

Staff Council meeting - Decision & Action Log

Actions from the meeting held on: Thursday 27 September 2018 are complete

Actions from the meeting held on: Thursday 25 January 2018 are complete

Actions from the meeting held on: Thursday 30 November 2017 are complete

Actions from the meeting held on: Thursday 5 October 2017 are complete

Present at meeting: Fiona Davies (Staff Council Joint Chair), Fiona Campbell, Alison Jones, Dionne Lennon, Dawn Williams, Alison Hughes, Natalie Park, Jo Harvey, Paula Downie

Apologies: Karen Howell, Ken Walker, Debra Ollerhead, Helen Lawler, Judy Fairbairn, Mark Greatrex, Nick Cross, Mel Johnston, Val McGee, Dave Hammond, Paula Simpson

Decisions and actions from the meeting held on: Thursday 24 January 2019

Agenda Item	Decision	Action	Lead	Due Date	Status
Apologies for Absence	As noted above.				
Decision and action log of previous meeting – 22 November 2018	See action log from 22 November 2018 This meeting was audio recorded and decision and action log was transcribed by CR.				
Staff Council Items: Parking at St Caths	FD noted that staff were worried about being charged for parking at St Caths and although information had been shared there remained some anxiety around this. PD noted that there had been some conversation on local community groups on social media and a query had been raised about blue badge holders. DW noted that an FAQs had been compiled and the aim of the system was not to penalise staff or patients but to safeguard our staff and patients. It was noted that the scheme would not cost the trust anything to implement and it would not generate any income. DW added that Staff needed to be responsible for providing names of				

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	<p>staff and car registration details if they are holding or attending training session or meetings at St Caths. A template had been approved with Comms for staff who have visitors that will be using the Main Car Park for over 3 hours to complete with a preference to email the form to the Estates Helpdesk email. The form would be shared with staff via Comms and would also be available on Staff Zone. Clinic admin/reception staff would be required to collect registration numbers from patients attending clinics to then forward to the Estates Team. The company who would be running the car parking system have had good reviews from other hospital sites that use the system.</p>				
<p>Long Term Plans for Prenton Clinic</p>	<p>FD noted that this item had been raised by staff. DW noted that there had been a few concerns about Prenton Clinic as it was an old building and provided details of the refurbishment plans. The car park had been refurbished and the windows had been replaced and this week and we were now reviewing how to use the space more effectively. The reception area would be refurbished and updates on storage, new floors, new walls and decoration throughout at a cost of £35k. The main admin area would have the door and wall removed. The trust had worked with the teams and Sam Curtis from 0-19 service on the refurbishment.</p>				

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Staff Membership	<p>FD noted that a few Staff Council members had now left the trust or resigned and it was felt that this would be a good opportunity to look at membership of Staff Council. In the past we had held an election process but this had now been relaxed and staff could now attend by invitation. JH noted that the Terms of Reference for Staff Council needed to be updated. The trust held Listening Events last year in response to the Staff Survey and CQC and whilst some feedback had been received it was limited and it was felt that a more informal approach for staff council members would be to take on this role at listening events rather than senior managers.</p>	<p>AH agreed to work with KW on the launch of the new branding and linking this in with a campaign to recruit new members maybe a screensaver and pictures of Staff Council members</p>	<p>A.Hughes/ K.Walker</p>	<p>21/03/19</p>	
	<p>AH added Senior Leaders and Directors would be going out to shadow teams to increase their visibility. The group discussed how Staff Council could take on a more active listening role by engaging with teams picking up staff issues such as IT problems. It was also noted that there were key areas of the organisation such as Adult Social Care, Community Nursing and Urgent Care were not represented at Staff Council and the more the membership could be increased then the more beneficial this would be to staff in those under-represented areas. It was noted that the launch of the new branding and logo would coincide with the launch of the new campaign to promote and encourage staff to get involved with Staff Council. AJ, FD and PD agreed to provide support on the content and Staff Council campaign.</p>	<p>Staff Council members to consider how to support a more active listening and engagement role</p>	<p>Staff Council members</p>	<p>21/03/19</p>	
January Pay Date	<p>FD raised this query from a member of staff who had contacted her via Twitter. The suggestion was around bringing the January pay day forward one week to offset the early pay day in December as some other</p>				

