

## Staff Council Decision & Action Log

### Actions from the meeting held on 16 September 2021

Present: Jo Shepherd, Director of HR & OD (Joint Chair)  
Fiona Davies, Team Leader, Speech & Language Therapy Service (Joint Chair)  
Isaiah Adediran, Adult Social Care  
Ann Bayley, Flexible Staffing and Recruitment Manager  
Jo Chwalko, Deputy Chief Operating Officer  
Gill Davies, Podiatry  
Jeanette Davies, Social Care Assessor  
Fiona Fleming, Staff Governor and Head of Communications  
John Haycocks, Care Navigator, Adult Social Care  
Alison Hughes, Director of Corporate Affairs  
Alison Jones, Quality & Governance Manager  
Dave Murphy, Chief Information Officer  
Deb Ollerhead, Service Lead, Bladder & Bowel Service  
Neil Perris, Head of Inclusion & Equalities  
Pete Thomas, IT Service Manager  
Simone Williams, Management Accountant  
Jane Williamson, Community & Specialist Nursing Manager

Minute taker: Jessica Chambers, Senior Assistant

Apologies: Barbara Bridle Jones, Deputy Director of HR  
Fiona Campbell, 0-19 School Nursing Service, Cheshire East  
Nick Cross, Medical Director  
Paula Downie, Health Visitor  
Judy Fairbairn, Sexual Health Service  
Mark Greatrex, Chief Finance Officer / Deputy Chief Executive

Patricia Hearn, Care Navigator, Adult Social Care  
 Karen Howell, Chief Executive  
 Val McGee, Chief Operating Officer  
 Di Moore, Staff Side Rep  
 Claire Parry, Care Navigator  
 Paula Simpson, Chief Nurse  
 George Taylor, Staff Governor and Physiotherapist  
 Ken Walker, Graphic Designer (Comms and Marketing)

Agenda Item	Decision/Outcome	Action	Lead	Due Date	Status
<b>Introductions / Apologies for Absence</b>	The apologies for the meeting were noted.				<b>No actions.</b>
<b>Decision and action log of previous meeting - 13 July 2021</b>	The group reviewed the decision and action log from 13 July 2021 and agreed it as an accurate record.				<b>No actions.</b>
<b>Chair's Update</b> • <b>Future Staff Council Arrangements</b>	FD and JS welcomed all new members and explained how the Staff Council meeting worked. FD advised that DO, deputy joint chair would be retiring therefore an opportunity to get involved and become deputy joint chair had opened up. The members of Staff Council extended warm wishes to DO on her retirement from the Trust and thanked her for her contribution and commitment to Staff Council.				<b>No actions.</b>
	DO reported that she had attended Alder Hey for an Innovation Visit. DO described the experience as very inspirational. DO added that it was good to see the developments that had happened over a period of time, there				<b>No actions.</b>

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	<p>had been wonderful things created with digital technology such as 3D organs for surgeons to practice on. TB also attended the Innovation Visit and reported that Alder Hey had been open about failings which had led to future progress.</p> <p>AJ had attended a number of staff network meetings to give a presentation on the work of the Staff Council. AJ reported that it was interesting to join other meetings and learn different things from attending.</p>				
<p><b>Agile Working</b></p>	<p>SW noted that Agile Working comes up during a number of meetings and asked for any update.</p> <p>JS advised that IPC guidance currently remained the same with staff still required to wear face masks in the office and work from home where possible. JS reported that work around Agile Working continued.</p> <p>SW questioned if it would be easier to let staff decide if they wanted to work from home or the office. JS suggested that future model of hybrid working was being explored but acknowledged that staff input was crucial. AJ queried the potential for what equipment would be available if 'hot desking' came into place. JS advised that the Agile Working group would look at preferences as practical solutions would need to be put in place.</p>		<p><b>No actions.</b></p>		

