

**East Renfrewshire Health and Social Care Partnership  
Joint Staff Forum**

**23<sup>rd</sup> September 2019 at 11.00 am  
Birkenshaw Suite, Eastwood Health & Care Centre  
(Staffside pre meeting 10.00 am)**

**ATTENDEES:**

Candy Millard, Head of Adult Health and Care Localities, HSCP, (Chair)  
Lesley Bairden, HSCP, Chief Financial Officer  
Louise Brown, HR Business Partner, HSCP  
Moira Burns, PA, HSCP (Minutes)  
Marjorie Gaughan, Unison, NHS  
Lisa Gregson, HR Business Partner, HSCP  
Tom Kelly, General Manager, LD Inpatient Services  
Andrew McCready, Unite NHS  
Belinda McEwan, Senior Manager: C&F (Intensive Services) and Criminal Justice  
Stuart McMinigal, Business Support Manager, HSCP  
Anne Olivarius, UNISON, ERC  
Greg Usrey, Royal College of Nursing, NHS (Secretary)

**APOLOGIES:**

Mairi-Clare Armstrong, Governance & Systems Manager, HSCP  
Nicola Baillie, Unite NHS  
Allison Cairns, GMB Scotland  
Julie Murray, Chief Officer of HSCP  
Kate Rocks, Head of Public Protection and Children's Services (CSWO), HSCP  
Gayle Smart, Intensive Support Manager, HSCP  
Ian Smith, UNISON, ERC (Co-Chair)  
Lynne Rankin, UNISON, ERC  
Cindy Wallis, Mental Health & Partnerships Service Manager, HSCP

**1. WELCOME/APOLOGIES**

Candy Millard Chaired the meeting and welcomed all.

**2. MINUTE OF PREVIOUS JSF**

The Minute of Meeting held on 12<sup>th</sup> August 2019 was approved with the following changes:

- Include apologies from Marjory Gaughan and Andrew McCready
- Remove Lesley Bairden as an attendee
- Finance update which is being presented to the IJB shows a significant projected overspend to change to £500k.

### 3. MATTERS ARISING

Marjory stated she would also like to be involved in the discussion with regards to the LD Inpatient Services Band 7 job description re Assessment and Treatment redesign. Item 9. iii. of previous minute.

Stuart advised there was a bit of confusion around Staffside representation on the H&S Committee which he discussed with Andrew . Stuart confirmed he will relook at this.

### 4. CHIEF OFFICER' S UPDATE

#### i. Update

No update.

#### ii. IJB Papers

- Care at Home August Update
- Annual Report and Accounts
- Chief Social Work Officer Annual Report
- Clinical and Care Governance Annual Report
- Charging for Services
- Reappointment of IJB Members

#### iii. Finance Update

The Annual Report and Accounts is being presented to PAC on 25<sup>th</sup> September 2019. We received a good report from Audit Scotland with 5 recommendations which were very straight forward, therefore will be presented to IJB for approval.

2019/20 projected overspend has slightly improved at £90K mainly due to staff turnover. Monitoring holding steady as have reserves for this year.

2020/21 revenue estimates planning on existing assumptions, subject to settlement. There will be cost pressures particularly on social care as there is no way can deliver on £3m plus savings without it affecting care services. Lesley advises we would need to move to a prioritisation approach. Lesley will keep the group updated.

The main health cost pressure is prescribing and whilst we have covered this year it could still be blown out of the water. Lesley stated she was unsure what will happen if BREXIT happens.

Andrew updated on BREXIT at APF-15 thousand medical supplies, and specific issues on transport for Radiopharmacy products. Only airport taking this in is Midlands. Procurement have a stockpile for an eight week supply of a number of medicines and supplies. All GPs and Pharmacies have been told to not to request additional items.

The Charging Report being presented to IJB includes 2.6% inflation on existing charges. Uplift is the assumption that council uses.

## **6. REDESIGN UPDATES**

### **i. FFTF Update**

The review of the Rehab Teams is underway and a number of sessions have been held to capture and review the Rehab Pathway.

A further workshop was held at the beginning of September with the Primary Care Mental Health Team to look at areas of improvement.

An initial meeting with staff has taken place and a review of our Statutory Mental Health Services has commenced and being carried out by an independent reviewer.

Business Support review is underway.

### **ii. Intensive Services**

Candy advised a Care at Home internal inspection took place by the Care Inspectorate and is awaiting a draft report. Comments on the report are required to be returned within 2 weeks. The Care Inspectorate noted the improvements and advised that considerable improvements are still to be made.

Improvement will continue and areas around service redesign will be looked at.

**ACTION: Candy will share a link to Care Inspectorate report with JSF when available.**

Candy advised that two recruitment sessions have been held and sensed that people did not realise what Care at Home was. Nine people said they would attend for interview only half attended. Work is currently taking place with Unions with regards to Job Descriptions. There is an issue about how we encourage people into Social and Health Care.

### **iii. LD Inpatient Services**

A workshop style session has been organised for 14<sup>th</sup> October. The HSCP is presenting to wider groups in terms of future development plans and suggestions about Inpatient services.

Long Stay redesign cannot move much further until Glasgow develops its Care Home. Lesley and Tom are looking at reserves and how to manage.

Advert has gone out for an SCTCI Service Manager. Interviews will take place on the 4<sup>th</sup> October.

**ACTION: Tom will send Job Description to Greg and Marjory.**

iv. Children's Services

Inclusive Support Services

Structure in place with Inclusive Opportunities Officer and Inclusive Opportunities Worker in post. A review of support staff has been completed with 20 staff moving to contracted employees and 20 remaining as casual workers for busy periods such as holiday programmes.

