



**Clackmannanshire  
Council**



**Falkirk Council**

## **Minute of the Joint Staff Forum held on Thursday 1st June 2017 in Forth Valley Royal Hospital**

**Present:** Shiona Strachan - Chief Officer (SS)  
 Karen Algie, HR Falkirk Council (KA)  
 David O'Connor, UNISON (DOC)  
 Pam Robertson, Clackmannanshire Council UNISON (PR)  
 Robert Clark, UNISON (RC) NHS Forth Valley  
 Lorraine Thomson, UNISON (LT), Stirling Council  
 Jim Robb, Clackmannanshire Council (JR)  
 Kathy O'Neill NHS Forth Valley (KON)  
 Brian Wilson, GMB Stirling (BW)  
 Tom Hart, UNISON NHS Forth Valley (TH)  
 Linda Donaldson, HR NHS Forth Valley (LD) substitute for Helen Kelly  
 Rob Haden, Falkirk Health and Social Care Partnership (RH)  
 Alan Milliken, Stirling Council  
 Agnes McQuade, HR Stirling Council - substitute for Kristine Johnson

### **1. Welcome and Introductions**

Shiona Strachan was chair of this meeting. SS welcomed all to the meeting

### **2. Apologies for absence**

Apologies for absence were intimated from Kristine Johnson, Abigail Robertson, Sandra Burt, Helen Kelly and Alison Richmond-Ferns, Chris Alliston

### **3. Note of previous meeting – 24<sup>th</sup> March 2017**

The Joint Staff Forum approved the note of the meeting held on 24<sup>th</sup> March 2017.

#### Matters Arising from the Minutes

Page 1. Cornerstone: Shona Strachan referred to UNISON's concerns and advised they should take this up with Cornerstone. She advised they are part of the Buurtzorg National Programme, but do not have any services up and running and so they are coming to talk about the rural area in Stirling, although discussions are at a very early stage.

Workforce data: Part of workforce plan, which is on the Agenda.

Recruitment Protocol: On the Agenda.

#### **4. Report on Joint Staff/Trade Union Meeting**

Pam Robertson advised she was not present but the 3 papers from the National HR Working Group, which had been circulated as part of the Agenda were discussed. Pam said views had been put forward on behalf of the Unions back to the national group.

Shiona Strachan asked how we have ensured we have got feedback from the national group. Linda Donaldson agreed to send out an email from Alison, updating the National work, following the meeting.

Karen Algie said there is input from local authorities and agreed that this could be shared when available.

#### **5. Joint Working Agreement**

Pam Robertson referred to the Draft which had been sent to local Partnerships as a suggested template. Discussed adapting this to suit our local area. Pam said UNISON had held a seminar and discussed Health and Social Care Integration in general.

Karen Algie agreed to get a copy from Aberdeen to provide a baseline.

Pam Robertson mentioned an issue raised by the Health and Safety Officer, at a recent Clackmannanshire Bipartite, expressing concern about incident reporting.

After discussion, Shiona Strachan advised it had already been agreed by the IJB employees would follow the line of their employer's policy. However, it was agreed the Care Village would require a separate agreement. Kathy O'Neill said there would have to be separate operational policies for the Care Village.

There was a discussion on the letter Appendix 1 around if an employee refused to sign. It was agreed this is built into the scheme of delegation

Brian Wilson mentioned the line manager is not named. However, it was pointed out a manager can change regularly and it would not make sense for them to be named and line manager would suffice.

## **6. Updates from Health and Social Care Partnerships**

### **Falkirk Partnership**

Patricia Cassidy advised on a pilot for discharge of patients from Forth Valley Royal which involved a provider carrying out a multidisciplinary assessment so they could be discharged within 2 hours. She advised they have managed to get delayed discharge numbers reduced.

Patricia advised more work requires to be done in the communities to support carers to cut down on emergency admissions. She said they are now looking to develop a 3 year tender for care at home. This will be a reablement approach and will involve training staff. She referred to how services have to be 7 days a week and it is a different model to the one currently provided. She said the tender process will go out in October but it will be April next year before it is live. She explained the purpose is to ensure consistency of care and to forge good relationships with the hub, social work and providers. She said the challenge is now how to sustain this improvement.