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	<p>NHS Trusts do this and could this be looked into. JH updated that there have been discussions with our payroll contractor to move away from the early pay date in December as this was brought in a number of years ago and agreed to provide an update once discussions had progressed further.</p>	<p>JH to provide an update on discussions with payroll provider</p>	<p>J.Harvey</p>	<p>21/03/19</p>	
<p>Board Items: *CQC Update</p>	<p>JH provided an update and the key points were:</p> <ul style="list-style-type: none"> • The work around SAFE was rolling out and training was underway to help services to be ready for CQC and to understand their position. • We were awaiting the Routine Information Provider which we receive 6 months before the CQC inspection which requests a lot of data from the trust. • To support the implementation of SAFE, 96 members of staff have now been trained with further sessions planned. We would like services to work through the self-assessment part of SAFE and upload evidence by the end of February. SAFE Social sessions have been organised which were going to be 2 hour workshops every week in February for services to get support if they are struggling with their evidence and the sessions would be held at various sites rather than just St Caths and any member of staff can attend. 				
<p>Governor Elections</p>	<p>AH provided an update on the Governor Elections that took place at the end of November 2018 and noted that FD had been elected as a Staff Governor. There was one vacant seat within our Staff Constituency and it was noted that if Staff Council could increase the numbers of members this could help us at the next bi-election in Summer 2019. A screensaver campaign could be used to promote the vacancy and the group</p>				

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	noted that it would be great if we had a Staff Governor from East Cheshire. FD added that she was looking forward to undertaking the role of Staff Governor.				
Listening Events – Role of Staff Council	Item covered under agenda ‘Staff Membership’				
Staff Engagement	<p>AH provided an update and the key points were:</p> <ul style="list-style-type: none"> • Staff Engagement had been discussed at this forum as well as SLT and ELT since the last annual staff survey results. The next Staff Survey results would be shared soon and it would be interesting to see the impact of some of the initiatives that we put on last year such as the leadership event, listening events and the new Employee of the Month and Staff Recognition Scheme. • AH shared some information from the King’s Fund and which gave details of Six Building Blocks for a highly engaged workforce and added that the trust probably had a lot of this in place so what we want to do is bring this to life for staff and leaders to say what do we have within our organisation that allows you to engage with each other and us and how do we do that? Work was ongoing on Staff Engagement Framework based around the Six Building Blocks that we can go out to our workforce and to provide reassurance to staff about what the trust already had in place. • The Leadership Walkround scheme was being revised to ensure that Directors and Senior Leaders would be spending time and working with teams and services in a shadowing capacity. 				

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	<ul style="list-style-type: none"> New Staff Zone would be launching soon and this would help staff to find documents more easily to support staff to undertake their roles more easily. A review would be undertaken on internal communications channels such as Staff Bulletin, Chief Exec Blog to ensure that these support how staff engage. The group also discussed the option to send Staff Bulletin out on another day during the week rather than on a Friday so that key messages feed into team meetings more effectively. The suggestion was made to ensure that Staff Bulletin should be a regular agenda item at team meetings. 	<p style="text-align: center;">AH agreed to take this feedback back to Comms</p>	<p style="text-align: center;">A.Hughes</p>	<p style="text-align: center;">21/03/19</p>	
Trust Name Change	<p>AH updated that the Board have supported the Trust's proposed name change to Wirral Community Health & Care NHS Foundation Trust and feedback had been incorporated from stakeholders, staff, governor and members. NHS England have approved the proposal and confirmed that the new name met the branding guidelines. A task and finish group had been set up to support the practical implementation of the trust's new name e.g. updating signage, updating templates on SystmOne and NHS Constitution.</p>				
Leadership For All	<p>JH provided an update on Leadership For All and tabled a copy of the presentation that was delivered at the Leadership Forum in November 2018 and talked the group through the key points.</p>				
<p>* Organisational Update</p> <ul style="list-style-type: none"> Executive Briefing - December 2018 	<p>JH noted that the Exec Briefing from December had been shared for information and there were no questions raised.</p>				

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<ul style="list-style-type: none"> • Update on Bids, Tender and Organisational Change • TG Medical Bid • Phlebotomy 	<p>TG Medical Bid NP updated that the trust were working in partnership with Marine Lake Medical Practice to support them in producing a joint workforce model by seconding staff into the TG Medical practice.</p> <p>Phlebotomy The trust continued to be in discussion with practices and commissioners around reaching a model that was deliverable and that met the needs of the practices and commissioners and staff were being supported through the process.</p>				
<p>*Sharing Good Practice</p>	<p>FD encouraged members bring any sharing good practice items to the next meeting.</p>	<p>Staff Council members to bring any sharing good practice items to the next meeting</p>	<p>Staff Council members</p>	<p>21/03/19</p>	
<p>Key Messages</p>	<p>FD summarised the key messages from the meeting:</p> <ul style="list-style-type: none"> • Car Parking at St Caths – emphasising the responsibility of staff to email car registration details to Estates • Staff Council Membership – recruitment of new Staff Council members and the development of the role to include a listening role • Prenton Clinic Refurbishment – share details of the refurbishment plans for Prenton Clinic • Leadership For All Update • SAFE Tool – encouraging staff to use the tool and the link to CQC to prepare staff and identify gaps early and the SAFE Socials that would be taking place 				

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Future Agenda Items	None noted				
Any Other Business	FD thanked Dawn Williams for attending the meeting to provide an update on Estates and Car Parking at St Caths and FD asked Staff Council members to encourage staff to bring agenda items to Staff Council.				