

Staff Council Decision & Action Log

Action logs from previous meeting have been archived.

Staff Council						
Date: Monday 17 July 2023						
Time: 11:30-1pm						
Venue/Platform: MS Teams						
Attendance:		Claus Madsen, Fiona Davies Laura Kennedy (minute taker), Sally Barlow, Neil Perris, Carla Burns, Ann Bayley, Simone Williams, Lauren Francom, Isaiah Adediran, Pete Thomas, Alison Jones, Joanne Knight, Lauren Martin, Lauren Francom, Danielle Cairns, Alison Hall, Jo O'Neill, Jayne Williamson, Angela Rothwell, Di Moore				
Apologies:		Becky Smith, Tony Bennett, Mark Greatrex, Alison Hughes, Jo Chwalko, Nick Cross, Becky Smith				
Guest Speaker:		None				
No.	Item	Outcome/Decision	Action	Lead	Date	Status
1	Introductions / Apologies for absence	New members were welcomed and apologies were noted above	No actions			
	Actions from previous meetings	Action status updated	No actions			
2	Staff Council Terms of Reference	FD presented the Staff Council terms of reference which had been discussed outside the meeting by Staff Council reps.	Send an email asking Staff Council members to state if they want to be	P. Thomas	14 September 2023	Complete

		<p>There were discussions on the name of the group and, CM advised there were discussions on reshaping the group and there wasn't any requirement to have a Staff Council but the Trust was keen to refresh this. The employee voice forum was the name with most support, and the new group would have representatives from all the staff networks and be the collective voice.</p> <p>AJ advised this group should have the word 'voice' included so people were clear on the fact they had a voice when attending, NP advised he wasn't keen on the word 'employee' and 'staff' sounded better.</p> <p>CB advised this doesn't necessarily need to change but something for the purpose and identity of the group is a good way to go.</p> <p>SW advised with regards to the membership she doesn't think it would be a good idea to leave it open to too many members, CM added there was a lot of members that could fill the '20 spaces'. AJ advised there hasn't been many meetings recently where there were '20' members that attended.</p> <p>PT advised if there were members</p>	<p>members and also decide on the revised name of the group</p> <p>September Update – P.Thomas circulated email to the group</p>			
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		<p>who wanted to attend they could be invited as guests and this doesn't necessarily have to be a member.</p> <p>The group noted that the staff networks were good groups of staff to be involved in the Staff Council group, NP expressed a note of caution about staff struggling to attend network meeting so he didn't want to put pressure on those staff groups to attend more meetings. A suggestion was Staff Council could attend the Networks to support the sharing of messages. A suggestion was made in relation to Directors attending Staff Council on a rota basis. CM noted that the Execs struggle to attend due to clashes, he noted that the terms of reference stated Directors or Deputies attended instead of having specific job titles which allowed rotation of Directors at the meeting.</p> <p>The Terms of Reference was agreed with the changes – and would be approved with a new name at the next meeting to then be sent to the Board for approval</p>		<p>C. Madsen on behalf of the group</p>	<p>For the next formal Board meeting after the 14 September</p>	
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			Final version of ToR (with new name) to be sent to the Board for approval		Staff Council meeting	
3	Ideas for Relaunch	<p>FD asked the group to think of some ideas for relaunch. Suggestions included:</p> <ul style="list-style-type: none"> • Screensaver • Lanyards • Launch at Staff Network meetings • Roadshow to include other sites (approx. 5 locations) and including night staff • Backgrounds for MS Teams 	Work with Comms to support the relaunch of Staff Council	Joint Chairs supported by C. Madsen	17 September 2023	Complete
4	Election of Joint Chair	FD noted that PT had nominated himself as joint chair and there had been no objection. Staff Council welcomed PT as new joint chair.	No actions			
5	Highfield Lean to	FD noted that the 'lean to' base at Highfield was no longer fit for	Raise concerns with Highfield	F. Davies	14 September	Complete

