

Staff Council Decision & Action Log

Actions from the meeting held on 22 September 2022

Present:	Fiona Davies, Team Leader, Speech & Language Therapy Service (Chair) Isaiah Adediran, Adult Social Care Ann Bayley, Flexible Staffing and Recruitment Manager Tony Bennett, Chief Strategy Officer Jo Chwalko, Chief Operating Officer Gillian Davies, Diabetic Specialist Podiatrist Judy Fairbairn, Staff Council Member John Haycocks, Care Navigator, Adult Social Care Alison Hughes, Director of Corporate Affairs Alison Jones, Quality & Governance Manager / FTSU Guardian Neil Perris, Head of Inclusion & Equalities Paula Simpson, Chief Nurse Pete Thomas, IT Service Manager Simone Williams, Management Accountant Roger Wilson, Interim Director of HR & OD
Minute taker:	Laura Kennedy Senior Assistant
Apologies:	Carla Burns Deputy Director of HR & OD Fiona Campbell, 0-19 School Nursing Service, Cheshire East Nick Cross, Medical Director Jeanette Davies, Social Care Assessor – IDT Hospital Team Paula Downie, Health Visitor

Fiona Fleming, Head of Communications and Marketing
 Lauren Francom, Communications Rep
 Jan Hegarty, Staff Governor
 Patricia Hearn, Care Navigator, Adult Social Care
 Karen Howell, Chief Executive
 Mark Greatrex, Chief Finance Officer / Deputy Chief Executive
 Di Moore, Staff Side Rep
 Clare Parry, Care Navigator
 George Taylor, Staff Governor and Physiotherapist
 Ken Walker, Graphic Designer (Comms and Marketing)
 Jane Williamson, Community & Specialist Nursing Manager

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
Introduction / Apologies for Absence	The apologies were noted above.	No actions			
Exec visibility / buddy system with services' Follow Up	<p>A.Hughes confirmed that Executive visits had taken place and Directors had been buddied with Service Directors in clinical areas/ The visits would extend to Corporate areas. A. Hughes confirmed the following: 17 visits had taken place 11 visits were planned to take place by end of October 2022.</p> <p>Execs hadn't communicated the visits widely across the Trust as it was important to get out and about, Execs agreed that it would now be a good opportunity to promote the visits. The next steps would be to invite NEDs to be involved in the visits.</p>	No actions			

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
	<p>A. Jones asked if Staff Council could know which Executive was buddied with which service so that the services weren't overwhelmed by multiple visits in a week. A.Jones would be keen to attend visits with Execs to promote FTSU. A.Hughes provided members with the buddying rota in MS Teams chat and welcomed other staff members to attend to promote their areas of work.</p>				
<p>Agile Working</p>	<p>F.Davies noted that the Agile Working agenda item was still unresolved for Staff Council members so the item had been added to the agenda again. R.Wilson recognised that not all colleagues can work agilely, it was agreed by ELT in July to trial guiding principles for a three month period as a pilot, the pilot would conclude in October and would be reviewed at that stage and fed back to Staff once reviewed. N.Perris had noted that the Staff Networks felt that they were fairly treated under the pilot scheme. S.Williams noted that the situation wasn't the same across all areas and that certain teams were being required to go into the office. T.Bennett noted that the Trust was trying to allow some flexibility and not go back to 5 days a week in the office. T.Bennett also noted that most people's contracts were 5 days a week (in the office) and the Execs were keen for staff to have flexibility for wellbeing purposes. R.Wilson agreed to talk to S.Williams regarding any individual issues that she was aware of outside of the meeting,</p>	<p>No actions</p>			

