

# **Agenda Item 15**

## **Minutes of Committees and Groups**



# Note of Meeting

**Meeting:** Falkirk Health Social Care Partnership Joint Staff Forum

**Date:** Wednesday 6 February 2019

**Venue:** Denny Town House, Conference Room

**Present:** Robert Clark (Chair) Unison NHS Forth Valley (RC)  
Patricia Cassidy, Chief Officer, Falkirk HSCP (PC)  
Karen Algie, Head of HR, Falkirk Council (KA)  
Linda Davidson, HR Associate Director NHS Forth Valley (LDA)  
Gordon Irvine, Unite, Falkirk Council (GI)  
Kathy O'Neill, General Manager NHS Forth Valley (KON)  
Roger Ridley, Unison, Falkirk Council (RR)  
Joe McElholm, Head of Adult Services, Falkirk HSCP (JME)

	Item	Action
1.	<b>APOLOGIES</b> Matt McGregor, Unison, Falkirk Council (MMG) Christina Lambie, GMB, (GL)	
2.	<b>MINUTES OF 12 DECEMBER 2018</b> Correction apologies noted from Linda Donaldson not Linda Davidson who was present at the meeting.	
2.1.	<b>Matters Arising</b>  <b>Budget</b> Settlement announcement from Derek McKay indicates there is a slight increase for local authorities, although not much of an increase for the partnership. A finalised savings challenge still to be confirmed but likely to be less than £4m.  <b>2.1.1. Debrief for Stirling Care Village</b> Has not taken place. There has been a lot of work undertaken to look at different grades of staff and their roles in relation to administering medication. The process has highlighted that it is possible for a mix staff to work together.  <b>2.1.2. Carronbank</b> The use of space at Carronbank is still under discussion. PC will bring an update when available.	
3.	<b>STANDING ITEMS</b>	
3.1.	<b>Integration/Locality Structures</b> PC circulated the structure paper agreed at IJB on 1 February 2019. The paper included the output from work completed with shadow management team. The paper also reaffirms the legislation that IJB's are public bodies.	



Appendices include:-

- Governance principles for Council and NHS
- Operational Management Structure
- Falkirk HSCP Functions & Services from Shadow Management Group
- Leadership and Management Structure
- Timeline
- Communication Strategy

#### **Operational Management Structure**

Outlines 3 integrated locality teams. Work is still required on the tier below locality manager as well as the HQ functions. Further work needed on Phase 2 and Phase 3, is AHPs, Health Improvement Work, Primary Care and Incontinence.

#### **Leadership and Management Structure**

Agreed two Head of Service posts with Chief Finance Officer and Professional Advice/Support for Health.

Timeline for the development and transition of the structure is to be in place by winter 2019.

Communication Group forward planner will be of particular interest for this group and how we keep staff informed.

Chief Finance Officer will work with colleagues in NHS to deliver the structure within existing budget. Support functions from Council and NHS require to be formalised.

KA presented an updated paper on the process of implementing the structure. A job description for the new Head of Service post is to be developed and graded. There will be slotting and matching process put in place for posts where appropriate, if this is unsuccessful posts will be advertised externally.

LDO and KA are meeting next to work up a workforce plan.

Agreed that we would want to meet with managers to answer any questions. Communication should be shared with all managers at the same time.

TU's will continue to be involved in the transformation programme.

3.2.

#### **Homecare**

Completed the implementation of new shift patterns with no significant problems. This should bring an improvement for service users and staff time aligned to need.

Agency staff have been used to relieve some pressures in delayed discharges funded by winter planning monies.

Care Inspectorate will undertake a further inspection in the next 8 weeks. We would hope staff will see an improvement in grades from the homecare action plan.



TU' are receiving positive feedback from members with just a few minor problems. Councillor Collie visited homecare teams and was impressed and positive about the service.

3.3. **Adult Services**

Summerford Care Home has received a disappointing inspection report. The Service is working with the Care Inspectorate and has made required service improvements. As this is a multi agency intermediate care / reablement service, there has been a joint effort with NHS colleagues in addressing the issues raised.

Summerford will be re-inspected by the end of March. The Care Inspectorate has completed two monitoring visits since the inspection and has given positive feedback.

3.4. **NHS Forth Valley Community Services Directorate**

KON confirmed Children's Services have moved to Women's and Children's Directorate.

Noted Teams and Managers are anxious to hear timescales for integration with Stirling and Clackmannanshire moving to a different timeframe.

Workforce challenges continue in mental health and prisons. Recruitment interviews are underway for Consultant Psychiatrists.

RC acknowledged the challenge ahead but we are committed to work through and continue to communicate.

3.5. **Feedback from Trade Unions**

RR raised an issue regarding communication to workers in relation to delayed discharge and lack of joint working in relation to delays due to guardianship orders. JME/KON agreed to pick this issue up with teams.

4. **AOCB**

4.1.1. **Progress of Integration**

Ministerial Strategic Group (MSG) have published the Progress of Integration Report ([Progress of Integration on Health & Social Care](#)). The report makes a number of proposals which ties in with the Audit Scotland Report. The partnership will undertake a self evaluation and make recommendations to the board. MSG will continue and monitor IJBs progress.

4.1.2. **Health and safety Strategy**

Group discussed issue of incident reporting and agreed an incident should be reported to the relevant employer and premises management.

5. **DATE OF FUTURE MEETINGS 2019**

Wednesday 3 April 2019 at 2.00 pm Denny Town House (Chair Patricia Cassidy)