

AGENDA ITEM

4



MINUTE OF MEETING

Meeting: Falkirk Health & Social Care Partnership Joint Staff Forum

Date: Tuesday 1 May 2018 at 2.00 pm

Venue: Denny Town House

Present: Patricia Cassidy, Chief Officer Falkirk Health & Social Care Partnership (PC)
 Karen Algie, Head of Human Resources, Falkirk Council (KA)
 Alison Richmond Ferns Acting Director of HR NHS Forth Valley (ARF)
 Kathy O'Neill, General Manager, NHS Forth Valley (KON)
 Robert Clark, Unison NHS Forth Valley (RC)
 Gordon Irvine, Unite
 Matt McGregor, Unison Falkirk Council (MMG)
 Michelle Campbell (Minutes) (MC)

In Attendance Janet Stewart, Regional Organiser, Unison

Item	Action
1. WELCOME & INTRODUCTIONS PC welcomed the group and introductions were made.	
2. APOLOGIES Christina Lambie, GMB (CL)	
3. MINUTES OF 3 APRIL 2018 Agreed.	
3.1. MINUTES OF FORTH VALLEY JOINT STAFF FORUM 26 FEBRUARY 2018 Page 2 Derek Blues is the representative for Scottish Health Council. ARF will inform Margaret Robbie Clackmannanshire for the minutes.	
It was agreed to hold the annual Forth Valley Joint Staff Forum in January 2019. PC to contact Shiona Strachan.	PC
4. JOINT STAFF FORUM CONSTITUTION The Forth Valley constitution was circulated. Within the document at 4.2 it is noted that there is the option to set up local meetings. It was agreed on that basis to use Forth Valley Constitution in a sub forum format. KA agreed to inform Forth Valley colleagues.	KA
PC wanted to flag up the Service Based Forum meetings and how the two groups would work and avoid duplication. PC will discuss with Joe McElholm. Joe to discuss with TU reps.	PC

5. **ARRANGEMENTS FOR CHAIRING MEETINGS**

Group agreed to alternate chairing Joint Staff Forum meetings.

6. **STANDING ITEMS**

6.1. **Homecare**

Work is progressing at a pace. Discharge to Assess Pilot will end on 17 May 2018. The in service teams have realigned to become a Rehab at Home Team, who will deliver the model of Discharge to Assess. Support is being provided by Avenue with shadowing taking place.

Further staff engagements are planned for the summer. Work is continuing looking at shift patterns and localities.

There are two new Service Managers due to start with the service in May and June. Gina Anderson who currently works within the Service and Adrian McLaughlin from Angus Council who comes with a wealth of experience.

6.2. **Integration/Locality Structures**

There was no paper presented to May IJB. Following a discussion it was agreed to bring a paper to June IJB which will recommend the transfer of services is completed by September 2018.

6.3. **Day Services**

The redesign of Day Services is continuing. A Believe and Achieve event which had Third Sector organisations provided information on a range of activities. The event has received good feedback, organisations were really positive on how they could work with services.

It is acknowledged that parents are anxious about the changes in Day Services. Staff are involved in one to one meetings with families looking at identifying preferences.

Additional funding of £50k was received from Falkirk Council and a Third sector organisation Dates n Mates have been identified to work with young people. The organisation works with young people with learning disabilities.

There are currently only 8 young people under 25 accessing day services.

6.4. **Feedback from Trade Unions**

MMG is to be the TU representative on the Integration Project Team.

Feedback from staff from Homecare is being fed into the Homecare Review Group.

7. **AOCB**

JS asked KA to forward copies of job adverts which have the option to choose which organisation to work with.

KA

8. **DATE OF FUTURE MEETINGS**

To be held in Conference Room, Denny Town House

4 July 2018 at 9.00 am TU's pre meeting, 9.30 am Joint Staff Forum MMG to chair

29 August 2018 at 9.00 am TU's pre meeting, 9.30 am Joint Staff Forum ARF to chair

24 October 2018 at 9.00 am TU's pre meeting, 9.30 am Joint Staff Forum PC to chair

12 December 2018 at 2.00 pm TU's pre meeting, 2.30 pm Joint Staff Forum MMG to chair



MINUTE OF MEETING

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Date: Wednesday 4 July 2018 at 2.00 pm

Venue: Denny Town House

Present: Patricia Cassidy, Chief Officer Falkirk Health & Social Care Partnership (PC)
Karen Algie, Head of Human Resources, Falkirk Council (KA)
Linda Donaldson, Acting Director of HR NHS Forth Valley (LD)
Alison Richmond Ferns Acting Director of HR NHS Forth Valley (ARF)
Gordon Irvine, Unite
Christina Lambie, GMB (CL)
Matt McGregor, Unison Falkirk Council (MMG) (Chair)
Michelle Campbell (Minutes) (MC)
Joe McElholm, Head of Adult Services (JME)(part meeting)

Item	Action
1. APOLOGIES Kathy O'Neill, (KON) Robert Clark(RC)	
2. MINUTES OF 1 MAY 2018 Correction at 6.3 should read services not suite. Agreed.	
3. STANDING ITEMS	
3.1. Homecare PC gave a verbal update on the Homecare Review. This is an ongoing whole service improvement programme. <ul style="list-style-type: none">• The Review was set up in the Autumn of 2017• CM2000 was fully rolled out by November 2017 and is now providing the management information required on visits, length of visits and where staff are.• Staff engagement events were held with Homecare• Significant change programme being undertaken looking at rotas, bringing the discharge to assess model in-house.• Work ongoing to move to work in 3 registered localities.• Work continuing on policy for administering of medication.• All homecare staff are required to be registered with SSSC by 2020 and the service are supporting staff to register.• Service is discussing with Forth Valley College a pathway for education/training of homecare staff.	

