

Staff Council Decision & Action Log

Actions from the meeting held on Tuesday 10 March, 10 July 2020 were complete and had been archived.

Actions from the meeting held on 8 September 2020

Present: Jo Shepherd, Director of HR & OD (Joint Chair)
Fiona Davies, Team Leader, Speech & Language Therapy Service (Joint Chair)
Nick Cross, Medical Director
Judy Fairbairn, Sexual Health Service
Fiona Fleming, Staff Governor
Alison Hughes, Director of Corporate Affairs
Di Moore, Staff Side Joint Chair)
Alison Jones, Risk & Governance Manager
Val McGee, Chief Operating Officer
Ken Walker, Graphic Design and Communications Officer

Minute taker: Laura Kennedy, Senior Assistant

Apologies: Sarah Alldis, Associate Director of Adult Social Care
Tony Bennett, Chief Strategy Officer
Jo Chwalko, Deputy Chief Operating Officer
Fiona Campbell, 0-19 School Nursing Service, Cheshire East
Paula Simpson, Director of Nursing
David Hammond, Associate Director for Partnerships & Strategic Development
Karen Howell, Chief Executive
Mark Greatrex, Chief Finance Officer
Mel Johnston, Compliance Officer
Paula Downie, Wirral 0-19 Service
Michelle Drake, Team Leader 0-19 Team

Craig Elkerton, Senior Health Advisor
Patricia Hearn, Care Navigator, Adult Social Care
Simone Williams, Management Accountant
Clare Parry, Care Navigator
George Taylor, Specialist MSK Physio
Jane Williamson, Community & Specialist Nursing Manager

Agenda Item	Decision	Action	Lead	Due Date	Status
Apologies for Absence	As noted above	No Actions			
Decision and action log of previous meeting – 10 July 2020	The group noted the decision and action log from 10 July 2020 and agreed it as an accurate record.	No Actions			
Open Session for Staff Council Members	Vaccination Programme (Covid concern) - a concern was raised relating to the use of PPE whilst giving flu jabs. The group noted that hand gel, aprons and masks should be worn. A further concern was raised in relation to nasal flu vaccines and risk of airborne infection. NC confirmed he would send out guidance via comms when received. Self-Isolation / Contact Tracing - It was noted that a few people had been contacted by track and trace re contact with infected people in a public venues. Confirmation was requested on self isolation period if the person infected was not in direct contact with the staff member. It was noted that guidance was being developed and sent out.	send out guidance via comms when received on nasal vaccination infection prevention	NC	ASAP	
		Message to go out in the daily briefing to advise staff of the correct way to dispose of masks.	FF	ASAP	

Agenda Item	Decision	Action	Lead	Due Date	Status
	Face masks in car park – The group noted that masks weren't being disposed of correctly. A message would go out in the daily briefing to advise staff of the correct way to dispose of masks.				
Board Items	Executive Update – August 2020 The group noted the contents of Exec briefing.	No actions.			
	Organisational Values / Strategy Review The group noted the Trust was reviewing the organizational values and strategy. Staff would be heavily involved in the changes, 160 staff would be invited to be involved in focus groups. The campaign would be called 'Shaping Our Future'. Staff Council members confirmed their support with this refresh.	No actions.			
	Winter / Phase 3 Planning The group noted that a phase 3 reset letter had been received and that 90% of elective care would be up and running by end of September. The group also noted that the Trusts winter plan had been submitted to the system and included plans for a Covid winter.	No actions.			
	Staff Risk Assessments The group noted that the risk assessments had been originally for BAME and over 60s to complete, this had	All to complete staff risk assessment	All	ASAP	

	now been rolled out to other groups. A simple online 2 minute risk assessment was on staffzone for all staff to complete to confirm if they had undertaken a risk assessment.	questionnaire on staffzone			
	NHS 111 The group were made aware of a project to ensure A&E remained Covid safe during Winter. Patients would have to call before attending, they would be assessed and offered options such as a booked appointment that day or told to attend a service / A&E. This model would be in place by 23 November, Val is the project SIRO and Simon Banks is the Project Exec Lead. Project subgroups were design and pathway, technology, modelling / data collection, Finance and communication.	No actions.			
	Pulse Survey – Agile Working The pulse survey on agile working received over 50% response, which was excellent. A project group was being set up to include contributions from IT, HR, finance, estates. Each team will be contacted to discuss their individual requirements, each department works differently so there would not be a ‘blanket’ approach to agile working.	No Actions.			
	Staff Survey The group noted that the staff survey would be released on 5 October and would close at the end of November. Surveys would be online only this year and would include a COVID section.	All to complete survey and encourage others to complete	All	End Nov 20	

Key Messages	<ul style="list-style-type: none"> FD would ensure all key messages were communicated to staff in the staff bulletin as normal 	No Actions.			
Future Agenda Items	None	No Actions.			
Any other business	The group were reminded to get their flu jabs (if able to) and encourage other people to get theirs too.	All to get their flu jabs and encourage other people to get theirs too.	All	ASAP	
Date and time of next meeting	Tuesday 10 November 2020 from 2-4pm on MS teams	No Actions.			