



**Draft** minute of the Joint Staff Forum held on Friday 15 July 2016 in the Council Chambers, Clackmannanshire Council, Kilncraigs, Alloa.

**Present:** Shiona Strachan, Chief Officer, (SS) (Chair)  
 Patricia Cassidy, Chief Officer (PC)  
 Pam Robertson, Unison, (PR)  
 Lindsey Orr, RCN, NHS Forth Valley (LR)  
 Kevin Robertson, Unite, Falkirk Council (KR)  
 Tom Hart, Unison, NHS Forth Valley (TH)  
 Robert Clark, Unison, NHS Forth Valley (RC)  
 Chris Alliston, HR Clackmannanshire Council (CA)  
 Abigail Robertson, Unison, Stirling Council (AR)  
 Helen Kelly, HR NHS Forth Valley (HK)  
 Sandra Burt, Unison, Falkirk Council (SB)  
 Stuart McGregor, HR, Stirling Council (SMcG)  
 Marlyn Gardner, CSD, NHS Forth Valley (MG)  
 Sharon Ricketts, HR, Falkirk Council (SR)  
 Chris Sutton, Social Services, Clackmannanshire Council  
 Divya Prakash, OD, NHS Forth Valley (DP)

## 1. Welcome and Introductions

SS welcomed Divya Prakash, Organisational Development Advisor to the meeting.

## 2. Apologies for absence

Apologies for absence were intimated from, Karen Algie, Kristine Johnston, Morag McLaren, Kathy O'Neill, Val De Souza and Lorraine Thomson

## 3. Note of previous meeting – 15 May 2016

The Joint Staff Forum approved the note of the meeting held on 25 May 2016 as a correct record.

**Action Log** The actions detailed on the action log were as follows:-

### 1. Workstreams

Papers for both IJBs to be sent to PR - Completed

Communication Presentation – due to annual leave of key presenters the communication and engagement presentation by Elsbeth Campbell and Chris Sutton to be carried forward to the next meeting

**2. Workstream Task Grid** – action completed

**3. Ethical Charter** – moved to forward planned items

Action HK

### 4. Staff Engagement and Experience Presentation

SS confirmed this item was agreed as an important issue for the JSF

DP delivered a presentation on Staff Engagement and Staff Experience and led a robust discussion on these issues such as:-

- the traits of an engaged integrated workforce
- actions to engage our workforces,
- hard to reach sections of our workforces

The JSF reflected on the complex environment across the four employers and the need to avoid information overload.

As a result it was agreed both managers and TU/Staff Side Representatives would identify examples of good practice and tools used to measure staff experience through their networks in advance of the next meeting. These examples to be shared with the JSF with a view to working to agree a preferred staff engagement tool.

**Action PR/HK**

## 5. Integration Joint Boards Update

The JSF noted the forthcoming meeting of the Falkirk IJB on 5 August 2016 and the Clackmannanshire and Stirling IJB on 21 September 2016. Papers would be circulated to PR as previously agreed.

**Falkirk Partnership**, work continues on the development of a local delivery plan, focussed on the following key areas:

- **A logic modelling approach** focussed on what needs to be done to deliver on the local Strategic Plan outcomes of **self management**; developing **community based supports**; ensuring people feel **safe**; ensuring **autonomy** and **decision making**; and delivery a positive **service user experience**. These logic models focus on the high level activities needed to achieve the long term outcomes. Opportunities are being taken to integrate activity and work which are aimed at achieving similar outcomes including the Forth Valley Health Board Annual Plan.
- **A whole system approach to addressing Delayed Discharge**. A recent workshop identified a range of actions:-
  - review of data on patient flow
  - Use of Frailty model and Comprehensive Geriatric Assessment ( link to current work by Geriatricians and Physicians)
  - Discharge to Assess Model/standardising assessment
  - Partnership with providers to commission services to improve flexibility/sustainability
  - Develop comprehensive Reablement model and intermediate care provision

This would represent one of the key programmes for the Strategic Delivery Plan

- **West Locality Integrated Team Pilot**. The Falkirk IJB approved a recommendation in June 2016 to pilot a locality based approach within the Denny/Bonnybridge/Larbert/Stenhousemuir area. A small group has since met to begin the process of scoping out the services to be included and the support required to take forward the process. A project initiation document has been produced.

Clackmannanshire/Stirling Partnership, work continues on the development of a local delivery plan with a focus on the following areas:-

- **Staff Engagement Sessions**

A series of 9 staff engagement sessions were conducted over June 2016 at a variety of locations across Clackmannanshire and Stirling. The sessions were attended by approximately 200 staff from across the three partner bodies.

The sessions provided an opportunity to discuss how the Partnership should implement the “**we will**” statements from the Strategic Plan 2016 - 2019” and identify priorities for action as well as some quick wins. The outputs from these sessions are currently being collated and will help inform the detail of the Locality Plans.

- **Locality Planning**

The Integration Joint Board approved a locality plan development process at its meeting in June 2016 together with a timeline for implementation to June 2017. Locality Plans will be informed by the outputs from the recent engagement events, locality profiles developed for the three localities and workforce analysis. Further engagement sessions with a locality focus will take place later this year.

- **Models of Neighbourhood Development**

Work is continuing to develop a model of locality working for rural Stirling, building on work already taking place around Strathendrick and based around the principles of the Buurtzorg model.

### **Programme Board Workstreams**

SS confirmed the review of the workstreams and the related work programme continues. As previously confirmed the number of workstreams will be amended to reflect work completed on the establishment of the IJBs. The JSF will be advised of continuing workstreams and their remit.

## **6 Health and Social Care Integration Event (Unison)**

PR updated on an event she and colleagues, including RC had recently attended.

PR would circulate relevant papers for information.

She reported it was a useful event to network and share learning. PR highlighted that had been a discussion at the event on Adult and Children’s services being integrated. This was not the current position locally, although other IJBs had progressed in this way. The JSF noted this.

**Action PR**

PR also advised of a discussion on strategic procurement and principles applying and the anticipated involvement of TU/Staff Side Representatives

SS and PS reminded JSF members of their role on IJBs and that whilst the IJB decides general direction and instruct partners, it is for the partners to progress implementation. Procurement would be in line with the IJB Strategic Plan.

SS proposed a future agenda item on Procurement which was agreed.

**Action HK**

## **7. Report on Joint Staff/TU Meeting**

PR highlighted ongoing issues relating to facilities time. Although the previous meeting of the JSF noted the concerns raised had been resolved, KR stated, in his view, his personal position as a member of the JSF may not be sustainable. PC was clear that significant effort had been made to reach a mutually acceptable solution and PC would meet KR again. **Action PC/KR**

In response to a question from KR, HK reaffirmed that facilities times was an issue for each employer to address.

## **8. Updated on National HSC HR Group**

HK advised she was a member of the national HSC Working Group.

This group was led by Scottish Government colleagues with TU, LA, Health and Chief Officer membership.

HK advised of current work by the group:-

- Honorary contracts
- Staff experience
- The recent establishment of a small sub group to consider relevant employment law issues and to draft broad guidance and advice

The JSF noted this update and the varied membership of the national group.

## **9. Communication/Reflections**

The group confirmed the focus on staff engagement and experience would assist build effective communications.

## **10 Any Other Competent Business**

There was no other competent business to note.

## **11. Date of next meeting**

The JSF will meet again as scheduled at 2.30 pm on Tuesday 27 September 2016, venue to be confirmed.

**Please note:** there will be a pre meeting for Management Side and a pre meeting for Trade Union/Staff Side Representatives at 2.00 pm, venues to be confirmed.