The Care Inspectorate re-visited the service at the beginning of May, the draft report has been issued. Further improvement is required PC highlighted that this was raised at Council by the Leader of the opposition.

This is a significant concern as a member of staff has raised with an Elected Member the confidential draft report which is not yet finalised or published. This was subject to some discussion at the recent Council meeting.

A paper was approved at Council to make the Head of Service post permanent.

CL stated that staff are continuing to raise concerns that coordinators are not working in localities, resulting in staff leaving the service. PC noted that this would not be an issue when the 3 registered localities are set up. TU's have also received negative feedback with the issue of administering medication. TU's have been at Homecare meetings where they have access to the papers and policy to set this up. This is on the agenda for the next Homecare Review meeting next week.

KA highlighted the exit interview form and asked TU's to encourage staff to complete. KA will forward a copy of this to TU's.

KA

3.2. **Integration/Locality Structures**

PC provided a verbal update. At the IJB on 1 June there was no joint paper from the CEX's of NHS and Falkirk Council. Board agreed to a Special IJB on 25 June 2018. A joint paper could not be agreed and therefore both CEX's presented individual papers. IJB agreed that the Chief Officer and both CEX's would prepare a joint paper for September IJB outlining:-

- Role of Chief Officer
- Structure for management integrated teams
- Governance
- Principles for hosting

Kenneth Lawrie new Falkirk Council CEX starts on 1 August 2018. Cathie Cowan NHS CEX is chairing weekly integration meetings. PC has put together a pack of papers to be discussed and will forward to LD and KA.

Agreed that a joint communication needs to be sent to staff stating that the work is continuing with integration which will be rolled out during September but not by 1 September 2018 as previously agreed. Discussions are continuing with regard to the level of management that should transfer with integration.

3.3. **Day Services**

Discussed this after item 6 when JME is present.

3.4. **Feedback Trade Unions**

TU's had no issues to raise other than the ongoing work within Homecare.

4. **JOINT STAFF FORUM LINKS TO OTHER CONSULTATION/EMPLOYEE ENGAGEMENT GROUPS**

KA highlighted that Falkirk Council has a different consultation structure with Service Based Forums. Going forward we would no longer require a Service Based Forum for Adult Services, the Joint Staff Forum would be a shared agenda. TU's are happy with this model.

Agreed:-

- Local TU reps would be involved in improvement groups which are to take forward significant changes within the service
- Work from improvement groups would feed into this group
- Disband Service Based Forum
- Joint forum within localities would report to this group

The Scottish Parliament Health & Sports Committee published a document on NHS Governance which flagged the differences in culture with NHS and Council governance processes.

5. **HEALTH & SOCIAL CARE (STAFFING)(SCOTLAND) BILL**

The bill is currently going through the process. Angela Wallace is coordinating a response from NHS Forth Valley. The IJB will also submit a response.

6. **DRAFT PRINCIPLES FOR WORKING TOGETHER**

KA circulated a draft paper outlining the principles for working together in the Partnership for discussion. Agreed to set up a sub group to discuss and agree the principles.

KA

7. **DAY SERVICES**

7.1. **Younger Adults**

JME updated the JSF on the review of day services which is now at an advanced stage.

- Two buildings, Oswald Avenue and Dundas Resource Centre
- Individual work has taken place with staff, some voluntary severance applications have been received, the criteria for severance will be applied.
- Continuing to look at examples of working in the community to provide better outcomes for service users.
- Reviews have been undertaken and people are being supported in their communities
- Service users being supported to use public transport by staff
- Camelon day service is now closed
- No final date identified for Bainsford Day Centre but likely to be by October.
- Work being undertaken at Dundas and Oswald Avenue to fit new changing places toilet which can be accessed by an external door also. Work is ongoing to have these toilets fitted in Mariner and Grangemouth Sports Centre, Carronbank House, Falkirk Library as well as Forth Valley College and the Acute Hospital. This will aid staff working with services users in the community.

7.2. **Older Adults Day Service**

A savings commitment of £200k was identified for this year. JME is aiming that half of this saving will come from the in-house provision of discharge to assess/reablement model. With the other half savings delivered by commissioning external providers and the work undertaking at reviewing packages of care.

The in-house day service is a peripatetic service.

Wider review is that the existing day service provision will become more integrated. Marlyn Gardner and Adrian McLaughlin are taking this forward to be able to provide a higher level of service within the community to keep people in their homes for longer and not having to be moved to a care home.

CL said that staff within the transport division need clarity on their roles and asked what was to happen to staff that are currently transporting service users to day care. Staff want to know what their options are and what the outcome of the review means for them, staff are anxious about what the new role will be.

A successful event Believe & Achieve was held in Grangemouth, we need to build on this work and how to develop interests through self directed support. PC and JME were involved in the engagement sessions and understand staff and parents anxieties, and understand that this is a transition for staff and service users. We need to be able to normalise experiences for service users within our communities.

JME will pick up the issue of transport staff.

JME

8. **AOCB**

8.1. **JLES**

Stirling are again looking to pull out of the service. Adrian McLaughlin is managing this service and will be undertaking a review of the service. Stirling have agreed to continue with the service this year and will be involved in the review.

The contract for equipment has changed as part of the procurement process. This will allow us to review the stock list and be in a position to reduce this as the new contractor will be able to provide better designed equipment.

Joint Management Group governance needs to be reviewed. Adrian has a meeting scheduled with the company who were to deliver the stock management system.

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