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	<p>PT suggested a booking system where staff can book a desk, monitor, keyboard etc. It was agreed to continue to keep Staff Council update on plans for future Agile Working arrangements.</p>				
<p><b>Temperature in Clinic Rooms</b></p>	<p>FD advised that the temperature in clinics had been raised by a few members of staff across various teams and services and a Datix had been raised. Offices were also very warm, and some had no access to cold water machines.</p>	<p><b>JC to investigate ordering water machines</b></p>	<p><b>J.Chwalko</b></p>	<p><b>Nov 2021</b></p>	
<p><b>IT Service Desk Portal</b></p>	<p>PT advised that the new IT Service Desk Portal would go live in October. The current system had been in place at the Trust for 6 years. PT explained that the IT team were hoping for around 80% of calls to go via the portal that will be web based 24 hours a day, 7 days a week. PT gave a demonstration of the portal 'live' and explained how issues could be logged instead of calling or e-mailing. Staff would also be able to request equipment via the portal. PT received lots of positive feedback from the group and comments that it looked user friendly. PT advised that there would be a live chat box where staff could speak to a technician. Staff would still be able to call the service desk if they had any issues.</p>		<p><b>No actions.</b></p>		

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<b>NHS People Pulse Results</b>	<p>The group received the NHS People Pulse Survey Results for August for information.</p> <p>GD asked what happened with data collected from staff exit interviews. JS responded that all the data was reviewed by HR and any issues are picked up and directed to the relevant service.</p>	<b>No actions.</b>			
<b>Shaping Our Future</b>	<p>AB advised that the Trust was now working towards the development of an organisation strategy for the next 5 years. This would follow the 12-month workplan which had been launched for 2021-22.</p> <p>AB advised that there would be Strategy Focus Groups taking place over the next few weeks and encouraged Staff Council members to attend and contribute.</p>	Share Focus Group communications	J.Chambers	Sept 2021	Complete
<b>Staff Awards</b>	<p>AH reported that the Trust was starting to consider options for staff recognition through an annual Staff Awards for 2021-22. Further information on categories and proposed format and arrangements would be shared with Staff Council in due course.</p>	<b>No actions.</b>			
<b>Organisational Design Update</b>	<p>JC reported that the Team Tours had been completed and were very useful to provide an opportunity to hear staff views and suggestions. JC reported that all requests were being considered and would be accommodated as part of the design.</p> <p>Next steps would include Team Tours</p>	<b>No actions.</b>			

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	<p>feedback sessions to share the outcome of staff having engaged and provided their feedback.</p>				
<p><b>Organisational Update</b></p> <ul style="list-style-type: none"> <li>• CICC</li> <li>• 0-19 St Helens/Knowsley</li> </ul>	<p>JC provided an update on the CICC advising that in addition to the Bluebell Ward, two further wards would be opened (Iris and Aster) through a phased approach over the coming months.</p> <p>JC advised that recruitment to the wards was on-going and acknowledged the dedication of all staff currently working on the wards.</p> <p>JC also confirmed that the St Helens 0-19 staff had now transferred to the Trust from 1 September 2021. The Knowsley 0-19 contract would mobilise in February 2022.</p>		<p><b>No actions.</b></p>		
<p><b>Preparing for CQC</b></p>	<p>AH reported that there was a lot of good work going on across the Trust in preparation for CQC. From a comms perspective, the Trust was working hard to ensure information was readily available and relevant to staff and ensuring this was available on StaffZone. Staff Council members recognised the information available and welcomed regular updates from ELT. The recent CQC Your Guide was recognised as very useful for staff.</p>		<p><b>No actions.</b></p>		
<p><b>Items for the Risk Register</b></p>	<p>There were no items for the risk register.</p>		<p><b>No actions.</b></p>		

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<b>Key Messages</b>	Key messages from the meeting were identified and as usual FF would publish these in the daily briefing communication.	<b>No actions.</b>			
<b>Future Agenda Items</b>	No future agenda items were suggested at the meeting.	<b>No actions</b>			
<b>Any Other Business</b>	No other business was identified.	<b>No actions.</b>			
Date and Time of Next Meeting: Tuesday 9 November 2021 at 9:30pm on MS Teams					