

**Staff Council Decision & Action Log**

<b>Staff Council</b> <b>Date: Wednesday 24 May 2023</b> <b>Time: 14:00-15:30</b> <b>Venue/Platform: MS Teams</b>						
<b>Attendance:</b>		Claus Madsen, Fiona Davies Laura Kennedy (minute taker), Karen Howell, Sally Barlow, Neil Perris, Carla Burns, Ann Bayley, Simone Williams, Lauren Francom, Alison Hughes, Isaiah Adediran, Pete Thomas, Becky Smith, Alison Jones, Joanne Knight, Jo Chwalko, Lauren Martin,				
<b>Apologies:</b>		Nick Cross, Lauren Francom, Danielle Cairns, Alison Hall, Jo O'Neill, Jayne Williamson, Angela Rothwell, Di Moore				
<b>Guest Speaker:</b>		Tony Bennett Chief Strategy Officer (for item 10)				
No.	Item	Outcome/Decision	Action	Lead	Date	Status
1	Introductions / Apologies for absence	New members were welcomed and apologies were noted above	<b>No actions</b>			
	Actions from previous meetings	Action status updated	<b>No actions</b>			
2	NHS Assembly Feedback	KH facilitated a discussion to get the Staff Council's feedback for the NHS Assembly in relation to the NHS's 75 years' anniversary later this year. AH noted the key themes discussed.	<b>Feedback from Staff Council members to be shared with the NHS Assembly. KH requested any further feedback to be</b>	<b>All to feedback to K. Howell</b>	<b>COP 25 May 2023</b>	

			sent to her by COP on 26 May 2023.			
			KH to feedback to the group in relation to the comments raised and let Staff Council know how the Trust would celebrate the NHS's birthday	KH / AH	13 July 2023	
3	Staff Council – Terms of Reference	<p>F. Davies presented the Staff Council – draft Terms of Reference.</p> <p>In discussion the following points were made:</p> <ul style="list-style-type: none"> <li>• Staff Council had lost its voice in recent years which could be due to a number of engagement mechanisms being available now which weren't available when Staff Council was formed</li> <li>• Staff Council used to be the voice of the staff but now the meeting was more of a communication forum.</li> <li>• CM noted that it was positive having so many ways of speaking up, however it was</li> </ul>	FD to arrange meeting with staff council members to discuss the purpose and terms of reference and bring back to the next meeting.	F. Davies	17 July 2023	

		<p>important not to blur the lines of the groups. All groups needed to have clear roles.</p> <ul style="list-style-type: none"> <li>• Representation across all bands, groups and roles should be included in the group</li> <li>• FD noted that she was happy to share the chairmanship of the meeting if anyone was interested or for someone to become deputy chair.</li> <li>• AH asked the Staff Council members to consider if the champions of other groups should be invited to Staff Council. AJ noted the speaking up resources could be shared to support Staff Council members speaking up.</li> <li>• It was discussed if representatives from the staff networks, freedom to speak up and champion roles should become members of Staff Council and for Staff Council to potentially become the “umbrella” employee voice</li> </ul>	<p><b>All members to consider nominating themselves or others for a joint chair or deputy chair role of Staff Council and let FD know prior to the next meeting or in the meeting</b></p>	<p><b>All members</b></p>	<p><b>Prior to 17<sup>th</sup> July or in the meeting</b></p>	
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		<p>forum.</p> <ul style="list-style-type: none"> <li>FD would meet with the Staff Council members outside the meeting to discuss the role of the Staff Council in the future and its terms of reference and bring back for discussion at the next formal Staff Council.</li> </ul> <p>The group discussed staff engagement and noted that staff may not want to speak up in the Staff Survey as they didn't feel it was anonymous. CM and CB advised the group that the staff survey was anonymous. CM noted that the Trust did receive scores and free text responses from the staff survey however they could not identify staff using the information received.</p> <p>It was noted that the local staff survey action plan meetings would work better with FTSU champions in attendance rather than local managers if negative feedback given via the survey related to the manager of that team.</p>				
4	Staff Patio – 3rd Floor, SCH	The group noted that the patio issue had been raised and the work had	<b>No actions</b>			

		been completed on the patio area however the doors were still closed <i>(N.B. the patio area was reopened wk. comm. 29 May 2023).</i>	
5	Anniversary Celebration	FD noted that the Staff Council 10 years' birthday last year hadn't been appropriately celebrated. She would discuss the Staff Council celebration event outside the meeting with members.	<b>No actions</b>
6	Moreton Office	F. Davies presented the following concerns made from the Moreton office <ul style="list-style-type: none"> <li>• Sanitary bins not being emptied</li> <li>• Filtered drinking water in the new kitchen</li> </ul> <p>PT agreed to pick this item up with estates as they hadn't been approached to respond.</p>	<b>No actions</b>
7	People Update	C. Madsen presented the People update and noted that year two of the people strategy had launched and he noted that one of the key priorities of the year 2 action plan was staff engagement. CM was keen for Staff Council to get involved in the staff engagement piece of work and to identify the role Staff Council could play.	<b>No actions</b>

8	Staff Engagement – incl. Staff Survey Action Plan and outcome of Staff Engagement survey for Staff Council	<p>C. Madsen and E. Ashley presented on Staff Engagement. The following points were noted:</p> <ul style="list-style-type: none"> <li>• EA noted that she was working with localities and Heads of Service to review the local staff survey action plans. Trust wide actions were being managed at PCOG and at People and Culture Committee</li> <li>• CM noted that it had been discussed nationally if we could survey staff every two years to allow time to implement changes before the next survey and to prevent staff getting survey fatigued, but nothing had been decided on that matter yet so we are still expecting the annual Staff Survey.</li> <li>• CM noted that a survey had been circulated to Staff Council members and he had received 5 responses. He noted that key themes from the results was getting staffing right, looking after staff and ensuring</li> </ul>	<b>No actions</b>

		development for staff. The responses also clearly stated that Staff Engagement is everyone's responsibility with an extra emphasis on the managers' role – and a general wish to see more senior managers engage with frontline staff, listen to their concerns and act upon those.				
9	Operations Update	J. Chwalko presented the Operations Update and highlighted the following points: <b>Homefirst</b> – JC noted that improvements to the Homefirst project was brought to her by staff members and she was keen for Staff Council members to speak up if they had any suggestions for improvement in any operational areas. JC noted that the pilot for Homefirst had been successful and was now being implemented. Homefirst staff would be presenting at the Get Together on 26 May, Staff Council were encouraged to attend to listen to their story.	<b>No actions</b>			
10	Productivity and Efficiency Update	T. Bennett presented the Productivity and Efficiency Update and highlighted the following points: <ul style="list-style-type: none"> <li>• There was an expectation to</li> </ul>	<b>Give an in-depth P&amp;E position to July Staff Council</b>	<b>T. Bennett</b>	<b>17 July 2023</b>	

		<p>identify recurrent savings for next year. Ideas had been suggested which equated to £3.9 million (74%).</p> <ul style="list-style-type: none"> <li>• Communication would be going out to all workforce to come up with ideas. TB agreed to bring an in-depth position to July Staff Council meeting.</li> </ul>	<b>meeting</b>			
11	Key Messages	F. Davies would pull together key messages and communicate in the staff bulletin.	<b>No actions</b>			
9	Future Agenda Items	None	<b>No actions</b>			
11	Any Other Business	Staff Council noted that it was Judy Fairburn's last meeting and FD thanked her for all she had done for the Trust and her contributions via Staff Council.	<b>No actions</b>			
Date, Time and Location of next meeting: Thursday 13 July 2023 at 2pm on MS Teams						