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
<p>Mileage / Cost of Living</p>	<p>R.Wilson to give an update on mileage and the cost of living. R.Wilson noted that all terms and conditions were governed nationally by Agenda for Change (A4C). R.Wilson noted that an offer from a local Trust hasn't transpired. ELT would be reviewing any offers / resources they can put in place and updates would be fed back to all staff as soon as possible. N.Perris asked if the pension rise and pay award were being considered, R.Wilson confirmed that this has been considered by ELT. R. Wilson noted that the Trust had no control over the pay review and pensions as they were dealt with nationally. Any individuals who were being adversely affected by those national decisions were being contacted directly to ensure they were supported by the Trust.</p>	<p>No actions</p>			
<p>FTSU Month – October 2022</p>	<p>A.Jones noted Speak Up Month was taking place in October 2022. There would be communications going out to all staff in the lead up to Speak Up Month. A.Jones noted that it would be good to have some messaging /videos circulated during October for the Board showing their support for FTSU. A.Jones noted that there was lots of fun promotional activities planned. A.Hughes & T.Bennett noted that there would be Board Support to promote FTSU. A.Hughes noted that there could be a section at Formal Board on 19 October to promote speaking up, A.Jones agreed to attend Board.</p>	<p>No actions</p>			

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
	<p>F.Davies asked if A.Jones could provide figures on speaking up concerns raised, A.Jones noted that speaking up wasn't just about raising concerns formally but also informally too. J.Haycocks noted that when A.Jones attended the IDT team meeting to discuss speaking up it was very well received. G. Davies asked if podiatry had a FTSU guardian, A.Jones agreed to find out and feed back to Gillian outside the meeting and noted that staff don't need to contact a team rep as there were 50+ FTSU Champions across the Trust.</p>				
<p>Staff Council Birthday – 28 November 2022</p>	<p>F.Davies noted that Staff Council had missed its 10th birthday due to the pandemic. J.Fairbairn gave an update on plans to celebrate Staff Councils birthday, it was noted that not every Trust had a Staff Council so it would be great to celebrate all the achievements that Staff Council had accomplished in 10 years. It was noted that the communications team were going to do a happy birthday screensaver and collate examples of all the great achievements Staff Council had made. Some quotes about 'What Staff Council Means to You' would be promoted which would help recruit new Staff Council members from across all geographical areas. A.Jones noted that doing screensaver of all options of ways to speak up such as FTSU, Joint Forum and Staff Council and Staff Network groups, would be a great visual for staff.</p>	<p>No actions</p>			

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
	<p>P.Thomas noted that Spartacus the therapy dog would be coming back to the Trust, if morale is dipping it would be good to send him around to teams.</p> <p>F.Davies asked if we could meet in person for the November birthday meeting. A.Jones requested that a digital solution to be put in place as well for colleagues in other bases. R.Wilson would be inviting J.Shepherd to reflect on Staff Council as the Trusts former HRD.</p>				
<p>Staff Council 10 year refresh</p>	<p>F.Davies asked if there were any ideas for a refresh, need to take stock of where Staff Council is and where Staff Council would want to be. F.Davies asked for the group to email any ideas to her.</p>	<p>Email ideas re Staff Council 10 year refresh</p>	<p>All / F. Davies</p>	<p>21 October 2022</p>	<p>PENDING</p>
<p>The Productivity and Efficiency Challenge & Finance Update</p>	<p>T.Bennett updated on the group on productivity, efficiency and finance. It was noted that all staff would need to consider how to work more efficiently to allow the Trust to invest back in the organisation. The Trust had a considerable amount of money to save which would be achieved through the Cost Improvement Schemes (CIP).</p> <p>T,Bennett explained that cost savings ideas were developed by staff and transferred onto Project Initiation Forms (PIF's) and Project Initiation Documents (PIDs) / projects. The group noted that all schemes were monitored by the Productivity</p>	<p>No actions</p>			

