have been briefed in preparation and a communications plan was underway to ensure staff were briefed and there was a CQC page on Staff Zone with a link to materials, resources, checklists and further information for staff.</p> <p>A pack of information would be send to each service which would include posters and checklists etc.</p> <p>Two staff Focus Group would take place on 13 February 2018 and PS asked Staff Council to attend the sessions if possible</p>	<p><b>Staff Council to encourage staff to read CQC page on Staff Zone in preparation</b></p> <p><b>PS encouraged Staff Council to attend the Staff Focus Groups on 13/02/18</b></p>	<p><b>Staff Council members</b></p> <p><b>Staff Council members</b></p>	<p><b>Asap</b></p> <p><b>13/02/18</b></p>	
<p><b>Mandatory Training</b></p>	<p>PS highlighted that the trust was still showing an amber rating for completion of Mandatory training currently at 81%. CPD sessions would be held on a monthly basis for an afternoon to allow time for staff to complete their mandatory training and to also catch up as a team. This message has been shared with staff via the Staff Bulletin.</p>				

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<p><b>Communications Update</b></p>	<p>AH provided a communications update and the key points were:</p> <ul style="list-style-type: none"> <li>• There had been a great response to the Staff Awards with 98 nominees to date</li> <li>• Judging panels had now started and the shortlisted nominees would be announced on Staff Zone.</li> <li>• The Staff Awards event would be held at the Leverhulme Hotel this year and would be funded by sponsorship.</li> <li>• A presenter had not yet been confirmed</li> </ul>				
<p><b>Wellbeing/Resilience</b></p>	<p>JH reported that in response to feedback from staff regarding morale and work pressures a short action plan has been implemented to support staff wellbeing which included the offer of IT troubleshooting sessions, cancellation of any non-urgent meetings , Tier 2 Patient Safety Leadership walkrounds have been stood down and reinvigoration of the staff ideas and listening events. Full details</p>				

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	<p>were shared in the Chief Exec's Blog.</p> <p>DO noted that asked if there was an update on the laptop replacement scheme as some staff laptops were becoming less effective due to their age? JH noted that laptops do have a shelf life and there was a laptop replacement plan and battery replacement plan in place which JH to share with Staff Council.</p> <p>The provision of Ipads was being reviewed and some staff had raised this as other local NHS trust are using them but Ipads are not compatible with SystemOne.</p> <p>FC queried if there was a cut of date for 0-19 staff to move completely over to paperless diaries? Ian Hogan/Jo Chwalko and MG would meet to look at the clinical barriers within the 0-19 service and PS confirmed that Information Governance would link into this.</p>	<p><b>JH to share details of the Laptop and Laptop battery replacement programme</b></p> <p><b>Ian Hogan/Jo Chwalko and MG would meet to look at the clinical barriers within the 0-19 service</b></p>	<p>JH</p> <p>IH/JC</p>	<p>29/03/18</p> <p>29/03/18</p>	

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	<p>Feedback was received that some managers were not supportive in releasing staff to attend Staff Council meetings and were not recognising the value placed on staff council. VM agreed to tweet after the meeting and agreed to raise this issue at the weekly Operations meeting.</p> <p>JH added that the quarterly Staff Friends and Family test only had a response rate of under 100 and JH asked Staff Council for ideas on how to increase this?</p>	<p><b>VM agreed to tweet after the Staff Council and raise issue about value of Staff Council at weekly Ops meeting.</b></p> <p><b>The group agreed to raise this with their teams and services and with some key points to let staff know the benefits of completing the SFFT.</b></p> <p><b>Look at a screensaver campaign and link into future Listening Events.</b></p>	<p><b>VM</b></p> <p><b>Staff Council</b></p> <p><b>KW/ Comms Team</b></p>	<p><b>29/03/18</b></p> <p><b>29/03/18</b></p> <p><b>29/03/18</b></p>	
<p><b>Car Parking at St Caths</b></p>	<p>JH updated that building work was due to begin on the perimeter wall of the Staff Car Park at St Caths which would result in the loss of 10 car parking spaces. Some key meetings were being moved out of St Caths to other venues particularly on Tuesdays and Wednesdays when the car park was at its busiest.</p>				

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<b>Nursing Transformation</b>	VM updated that a transformational plan for Community Nursing had been developed to look at working productively, better work life balance and getting leadership right. The first phase would include redesign of job roles of hub managers and team leaders to flatten job roles. The consultation finished yesterday and there have been some suggestions which will be responded to. The plan will be shared with Committees and we need to ensure clarity around communicating proposals to staff. PS agreed to send the QIA to JH.	PS agreed to send the QIA to JH.	PS	29/03/18	
<b>Outstanding Care Accreditation</b>	PS updated that this had now been tested with 4 teams and had received positive feedback as it can be used to celebrate excellence using a self - assessment process against set standard and upon review of evidence the team would be awarded.				
<b>Key Messages from Staff Council</b>	The key messages from Staff Council which would be updated				



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	<p>in Staff Zone.</p> <ul style="list-style-type: none"> <li>• Update on new Staff Council chair – Fiona Davies</li> <li>• The forthcoming CQC inspection and how teams can prepare.</li> <li>• Workforce wellbeing &amp; resilience and the initiatives being put in place</li> <li>• Mandatory training and the importance of increasing completion across the trust</li> <li>• Staff FFT returns and encouraging staff to complete the questionnaire.</li> <li>• Update on the nursing transformation programme</li> <li>• Heart Awards 2018</li> </ul>				