



Staff Council Decision & Action Log

Actions from the meeting held on 9 November 2021

- Present:**
- Barbara Bridle Jones, Deputy Director of HR (Joint Chair)
 - Fiona Davies, Team Leader, Speech & Language Therapy Service (Joint Chair)
 - Isaiah Adediran, Adult Social Care
 - Ian Benjamin, Finance
 - Jo Chwalko, Deputy Chief Operating Officer
 - Gill Davies, Podiatry
 - Judy Fairbairn, Sexual Health Service
 - Neil Perris, Head of Inclusion & Equalities
 - John Haycocks, Care Navigator, Adult Social Care
 - George Taylor, Staff Governor and Physiotherapist
 - Pete Thomas, IT Service Manager
 - Alison Hughes, Director of Corporate Affairs
 - Karen Howell, Chief Executive
 - Mark Greatrex, Chief Finance Officer / Deputy Chief Executive
 - Di Moore, Staff Side Rep
 - Paula Simpson, Chief Nurse
 - Jane Williamson, Community & Specialist Nursing Manager
 - Ken Walker, Graphic Designer (Comms and Marketing)
 - Simone Williams, Management Accountant
- Minute taker:** Laura Kennedy, Senior Assistant
- Apologies:**
- Jo Shepherd, Director of HR & OD (Joint Chair)
 - Tony Bennett, Director of Strategy
 - Jeanette Davies, Social Care Assessor
 - Fiona Campbell, 0-19 School Nursing Service, Cheshire East
 - Nick Cross, Medical Director
 - Paula Downie, Health Visitor
 - Patricia Hearn, Care Navigator, Adult Social Care
 - Val McGee, Chief Operating Officer
 - Claire Parry, Care Navigator
 - Alison Jones, Quality & Governance Manager

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 – 16 September 2021	The group reviewed the decision and action log from 16 September 2021 and agreed it as an accurate record.	No actions.			
Staff garden/bee garden/bee hotel	The group noted the request for a staff garden / bee house which would feed into the social value work the Trust was promoting. The group noted that the Trust was working with the Lord Lieutenants office regarding planting a tree for the Queens Jubilee. The group noted that the charitable funds could be used for a project like the a garden. The group recommended that volunteers could maintain the garden to keep costs down,	Speak to estates re feasibility of a garden	M. Greatrex	13 January 2022	
	The noted the reverse advent calendar that the Foodbank was advertising, PS agreed to talk to ELT about having hubs around bases for people to drop food to the foodbank				
	Ian Benjamin agreed to help complete applications for charitable funds	Discuss with ELT about having hubs around bases for people to drop food to the foodbank	P. Simpson	13 January 2022	
Mandatory staff Covid jabs	The group noted that it was mandatory for staff going into care homes to be double vaccinated from 11 November. The group noted that information had been sent out advising staff of how to prove vaccine status and medical exemption. The governance had	No actions			

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	announced that the from April all front line workers would have to be fully vaccinated, the Trust was awaiting guidance and would communicate appropriately. The Trust would be reviewing what the guidance was around what constitutes a front line member of staff.				
Staff Council Joint Chair and Deputy positions	The group noted that Deb Ollerhead was retiring and therefore the role of Deputy Staff Council Chair would be vacant. F. Davies encouraged all staff to consider taking on the deputy and chair roles and express an interest to her directly.	All staff to consider taking on the deputy and chair roles and express an interest to her directly.	All / F. Davies	13 January 2022	
Guidance on staff Christmas gatherings/parties in light of COVID	The group requested clarity on guidance regarding Christmas gathering / parties. PS noted that cases of Covid were rising in the community so a cautious approach was needed. The group noted that a conversation would take place at Operational Oversight Group to pull together guidance as there was a risk of teams meeting. mixing and becoming ill so business continuity needed considering.	Discussion to take place at Operational Oversight Group re Covid Christmas gathering guidance	P. Simpson, Jo.Chwalko and B. Bridle Jones		
NHS People Pulse Results	The group noted that the pulse survey focused on staff mood, 32% of respondents were anxious and 52% were calm. The main reason was workload. There was a slight decrease in response rate however staff felt they were communicated well. The group noted that the Staff Survey was out for response until end of November. The group	All to promote Get Together and attend	All	13 January 2022	

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	noted that the pulse survey results were discussed at the Get Together, all encouraged to promote Get Together and attend.				
Shaping Our Future	The group noted that the campaign was familiar now, the group noted that two focus groups had taken place and the next two focussed on people and quality strategies. Public members. Stakeholders and patients would be given the opportunity to feed into the strategies	All to promote and attend Shaping Our Future Focus Groups when advertised	All	13 January 2022	
Organisational Design update	The group noted that that the follow up team tours were taking place and there would be a further update at the next meeting.	No actions			
Organisational Update	The group noted the following organisational update: CICC – The group noted that the Bluebell and Iris wards were fully open and Aster ward had opened with a phased opening to ensure staff staffing and patient safety weren't compromised. 0-19 – two staff members from 0-19 attended the Informal Board meeting to share their experience of joining the Trust.	No actions			
Preparing for CQC	The group noted that the SAFE system was built based on the recommendation of the lat CQC inspection. The group noted that all evidence CQC requires should be on SAFE and was a good tool to check in on how the	No actions			

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	<p>team was performing overall. As usual, the team leader, IPC, IG and medicines governance checklists. The group noted that a new CQC inspection officer was starting at the end of November however the inspection team was remaining the same.</p>				
<p>Items for the Risk Register</p>	<p>There were no items for the risk register.</p> <p>The chair asked for the risk register item to removed from the agenda as the group wasn't a decision making group.</p>	<p>Remove Risk Register from the Staff Council agenda</p>	<p>L. Kennedy</p>	<p>13 January 2022</p>	
<p>Key Messages</p>	<p>Key messages from the meeting were identified and as usual FF would publish these in the daily briefing communication.</p>	<p>No actions.</p>			
<p>Future Agenda Items</p>	<p>The group noted the following future agenda items:</p> <ul style="list-style-type: none"> • What happens to old laptops – The group noted that laptops are recycled by an accredited IT company. The group requested that laptops could go to schools, it was noted that this may not be possible due to IG guidance. • Training room use for Heart Resus team – The group requested access to the Clinical Skills Lab to provide face to face training. The Execs asked them to speak to estates regarding availability and to ensure that a risk assessment had been completed for face to face training. • DBS Checks – The group asked 	<p>Investigate whether old laptops could be sent to schools for them to use</p>	<p>M.Greatrex & T. Bennett</p>	<p>13 January 2022</p>	
		<p>Update on paying for DBS's and</p>	<p>B. Bridle-Jones</p>	<p>13 January 2022</p>	

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	<p>when does the individual have to start paying for a DBS and how often do they need updating as some schools were commenting that the staff DBS;a were done a while ago for long term members of staff. BBJ agreed to send a virtual update on paying for DBS's and updating DBS's.</p>	<p>updating DBS's to be circulated</p>			
<p>Any Other Business</p>	<p>No other business was identified.</p>	<p>No actions.</p>			
<p>Date and Time of Next Meeting: Tuesday 13 January 2022 at 9:30am on MS Teams</p>					