

Staff Council Decision & Action Log

Actions from the meeting held on 6 July 2022

Present: Carla Burns Deputy Director of HR & OD (**Joint Chair**)
Fiona Davies, Team Leader, Speech & Language Therapy Service (**Joint Chair**)
Roger Wilson, Interim Director of HR and OD (**Observer**)
Isaiah Adediran, Adult Social Care
Ann Bayley, Flexible Staffing and Recruitment Manager
Jo Chwalko, Deputy Chief Operating Officer
Jeanette Davies, Social Care Assessor – IDT Hospital Team
Judy Fairbairn, Communications rep
Lauren Francom, Communications Rep
Mark Greatrex, Chief Finance Officer / Deputy Chief Executive
John Haycocks, Care Navigator, Adult Social Care
Alison Hughes, Director of Corporate Affairs
Di Moore, Staff Side Rep
George Taylor, Staff Governor and Physiotherapist
Pete Thomas, IT Service Manager
Simone Williams, Management Accountant

Minute taker: Laura Kennedy Senior Assistant

Apologies: Jo Shepherd, Director of HR & OD (Joint Chair)
Tony Bennett, Chief Strategy Officer
Fiona Campbell, 0-19 School Nursing Service, Cheshire East
Nick Cross, Medical Director
Gillian Davies, Podiatry
Paula Downie, Health Visitor
Fiona Fleming, Head of Communications and Marketing
Jan Hegarty, Staff Governor
Patricia Hearn, Care Navigator, Adult Social Care

Karen Howell, Chief Executive
 Alison Jones, Quality & Governance Manager/ FTSU Guardian
 Clare Parry, Care Navigator
 Neil Perris, Head of Inclusion & Equalities
 Paula Simpson, Chief Nurse
 Ken Walker, Graphic Designer (Comms and Marketing)
 Jane Williamson, Community & Specialist Nursing 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 – 18 May 2022	The group reviewed the decision and action log from 18 May 2022 and agreed it as an accurate record.	No actions.			
Exec visibility / buddy system with services' follow up	The group noted that the buddy system with services had been set up and Directors would buddy with teams for 6 months. The buddying arrangements were for clinical services only to start with as corporate services were based in the same building as the Directors so viability of senior staff was good. Photos of the visits would be posted on Trust social media channels.	No actions			
Agile Working	The group noted that there was unclear communication about agile working from a staff perspective, it was noted that staff were under the assumption that there were to work 2 days at home and 3 days in the office however there had been no consultation regarding agile working with staff. CB noted that guiding principles of agile working had been created and been presented to Joint Forum. The principles would be reviewed in September to ensure they are fit for purpose and would be amended if IPC guidance changed. The group	Agile working to go onto Septembers Staff Council agenda	F. Davies / L.Kennedy	15 September 2022	

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	<p>noted that due to the cost of living crisis some staff may find it cheaper to work at home due to rising petrol costs, CB noted that individual cases should be discussed with their line manager first and could be accommodated in certain services if there was no risk to service delivery. CB requested that agile working remain on the Staff Council agenda for next month.</p>				
<p>Mileage / Cost of Living</p>	<p>Staff Council members all recognised the challenges staff were facing in relation to the cost of living crisis and petrol prices. CB noted that there were several resources available on StaffZone for staff to access. HR were working on adding more resources to StaffZone to support staff. AH advised that there would be a discussion at Get Together regarding cost of living so that all staff could hear the same message. There was a query raised about claiming expenses from home and it was noted that expenses could not be claimed from home for any mode of transport.</p>	<p>No actions</p>			
<p>Issues at Highfield</p>	<p>The group noted that there were several issues at Highfield that needed addressing such as toilets, worktops too high in admin rooms and a broken hot water machine. MG noted that he had been made aware of the issues and had contacted Estates to resolve the issues. The hot water issue had been resolved, MG asked staff to raise issues with estates and to get a job number so that if issues aren't resolved quickly there is a record of the call. MG noted that estates had a legal obligation to ensure estates meet health and safety requirements but it was also important that they were pleasant working environments too. The group noted that there was £155k of capital available for</p>	<p>Investigate issues with Patio doors in staff common room at St Cath's</p>	<p>M. Grestrex</p>	<p>15 September 2022</p>	<p>Update provided by MG to Staff Council Members</p>