Patricia advised this was aimed at everyone over age 65 being discharged home and assessed while at home on what was the best care package going forward. She said evidence shows older people lose 40% capacity every week in hospital. She said they will be working to engage staff, reps and colleagues to configure service.

Patricia explained she has been in discussion with Fiona Ramsay about further phasing of transfer of staff into operational management. She said this would be a locality approach. She stated transformational change is all about moving from current structure to locality structure and there are big pieces of work to be done.

Patricia advised there had been 4 staff engagements sessions with another 3 taking place before the end of June and these also included the NHS and third sector. She said there has been a positive response and she will produce a report and bring back. She talked about having champions from each area of the locality teams, to look at communication both up to IJB and down.

Patricia said she would be consulting with Unions once the full proposals are complete.

### **Clackmannanshire & Stirling Partnership**

Shiona Strachan said in terms of Clacks and Stirling there were similar themes. She advised the Strategic Planning Group looked at a delivery plan. She said there was a first draft available and it was about being very clear about what we are delivering and when.

Shiona advised the performance report is due to go to the IJB.

Shiona advised there is still work to be done on the models of care in Balfour. She advised there had already been good discussion with the neighbourhood groups and Caroline Cherry is leading on this.

Shiona advised Janice Young is leading on day support services for older people and this is very much in the early stages. She advised there have been innovation sessions with Forth Valley Improvement Service with the focus around in and out of hospital and groups working together. This will come back to the Strategic Planning Group for consideration.

Care village - Shiona advised Kathy O'Neill is leading on a review of the care elements and the training and support required. She said the skeleton of the building is now up and you can see the shape the building will take. She confirmed a Press statement is due to be released.

Shiona advised the i-hub National Improvement Service has been asked to support our commissioning work.

Shiona advised Jim Robb is leading on learning disability and mental health programmes. Work has already been done on the learning disability which we will use.

Shiona advised that Divya Prakesh, OD Adviser, had secured a permanent post. She is also recruiting for a Chief Finance Officer with Interviews scheduled for late June. Susan White is currently covering Programme Manager post for maternity leave.

Shiona said there is likely to be an inspection in 2017/2018 and she is due to meet with the Care Inspectorate around this.

David O'Connor mentioned the previous discussion at the development day about the "elephant in the room." He said UNISON had raised issues about procurement and commissioning but were not getting any answers. David referred to UNISON's Ethical Charter and that this should be coming into play.

Alan Milliken asked for some clarity on what sat behind the concerns David was raising. David said there were a variety of issues.

Shiona suggested this was an off-the-table discussion and asked David to put his concerns in writing so a separate meeting could be arranged to address these.

Tom Hart requested that staff side should be involved in any commissioning work. Shiona explained that the Market Position Statement was based on three engagement sessions but gave assurances that the Unions would be involved in the commissioning process for Clackmannanshire and Stirling.

**7. Recruitment Protocol Update**

Karen noted a meeting has been set up for 13<sup>th</sup> June 2017 to discuss further and it was agreed this would be brought back to the next meeting.

**8. Workforce Plan**

It was noted Karen had shared workforce data at the last meeting. There were some questions agreed the Implementation Plans should be revamped. Shiona said this has still to be done. It was also noted the OD gap has had an impact and there is a push to get them ready and to the Boards.

**9. Any other Competent Business**

Pam Robertson asked if papers could be circulated a bit earlier for meetings as it was a tight timescale to turn them around and make comment for the meeting the following week.

Patricia said there was a difficulty getting papers for IJB and she could not begin to describe the month leading up to the IJB. Shiona concurred with this view and it was noted they were struggling to function on a skeleton staff and were trying to move the Strategic Planning Group back another week in order to get time to do things.

Shiona advised that the Partnership was holding vacancies and therefore may struggle to administer the next Forum. She requested that Partners consider how they can assist.

Lorraine Thomson asked that it be noted in the minute to say that a meeting was to have been held with the Union following the audit of Procurement.

**10. Date of Next Meeting**

Thursday 3<sup>rd</sup> August 2017 Room 2.01 Kilncraigs, Greenside Street, Alloa.  
Pam Robertson will Chair.