

Staff Council Decision & Action Log

Actions from the meeting held on 18 May 2022

Present:

- Carla Burns Deputy Director of HR & OD **(Joint Chair)**
- Emma Ashley. Head of HR (wellbeing and engagement)
- Martene Booth, HR Business Partner
- Fiona Davies, Team Leader, Speech & Language Therapy Service **(Joint Chair)**
- Isaiah Adediran, Adult Social Care
- Ann Bayley, Flexible Staffing and Recruitment Manager
- Sam Curtis. Deputy Chief Operating Officer
- Gillian Davies, Podiatry
- Judy Fairbairn, Communications rep
- John Haycocks, Care Navigator, Adult Social Care
- Alison Hughes, Director of Corporate Affairs
- Alison Jones, Quality & Governance Manager
- Di Moore, Staff Side Rep
- Neil Perris, Head of Inclusion & Equalities
- Paula Simpson, Chief Nurse
- George Taylor, Staff Governor and Physiotherapist
- Pete Thomas, IT Service Manager
- Ken Walker, Graphic Designer (Comms and Marketing)
- Simone Williams, Management Accountant
- Jane Williamson, Community & Specialist Nursing Manager

Minute taker: Laura Kennedy Senior Assis tant

Apologies:

- Jo Shepherd, Director of HR & OD (Joint Chair)
- Tony Bennett, Chief Strategy Officer
- Fiona Campbell, 0-19 School Nursing Service, Cheshire East
- Jo Chwalko, Deputy Chief Operating Officer
- Nick Cross, Medical Director
- Paula Downie, Health Visitor

Fiona Fleming, Head of Communications and Marketing
 Lauren Francom, Communications Rep
 Mark Greatrex, Chief Finance Officer / Deputy Chief Executive
 Patricia Hearn, Care Navigator, Adult Social Care
 Karen Howell, Chief Executive
 Claire Parry, Care Navigator

| Agenda Item | Decision/Outcome | Action | Lead | Due Date | Status |
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| Introductions / Apologies for Absence | The apologies for the meeting were noted. | No actions. | | | |
| Decision and action log of previous meeting – 8 March 2022 | The group reviewed the decision and action log from 8 March 2022 and agreed it as an accurate record. | No actions. | | | |
| Agile Working Policy as announced at Get Together on 26 April | Staff council members noted that there wasn't a policy in place for Agile Working and noted that staff had been advised that the working pattern for full time staff would be 3 days in the office and 2 at home – members asked if a consultation had taken place with staff regarding the changes to working patterns. PS noted that home working and agile working were two different things and noted that there wasn't a policy in place as IPC guidance had led the Trusts response to home working and until recently had been changing regularly. PS agreed to take an action to work with the new Deputy Director of HR &OD (Carla Burns) to work on the Agile Working Policy and ensure messaging is clearer re working from home / agile working . Staff council requested clarification if the IPC | PS and CB to meet to work on Agile Working policy | P. Simpson / C. Burns | 6 July 2022 | |

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| | guidance was going in the right direction to eliminate masks, PS agreed that it was the case that masks may not be required once guidance had been reviewed. | | | | |
| Mileage calculations linked to working from home and if 'bases will change with the agile working plan (also cost of petrol impacting on staff?) | Staff council members asked what support would be provided by the Trust given the increased cost of living including petrol costs soaring. PS noted that the Trust was acutely aware that all staff were dealing with unprecedented times. The group noted that there was no national guidance on mileage to provide support for the Trust however local and regional conversations had been taken place to discuss how to support staff. CB noted that HR were keen to support staff and signpost to external resources already in place. Also putting benefit and savings schemes in place was an option. | No actions | | | |
| People Strategy | CB presented the People Strategy to the group and noted that the strategy linked into a number of strategies such as quality, digital and the overarching organisational strategy. The group also noted that national priorities and the NHS Promise had been included in the document. The strategy had been approved at ELT and Informal Board. The key themes were looking after people, new ways of working and culture. The strategy would be going to Formal Board for approval prior to being available on staffzone. | No actions | | | |

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| Wellbeing Garden / Jubilee | The group noted that the wellbeing garden was now up and running. The group passed on their thanks to the Judy Fairbairn, Ann-Marie Johns and the project group for their hard work getting the garden set up. It was noted that the Chief Executive would be sending out a letter to staff who were based on sites that the Trust didn't own – staff at those sites would receive seeds to plant. Pictures of the garden had been put on Facebook. | No actions | | | |
| Discussions around shortages of HRT - Menopause issues | The group noted that there was a shortage of HRT which would cause issues for staff members going through the menopause. The group noted that a wellbeing policy was being developed based on the existing policies other Trusts have in place and would be shared with the Wellbeing Champions in the first instance – this would be a full policy and not incorporated into another policy. Staff Council were encouraged to signpost staff to the menopause / wellbeing resources on staffzone. | No actions | | | |
| Exec visibility / buddy system with services' | The group noted that now IPC guidance had been reviewed in relation to Covid restrictions it would be safe for Directors / services to recommence services visits. Services visits were being discussed at ELT and they were keen to hear what would work better for staff. Staff Council colleagues were keen to have a buddying approach for a period of time (6 | Exec visibility / buddy system with services to stay on the next agenda for Staff Council for an | F. Davies / L. Kennedy | 6 July 2022 | |

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| | months) for consistency and asked if FTSU / Staff Side colleagues could go to the service visits with them to promote key messages to staff. Staff Council requested the item was left on the agenda to get an update on progress of visits regularly at Staff Council. | update on service visit progress | | | |
| “Sky alarms” raised by physio – A system to call for help if a patient collapses in the gym and the physio needs to alert other staff | The group noted that the Sky Alarm wasn't working in the physiotherapy department which was a risk to patients in the gym. PS and AH requested that a call was logged with estates and a datix was raised so the incident could be tracked and escalated as this was patient safety issue | Log with Estates that Sky Alarm wasn't working in Physio dept and report on Datix | GS. Taylor | ASAP | |
| Wellbeing Conversations | MB discussed the purpose wellbeing conversations and noted that they had been embedded into appraisal and supervision discussions. Wellbeing discussions with managers should also include inclusion and flexible working arrangements and signposting staff to support in wellbeing conversations. The group noted that train the trainer sessions had taken place for HR advisory team to help facilitate meaningful wellbeing conversations. Wellbeing conversations had been presented to staff networks and FTSU champions. | No actions | | | |
| Key strategies that have recently been improved - Internal communications | The group noted that the Quality and Health and Inequalities strategies had been approved by Board. The group noted the importance of the strategies being accessible | No actions | | | |

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| plan | for all staff and also being discussed at team meetings. It was noted that CQC would expect staff to be aware of the strategies and to have been involved in their development, it was noted that staff fully engaged with the development of strategies at the Trust. | | | | |
| Items for the risk register | There were no items for the risk register. | | No actions. | | |
| Key Messages | Key messages from the meeting were identified and as usual FD would publish these in the daily briefing communication. | | No actions. | | |
| Future Agenda Items | No future agenda items were suggested at the meeting. | | No actions | | |
| Any Other Business | <p>There were the following items of any other business to discuss:</p> <p>LGBTQ+ Awareness Sessions – staff were made aware that three LGBTQ awareness sessions were taking place (details would be in staff bulletin and on ESR).</p> <p>Men’s Health Week – The group noted a number of events would be taking place to mark Men’s Health Week including lunchtime walk and talk sessions (details for men’s health week promotions would be in the staff bulletin).</p> | | No actions. | | |