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
	<p>and Efficiency Group (P&E) and Project Management Group (PMG)</p> <p>T.Bennett asked the group to give any cost saving ideas to managers as they could be schemes which saved the Trust money. The Trust was delivering against what it should be at this point in time. Directors and deputies had worked together to identify areas of opportunity, it was noted that it was important for current savings to be made as it would make CIP savings easier in the long term.</p>				
<p>CQC Update</p>	<p>P.Simpson on the expected CQC inspection, it was noted that the Trust needed to maintain financial stability and also to get a good inspection rating. P.Simpson confirmed that the Board didn't know when the CQC were going to be inspecting the Trust. It was noted that preparation work was taking place such as sending out a CQC special bulletin.</p> <p>P.Simpson, A.Hughes and C.Wedge were meeting regularly with the inspection team and welcoming them to come and inspect the Trust as the inspection was well overdue due to the pandemic. It was noted that the Trust had changed since 2018 as there was now a bedded unit and two geographical areas that the Trust didn't have in the previous inspection. Priorities areas for the Trust to focus on prior to the inspection were noted as:</p>	<p>All to ensure they have read the CQC guide and check office areas for old posters</p>	<p>All</p>	<p>8 November 2022</p>	

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
	<ul style="list-style-type: none"> • Safe Staffing assurance – proving assurance to Board re safe staffing particularly on the CICC wards • Staff survey – there were some areas that required improvement over the next 12 months which were being addressed • Mandatory training – The Trust had a great level of training compliance however Basic Life Support training compliance needed to improve. • Supervision – needed to continue to record supervision as evidence that supervision was taking place. • PGD use –ensure PGD’s were being used effectively. <p>The Trust believed that the inspectors would go to all 0-19 services (in all geographies), Urgent Treatment Centre, GP Out of Hours, Sexual Health, Walk In Centres, Community Nursing and CICC wards.</p> <p>Staff should promote to the inspectors all the great work that the Trust was doing. A CQC guide was available on staff zone and in hard copy form to prepare staff for the inspection.</p> <p>J.Haycocks confirmed that his team had been asked by their manager to read the CQC guide in</p>				

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
	preparation for the inspection. A.Hughes noted that CQC would be walking through office areas to look around so could all Staff Council members ensure that office spaces were tidy and all posters were up to date.				
People Strategy Update	R.Wilson agreed to send slides to Staff Council and asked for them to direct any questions to him on the people strategy update.	Send People Strategy slides to Staff Council members	R. Wilson	1 October 2022	
Mobile Phone & Mobile Data Plan for Optimisation and Asset Reconciliation	T.Bennett requested that staff use WIFI (when possible) on Trust devices which would be secure data and strengthen IG practices. It was also noted IT equipment should be returned to IT when a staff member leaves the Trust so that IT can clear it for data protection purposes and track the device on an asset system. Communications would be sent out at all staff to remind them of the process to return equipment.	No actions			
Key Messages	F.Davies would put key messages in the staff bulletin as usual.	No actions			
Future Agenda Items	There were no future agenda items to discuss.	No actions			
Any Other Business	There were three items of other business noted: Northwest NHS Games – The group noted that the NHS Northwest Games were underway The rounders team were playing on Sunday 9 October in Kirby and had won in the past! J.Fairbairn noted that the team was short of players so asked for	Contact J.Fairbairn to take part in the NHS Northwest Games rounders team	All	ASAP	

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
	<p>Staff Council members to put themselves forward to take part.</p> <p>Green campaign – The group that noted that a Great Big Green Week was taking place from Monday 26 September 2022, Tranmere had a group set up to take part in green activities such as litter picking. The dean centre, library, local business were taking part and had approached the Trust to take part, J.Fairbairn asked who could take leadership of this event – A.Hughes agreed to coordinate some support in the absence of the Chief Finance Officer as the campaign linked directly with the Green Plan and the social values piece of work taking place. A.Hughes noted that at short notice the Trust could take part in the exhibition and promote the litter picking events.</p> <p>Staff Awards – a query was raised as to why Staffs Awards ceremonies didn't take place on Fridays. A.Hughes noted it was due to venue availability and the Board not encroaching on staff members weekends however it could be considered for next year if there was an appetite to change the day of the week that the awards took place.</p>				
<p>Date and Time of next meeting: Tuesday 8 November at 11 am on MS Teams or in person</p>					