

Staff Council Decision & Action Log

Action logs from previous meeting have been archived.

Staff Council						
Date: Thursday 14 September 2023						
Time: 2-4pm						
Venue/Platform: MS Teams						
Attendance:		Pete Thomas, (Chair), Fiona Davies, Laura Kennedy (minute taker), Carla Burns, Simone Williams, Danielle Cairns, Jo O'Neill, Alison Hughes, Jo Chwalko, Paula Simpson, Anita Aspinall, Dawn Williams				
Apologies:		Claus Madsen, George Taylor, Karen Howell, Neil Perris, Alison Jones, Fiona Fleming, Tony Bennett, Mark Greatrex, Ann Marie Johns, Sally Barlow, Nick Cross, Lauren Francom, Isaiah Adediran, Lauren Martin, Jayne Williamson, Di Moore, Becky Smith,				
Guest Speaker:		Dave Hammond, Deputy Chief Strategy Officer (for item 8)				
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	CB noted that the flexible working principles had been in place for some time, and it was acknowledged that a more robust process needed to be put in place. A staff and managers' survey had been sent out and response levels to date were good. The new framework would be put in place based on staff feedback.	No actions			
3	Fruit and Veg Van	PT noted that staff had requested if the fruit and veg stall could return to St Cath's. DW	Investigate the options for staff to	D. Williams	9 November 2023	On agenda (item 3)

		noted that it had returned after the pandemic but the footfall wasn't good enough to make it viable for the business. She noted that the larger sites could have the option to review this, but it wouldn't perhaps be feasible (from the businesses perspective) for smaller bases. She would also investigate an online option.	access the fruit and veg stall or an on-line alternative for smaller sites			
4	Staff Awards - Corporate Support Category	PT noted that staff had requested a corporate support category for the staff awards. PT noted that CM was going to raise with ELT. AH noted that the categories were reviewed by the CEO and Chair annually, and whilst this could be considered all categories were eligible for staff right across the Trust. AH reminded the group that staff awards were taking place on 6 October 2023, and she encouraged staff to RSVP if they received an invite.	Investigate feasibility of having a corporate / support category at the Staff Awards	C.Madsen	9 November 2023	In progress
5	People Update	<p>CB noted the following key people metrics</p> <ul style="list-style-type: none"> • Turnover had reduced to 12.1% • Vacancies had reduced in month. • Mandatory training compliance had improved. • Sickness was 5.1% which was down from 5.3%. CB noted a slight increase in short term sickness. • Agency usage was slightly higher, but she noted it was in known areas such as CICC, Ophthalmology and urgent care services • Supervision recording had improved. • A Vacancy Scrutiny Group had been set up to ensure that skill mix had been 	No actions			

		<p>reviewed prior to going to advert.</p> <ul style="list-style-type: none"> • The NHS Cadets Programme had been rolled out. • Educational governance processes had been reviewed and strengthened. • There had been a decrease in employee relations cases. 				
6	Staff Engagement Update	<p>CB noted that the Staff Survey would be circulated in early October and was anonymous. She noted that the flexible working survey was a great way for staff to engage in changes across the Trust.</p>	No actions			
7	Operations Update	<p>JC referenced the Winter Plan which was being managed by the system, she noted that the plan was being worked up system wide and she would provide an overview at a future meeting.</p> <p>JC noted that a Homefirst presentation had been presented nationally and JC would share the slides with the group.</p> <p>FD asked if there was any plans to introduce PPE over winter and PS noted that if there was a need to introduce PPE the Trust would act quickly. PS noted the staff flu vaccination programme was starting shortly.</p>	<p>Winter Plan to be added to a future agenda</p>	J. Chwalko	9 January 2024	
			<p>Share Homefirst Presentation Slides with the group</p>	J. Chwalko	9 November 2023	Complete
8	Productivity and Efficiency inc. Position Statement	<p>DH presented the P&E position for the group and shared the P&E dashboard and noted it was a live dashboard. Since 1 April 2023, savings through projects of £2.8m had been approved. DH encouraged the group think about any ideas of savings and</p>	No actions			

		to submit them on Staff Zone.				
9	Key Messages	<p>P. Thomas / F. Davies would collate key messages as usual for Staff Bulletin.</p> <p>PT noted the new name of the group was Staff Voice Forum. AH noted that comms could support the promotion on the new Staff Voice Forum but encouraged all members to promote it through their local networks recognising that members would be the best advocates to encourage other staff to engage.</p>	No actions			
10	Future Agenda items	<p>Staff Council noted the following items for the next meeting</p> <ul style="list-style-type: none"> • Staff Flu Programme • Update following CQC Inspection • Staff Survey 	Future agenda items to be added to the relevant agenda	L. Kennedy	9 November 2023	Complete
11	Any Other Business	<p>MS Teams - JH noted that you can't have an MS teams channel if you aren't an NHS staff member. It was noted that the Adult Social Care staff could integrate with the NHS teams for example in Homefirst. JC noted the importance of integrated working.</p>	No actions			
Date, Time and Location of next meeting: Thursday 9 November 2023 from 1pm-2:30pm on MS Teams						