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	<p>renovation / improvement schemes etc. It was noted that the patio doors in the staff common room at St Cath's had been out of use, MG agreed to investigate the issue.</p> <p>July Update – MG sent an email to Staff Council members following the meeting in relation to the patio doors in the staff common room. The email read “Further to Staff Council meeting today I can respond to the query about the patio doors in the upstairs dining area. The doors have been replaced and staff have access to the outdoor space. There are a few snagging issues and the supplier is meeting 1 of the estates team on site tomorrow to resolve them but the doors are fully operational and have been for a little while.”</p>				
<p>Key strategies that have recently been improved - Internal communications plan</p>	<p>AH noted that the 5 year strategy and the enabling strategies had been approved by Board. The next phase for strategies was to communicate them to all staff and to embed them into the organisation. The group noted that staff groups including Staff Council had been fundamental in shaping the strategies. The Trust will then need to measure itself against the performance of the strategies.</p>	<p>No actions</p>			
<p>People Strategy - published</p>	<p>The group noted that the people strategy was approved in June at Board and a high-level summary would be provided to staff in due course.</p>	<p>No actions</p>			
<p>Trust-wide Recruitment Campaign</p>	<p>The group noted that there would be a Trust-wide recruitment campaign which would be led by HR and Communications teams. The recruitment section of StaffZone would be updated and stock photos would be updated – a professional photo shoot would take place with a professional makeup artist for any staff would like</p>	<p>Investigate if specific nursing courses could be provided by</p>	<p>C. Burns</p>	<p>15 September 2022</p>	

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	<p>to be part of the campaign. A video campaign will take place in September / October. It was noted that retention of staff was as important as recruitment. PT noted that it was important that staff were set up with IT equipment as soon as they start to give them a good impression of the Trust. It was noted that certain nursing training courses weren't available to staff at the Trust so staff were leaving the Trust to take up these courses. It was noted that these courses may not be able to be funded through Health Education England (HEE) as they have very strict funding criteria. The group noted that there was an NHS Cadets meeting planned for 13 July which would encourage a new generation to work for the NHS. FD raised a query in relation to what happened to exit interview information, it was noted that there needed to be a more robust system in place to record exit interviews and this would be addressed in the coming months. It was noted that currently staff don't need to state their reason for leaving the Trust.</p>	<p>the Trust to retain specific staff groups – CB to speak to Angela Jones</p>			
		<p>Review the exit interview process</p>	<p>C. Burns</p>	<p>15 September 2022</p>	
<p>Staff Awards</p>	<p>The group noted that it was great to read some fantastic staff award nominations. Staff Council members noted that they were invited to the awards ceremony which was taking place on Thursday 15 September at Chester Racecourse. All 101 nominations have been published on StaffZone. Staff Council thanked the communication team for their hard work arranging the awards.</p>				
<p>Key Messages</p>	<p>Key messages from the meeting were identified and as usual FD would publish these in the daily briefing communication.</p>	<p>No actions.</p>			

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Future Agenda Items	No future agenda items were suggested at the meeting.	No actions			
Any Other Business	<p>The following items were discussed:</p> <ul style="list-style-type: none"> • Covid Rewards – The group noted that Cheshire and Wirral Partnership Trust staff got birthday leave and £150 payment. Management commented that birthday leave had been given to staff in the Trust however due to financial constraints a monetary gift would not be possible. An additional birthday day would not be possible due staff shortages and the monetary cost of implementing the scheme. Management noted the hard work and dedication from Trust staff during the pandemic • Bee Well Garden – The group noted that the Bee well garden was open to staff and was being used regularly by Staff. The group noted the wellbeing benefits of using the space. • Men’s Health Week – The group noted the success of Men’s Health Week. Feedback had been received from attendees of the events and it was noted that several men had been for health checks since the event. A representative from MIND joined one of the walks and offered free courses to men in the Trust – these would be advertised once information had been received from MIND. • Pride – The group noted that two NHS marches were taking place for pride: <ul style="list-style-type: none"> - Liverpool - End July 	No actions.			

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	- Chester 0 End of August T-Shirts with the Pride logo could be obtained by contacting Neil Perris, Head of Inclusion				
Date and Time of Next Meeting: Thursday 15 September 2022 at 1pm on MS Teams					