

Staff Council Decision & Action Log

Actions from the meeting held on Tuesday 10 March, 10 July, 8 September, 10 November 2020 & 12 January 2021 were complete and had been archived.

Actions from the meeting held on 13 July 2021

Present:

- Jo Shepherd, Director of HR & OD (Joint Chair)
- Fiona Davies, Team Leader, Speech & Language Therapy Service (Joint Chair)
- Julia Bryant, Quality Lead (Experience & Engagement)
- Fiona Campbell, 0-19 School Nursing Service, Cheshire East
- Jo Chwalko, Deputy Chief Operating Officer
- Nick Cross, Medical Director
- Craig Elkerton, Senior Health Advisor
- Jeanette Davies, Social Care Assessor
- Fiona Fleming, Staff Governor and Head of Communications
- Alison Hughes, Director of Corporate Affairs
- Alison Jones, Quality & Governance Manager
- Val McGee, Chief Operating Officer
- Di Moore, Staff Side Rep
- Dave Murphy, Chief Information Officer,
- Deb Ollerhead, Service Lead, Bladder & Bowel Service
- Pete Thomas, IT Service Manager
- Simone Williams, Management Accountant
- Jane Williamson, Community & Specialist Nursing Manager

Minute taker: Jessica Chambers, Senior Assistant

Apologies:

Tony Bennett, Chief Strategy Officer
 Barbara Bridle Jones, Deputy Director of HR
 Paula Downie, Health Visitor
 Judy Fairbairn, Sexual Health Service
 Mark Greatrex, Chief Finance Officer / Deputy Chief Executive
 John Haycocks, Care Navigator, Adult Social Care
 Patricia Hearn, Care Navigator, Adult Social Care
 Karen Howell, Chief Executive
 Claire Parry, Care Navigator
 Paula Simpson, Chief Nurse
 George Taylor, Staff Governor and Physiotherapist
 Ken Walker, Graphic Design and Comms and Marketing

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
Introductions / Apologies for Absence	The apologies for the meeting were noted.				No actions.
Decision and action log of previous meeting – 6 May 2021	The group noted the decision and action log from 6 May 2021 and agreed it as an accurate record.				No actions.
Check In	The Chair of the meeting checked in with Staff Council members, and no issues were raised.				

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Future Staff Council Arrangements Staff Council 'redesign'	The group had come up with some ideas that they felt would potentially work going forward and these had been emailed to JS and AH. The group agreed that it would be good to keep core membership but to continue to welcome any new members and suggested members could 'bring a friend'. The group also agreed that some Staff Council members should attend staff network meetings if possible to promote links between the Council and networks and explore how they can support each other. It was agreed that a blog would be created to promote the Staff Council meeting and share some communication messages to promote the meeting.	Make connections with staff network meetings	A.Jones	Sept 2021	Complete – AJ has attended staff network meetings to promote staff council.
		Create blog and promote meeting via communications	F.Davies/ F.Fleming	Sept 2021	Update – F. Davies to contact F. Fleming for advice
Summer Uniforms	The quality of uniforms had been raised by staff members and it was reported that the quality of the uniforms was not what it had been previously, a lot of staff had commented that the material was very thick and warm. The group noted that the uniforms being referred to may not be the current summer uniforms. An update had been circulated to staff to advise how to order tops and tunics etc. The group acknowledged that some orders were taking a while to come through and zips were broken etc when received and that this should be escalated.	Advise Paula Simpson which uniform is being referred to in regard to quality	F.Davies	Sept 2021	F. Davies had been unable to speak to the member of staff who raised this. General feedback is that AHP staff had only just received their summer uniforms and felt that the process for ordering was

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					slow.
Chairs Update	The Chair noted that all issues had been discussed. There was a 'Rising Through the Ranks' meeting on 14 July at 6:30pm and the invite was open to all.	No actions.			
Discussion Item Patient Engagement & Experience	A presentation was given to the group on Patient Engagement and Experience by Julia Bryant. The presentation showed the quality priorities developed. The Trust have been working with system partners to seek insights into the needs of people and recognising the expertise people and communities have. In regard to level of engagement, NHS England colleagues presented on co-production and asked some staff how they rated themselves around levels of co-production, the average score was three. The Friends and Family test question had been re-launched to 'Overall, how was your experience of our service?'. The 'Your Experience' questionnaire had been updated and an easy read version and child's version had been created. It was advised that three online briefing sessions were coming up in regard to the complaints process:	Share Engagement & Experience presentation with the group	J.Bryant/ J.Chambers	July 2021	Complete

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	<ul style="list-style-type: none"> • 12 July – 10am-11am • 29 July – 4pm-5pm • 6 September – 1pm-2pm <p>The group were grateful for the update provided and gave positive feedback.</p>				
<p>Discussion Item</p> <p>Staff Engagement</p> <ul style="list-style-type: none"> • Team Talks • Team Tours • Exec Briefing • Pulse Survey 	<p>The group noted that most of the Team Tours had taken place. JC and VM had been leading on them and getting a feel from staff about issues relating to the organisational design programme.</p> <p>Exec Briefing had seen an increase in attendance and Sli.do was used to encourage more staff participation.</p> <p>The Pulse Survey is a quick five minute survey to get a feel for staff wellbeing/ seeing how staff are feeling.</p> <p>The group noted the ‘plan on a page’ and this had been received well with team members who suggested it would be useful for appraisals.</p>	<p>No actions.</p>			
<p>NHS People Pulse Results</p>	<p>The group received the NHS People Pulse Survey Results for information and acknowledged that this was how the Trust were tracking moods and feelings within the organisation.</p>	<p>No actions.</p>			
<p>Operational Restructure</p>	<p>The group received an update on Operational Restructure. There was an aim to finish the Operational Team Tours by 16 July, with a Corporate Team Tours scheduled for 29 July at 1pm. The group were advised that feedback had been received from services and comprehensive responses were received. Once the Team Tours have been completed, there will be a focus on next</p>	<p>No actions.</p>			

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	steps.				
Reset & Recovery	The group were advised that the Trust are still working through waiting lists, and a dashboard had been developed for services to use.	No actions.			
Community Integrated Care Centre	The group received an update on CICC and were advised that the Trust will be delivering 2 additional wards for D2A from September. It was reported that there would be a transition period and some additional beds, and the Trust have been recruiting for posts for those wards.	Provide further update on CICC at September 2021 meeting	J.Chwalko	Sept 2021	On September agenda
Items for the Risk Register	There were no items for the risk register.	No actions.			
Key Messages	Key messages from the meeting were identified and as usual FF would publish these in the daily briefing communication.	No actions.			
Future Agenda Items	Pete Thomas briefly shared details of the new IT Service Desk portal. It was agreed that the new IT service desk feature would be included on the next agenda.	Include Service Desk on September 2021 agenda	J.Chambers	Sept 2021	On September agenda
Any Other Business	No other business was identified.	No actions.			
Date and Time of Next Meeting: Thursday 9 September 2021 at 2:00pm on MS Teams					