	Estate	purpose, she noted that there were plans in place to improve toilets. Staff had reported it wasn't a nice place to work. FD noted that she would be raising with estates however she wanted to make management aware of the staff concerns.	'lean to' with Estates		2023	
6	Quality of Supervision Survey – proposed changes for feedback	AJ noted that the survey was put on SAFE and feedback was that there was no wording in the survey about wellbeing. The new section had a prompt to say that a health and wellbeing conversation had taken place, the prompt was added into both the individual and team supervision forms. Staff Council approved the amendments to the forms.	No actions			
7	People Update	CM noted that the leadership forum event had taken place on 13 & 14 July for formal leaders at bands 7 and below. He noted that the event had been a success and he had received good feedback. He noted that ELT had committed to engage with this group of middle managers again going forward approximately twice every year. He noted that it was important to engage with staff of all bands and roles. PT noted	No actions			

		<p>that it would be good to have a selection of lower bands across the Trust come together to share ideas, it wouldn't be practical for all of those staff members to come together but the ideas they could bring would be invaluable. It was noted that admin staff needed engaging with as well as clinical staff. CM noted that staff engagement was a priority for the exec team and that part of this event was about how middle managers can engage more and better with their staff as well. SW queried if morale was a focus following the staff survey results, CM noted that since the results came out that turnover, sickness absence and vacancy rates had improved so the Trust was in a different position from when the survey was completed in October 2022. A concern was raised about not all teams having speaking up champions, AJ noted that there were 125 champions across the Trust if staff didn't feel comfortable talking to managers. AJ noted that there were champions in all network groups and noted that she was constantly recruiting champions and aiming to get champions across all</p>	
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		teams and pay bands.	
8	Staff Engagement Update	CM noted that that item was also discussed under item 7 (People Update).	No actions
9	Operations Update	CM noted that Gilbert Ngatia would be managing South and West Wirral localities. over the summer and a review of the structure would take place in the autumn.	No actions
10	Productivity and Efficiency	Nothing to report by exception	No actions
11	Key Messages	F. Davies would pull together key messages and communicate in the staff bulletin.	No actions
9	Future Agenda Items	None	No actions
11	Any Other Business	Interpreters - NP noted that it had been difficult to get face to face translators and noted that it was on the organisational risk register. Np noted that there were facilities to use virtual translation options. NP encouraged staff to attend the workshop session that he was arranging.	No actions
Date, Time and Location of next meeting: Thursday 14 September from 2pm-3:30pm on MS Teams			

Staff Council

Date: Thursday 14 September 2023

Time: 2-4pm

Venue/Platform: MS Teams						
Attendance:		Fiona Davies (Chair) Laura Kennedy (minute taker), Carla Burns, Ann Bayley, Simone Williams, Lauren Francom, Isaiah Adediran, Pete Thomas, Lauren Martin, Danielle Cairns, Alison Hall, Jo O'Neill, Jayne Williamson, Angela Rothwell, Di Moore, Becky Smith, Alison Hughes, Jo Chwalko, Paula Simpson				
Apologies:		Claus Madsen, George Taylor, Karen Howell, Neil Perris, Alison Jones, Fiona Fleming, Tony Bennett, Mark Greatrex, Sally Barlow, Nick Cross and Alison Jones				
Guest Speaker:		None				
No.	Item	Outcome/Decision	Action	Lead	Date	Status
1	Introductions / Apologies for absence	New members were welcomed and apologies were noted above		No actions		
	Actions from previous meetings	Action status updated		No actions		
2	Agile and Flexible Working Survey / Focus Groups			No actions		
3	Fruit and Veg Van			No actions		
4	Staff Awards – Corporate Support Category			No actions		
5	People Update			No actions		
6	Staff Engagement Update			No actions		
7	Operations Update			No actions		
8	Productivity and			No actions		

	Efficiency inc. Position Statement		
9	Key Messages	F. Davies would collate key messages as usual for Staff Bulletin	No actions
10	Future Agenda items	None	No actions
11	Any Other Business	None	No actions
Date, Time and Location of next meeting: Thursday 9 November 2023 from 1pm-2:30pm on MS Teams			