**ACTION:** Belinda to confirm to Marjory if staff have been TUPE'd over.

School Nursing

We currently have a Band 6 qualified school nurse and a Band 5 nurse who will go on to undertake the school nurse qualification. We are focusing on the pathways emotional health and wellbeing, vulnerability and transitions.

v. New Developments

Mental Health Board Wide Review/MFT/PCIP

Candy advised a conversation is required out with the meeting about the format of this report and asked JSF to feedback on individual requirements. The PCIP MoU money is ring fenced and subject to a three way agreement between the HSCP, LMC and local GP Forum. There has been a lot of work done locally in terms of community health care support workers and treatment rooms. Staff working to ANP qualifications are required to be supervised and GPs have advised they require a payment for this. Discussion is currently taking place around this.

vi. Other Redesign Activity

None reported.

## 7. STANDING ITEMS

i. HR Activity Report

NHS absence = 7.60% an increased as there are a number of complex cases within the HSCP. Lisa has spoken to Catriona Reid and advised some cases need to go back to Occupational Health.

Tom and Lisa suggested meeting with Staffside to look at absence scenarios and identify other existing options within the HSCP available to staff they can be signposted to. Tom advised they were unsure if policies were being looked at broadly enough and if they are working for some individual staff. Tom also mentioned he is looking at profiles of some of the absences and has pulled together anonymised situations and trends. Andrew raised concern that although profiles would be anonymous staff can still be identified due to some team sizes. Marjory stated Staffside would advise it is the manager's responsibility to look at the policy which identifies options. Tom reassured that we are doing what we can with

managers and Staffside input. Andrew advised they would only engage with staff who want to engage. Andrew agreed not to look at scenarios as the could be identifiable and will meet with Tom and Lisa to give general advice.

Council Absence = 0.76 On target this month however concerns that not all absence data has been entered into system that has led to a lower figure.

ii. Staff Governance

Lisa apologised for the lateness of presenting the framework as it required to be updated and prioritised.

Engagement events and staff shadowing are being held which were additional actions agreed at the June meeting.

The APF have asked that we include some additions in relation to Dignity at Work post Sturrock and embed into own actions by 13<sup>th</sup> September. Lisa advised this is quite a big topic to cover and suggested we look at the report at the JSF development day. JSF agreed for Lisa to circulate suggested actions to be discussed at the development day.

**ACTION: Lisa to circulate actions to JSF, return to Staff Governance Group**

iii. iMatter Update

The staff experience plan was discussed at the Staff Governance Group although Staffside were not in attendance.

Themes for improvement are in relation to:

- Perception of visibility of senior managers
- Ensuring staff feel involved in decision's
- Perception that performance is managed well within the organisation

Andrew asked that section 2:2 be looked at and updated

**Plan agreed in principle additional comments to be sent to Lisa**

**ACTIONS: JSF to return any comments to Lisa who will feedback at next meeting.**

**Lisa to update section 2.2.**

Lisa will discuss JSF development day with colleagues on Wednesday with a view to setting a date. A separate meeting will be arranged with Andrew and Greg.

iv. Workforce Plan

Update for 2019 has been presented to DMT for approval. Guidance may be published by end September for 2020-23 plan.

v. Health & Safety

Targets and Objectives

- A number of Health and Safety audits have now been completed. The DATIX audit for commission on contracts was fair. Two localities teams have undertaken risk assessment audits.  
**ACTION: Stuart to feedback on risk assessment audits at next JSF.**
- Two out of three Health and Safety inspections have been carried out.
- We have been informed by Corp health and safety that if a premise holds a ladder an annual inspection similar to electrical PATs testing is required to ensure the ladders are safe to use. There is nothing in place at Barrhead Resource Centre which is being organised by the centre staff .
- Conflict Management courses - released to employees and now fully booked.
- Still to identify with managers who would be suitable to attend Health and Safety courses.
- Evacuation training for staff and visitors has been timetabled.
- Completion of GGC module is down to 86%, which is flitting between green and amber
- Reminders to complete NES sharps module will be sent out.
- Completion of Fire safety module brought in April 19 is doing well.

Incidents

No Q2 data at time of publication.

Health & Safety Committee

The next meeting will be held on 3<sup>rd</sup> October 2019.

**ACTION: Stuart to bring Health & Safety Committee Minute to next JSF.**

Lone Working Device Implementation

Stuart mentioned there is GDPR concerns around the use of how data is going to be used. Staff require to have a meeting around this.

New user templates for devices have been sent out and awaiting return. About 20 staff have still to be trained in the device and Stuart thanked all for their hard work.

vi. Accommodation

Lesley advised the Accommodation Strategy Group is meeting on a regular basis and reiterated that any accommodation changes should go to the group. Proposals are being presented to DMT with regards to movement of EHCC staff. Mairi-Clare and Mairi Brennan have done some work around this and the group meet again this week. The cleanliness of the staff entrance and children's hearing corridor at Barrhead HCC requires to be looked at.

vii. Information Exchange Cover Sheet

The Group agreed:

- Budget - Finance and Brexit implications
- Absence - How we can best use Board policies.
- Sturrock Report – locally and consistency over partnerships.

**8. AOB**

Marjory asked if there was any information available about Health Visitors Band 7 re banding and stated from a staffside perspective they are keen not to change the workforce to reflect the budget. Lesley advised there were 2 options for Health Visitors which are fund locally or limit staff. ER HSCP has funded locally this year and will be looked at next year as a pressure.

**ACTION: Elaine Byrne, new Senior Nurse to be invited to next JSF.**

**9. DATE OF NEXT MEETING**

The next meeting scheduled for 25<sup>th</sup> November 2019 @ 11.00 am requires to be rearranged due to the Public Protection Conference. Moira will circulate dates for availability.