

Staff Council Decision & Action Log

Actions from the meeting held on 16 March 2021

Present: Jo Shepherd, Director of HR & OD (Joint Chair)
Fiona Davies, Team Leader, Speech & Language Therapy Service (Joint Chair)
Tony Bennett, Chief Strategy Officer
Barbara Bridle Jones, Deputy Director of HR
Fiona Campbell, 0-19 School Nursing Service, Cheshire East
Craig Elkerton, Senior Health Advisor
Alison Hughes, Director of Corporate Affairs
Val McGee, Chief Operating Officer
Deb Ollerhead, Service Lead, Bladder & Bowel Service
George Taylor, Staff Governor and Physiotherapist
Jane Williamson, Community & Specialist Nursing Manager
Ken Walker, Graphic Design and Comms and Marketing

Minute taker: Laura Kennedy, Senior Assistant

Apologies: Judy Fairbairn, Sexual Health Service
Fiona Fleming, Staff Governor and Head of Communications
Jennie Birch, Chief Finance Officer
Nick Cross, Medical Director
Jo Chwalko, Deputy Chief Operating Officer
Paula Downie, Health Visitor
Mark Greatrex, Interim Chief Executive
John Haycocks, Care Navigator, Adult Social Care
Patricia Hearn, Care Navigator, Adult Social Care
Alison Jones, Quality & Governance Manager
Claire Parry, Care Navigator
Paula Simpson, Chief Nurse
Pete Thomas, IT Service Manager
Simone Williams, Management Accountant

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
Decision and action log of previous meeting – 12 January 2021	The group noted the decision and action log from 12 January 2021 and agreed it as an accurate record.	No actions			
Review Terms of Reference	<p>The group received the terms of reference for review and noted the following:</p> <ul style="list-style-type: none"> • Staff Council had moved on and evolved since the ToRs were last discussed. • For example, staff had previously had to apply to be a member of Staff Council but now the group was open to all. • The group agreed there was no requirement for formal terms of reference as Staff Council was not a decision making group, but a Staff Council Charter should be created instead. • The group agreed that a comms should go out to promote the group and encourage staff to attend. • It was noted that the Board of Directors should be advised of changes to Staff Council. • It was agreed that virtual meeting were working very well in terms of increased attendance and communication and the group was keen to retain virtual meetings in order to encourage new members to attend. • Staff Council would be discussed at Exec Briefing as another way to promote the positive work the group does. 	Communicate to staff that Staff Council is open to all.	F. Davies	May 21	
		Consider options for a charter for Staff Council and share at the next meeting	J.Shepherd/ A Hughes	May 21	
		Communicate changes to Staff Council to the Board	J.Shepherd/ A.Hughes	May 21	
		Discuss Staff Council being an Exec Briefing item	J.Shepherd/ A.Hughes	May 21	

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Service Improvement Solutions	<p>Staff Council members raised an issue relating to service improvement solutions being hierarchical and decisions not easily resolved.</p> <ul style="list-style-type: none"> Members who used the solution felt that a new approach should be considered. VM agreed that a streamlined approach would work better for all involved and agreed to look at the approach outside of the meeting 	Review the approach to service improvement solutions.	V.McGee	May 21	
Staff Council Contact Details on Staffzone	FD asked all Staff Council members to ensure that their contact details were available on the staff directory and Staff Council section of StaffZone.	All Staff Council members to ensure their contact details were available on the staff directory and Staff Council sections on StaffZone	All	May 21	
Feedback on Executive Briefing	<ul style="list-style-type: none"> The group noted there had been a very good response to Executive Briefing taking place virtually and being open to all. It was noted that future Exec Briefings would take place on the fourth Thursday of the month at 3pm. Staff Council members were encouraged to submit items for discussion. 	Staff Council members to submit items for discussion at Exec Briefing	All	May 21	
Reset and Recovery	<p>The group received an update on the Trust's Reset and Recovery programme.</p> <ul style="list-style-type: none"> It was noted that Wirral had had 150 new Covid cases in the last seven days and there were 46 cases per 100k population. The aim was for cases to remain under 50 per 100k. The hospital was starting elective work again and 	No actions			

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	<p>the Trust would align its reset plans with the hospital's elective care plans.</p> <ul style="list-style-type: none"> The group noted that care relating to oral procedures would not restart until the national guidance had changed. 				
Staff Survey	<p>The group received an update on the outcome of the 2020 National Staff Survey and noted the impact that the pandemic would have had on the results.</p> <ul style="list-style-type: none"> The group noted that the Trust had compared the outcome to last year's results and those for other community trusts to evaluate the areas requiring focus and improvement. These areas would include team working, staff morale and quality of care. 		No actions		
Shaping Our Future	<ul style="list-style-type: none"> The group noted that the earlier discussion on service improvements solutions was aligned to the Shaping Our Future work that the Trust was undertaking. It was noted that this work would have a real focus around values, open communication and engagement. Staff Council members were asked to encourage colleagues to become involved in the Shaping Our Future focus group sessions which would be advertised in the daily bulletin. 	Encourage colleagues to get involved in the Shaping Our Future sessions which would be advertised in the bulletin	All	May 21	
Key Messages	<p>Key messages from the meeting were identified and as usual FD would publish these in the daily briefing communication.</p>		No actions		

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
Future Agenda Items	No future agenda items were identified.	No actions			
Any Other Business	No other business was identified.	No actions			
Date and Time of Next Meeting: Thursday 6 May 2021 at 2-3:30pm on MS Teams					