



Local Partnership Forum

Minutes of the meeting held on 7th January 2020 Board Room 2, Corporate Offices, Wrexham Maelor Hospital

Present

Ms Jan Tomlinson	UNISON – Chair
Ms Cheryl Brown (CD)	Midwife, Royal College of Nursing
Mr Derek Brown (DB)	Royal College of Nursing
Ms Sharon Cawdell	UNISON
Ms Lesley Hall (LH)	BCUHB - Associate Director, Workforce & OD
Ms Kay Hannigan	BCUHB – Head of Human Resources
Ms Jackie Hughes (JH)	SoR and (Trade Union) Independent Member
Ms Catherine Jones (CJ)	Royal College of Nursing
Mr John Martin (JM)	BCUHB - Head of Human Resources
Mr William Nichols (WN)	Royal College of Nursing
Mr Rob Nolan	BCUHB – Finance Director, Commissioning & Strategy
Mr Richard Oldfield (RO)	UNISON
Mr Michael Openshaw	UNISON
Ms Alison Pawley (AP)	Unite Union
Ms George Roberts	BCUHB – Head of Human Resources
Ms Maureen Wain	BCUHB - Hospital Director, East
Mr Stuart Whittaker	UNITE
Ms Sue Williams	Royal College of Nursing

In attendance

Mrs F Lewis (FL)	For minute taking
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Agenda Item	Action By
<p>L20/1 Apologies for Absence</p> <p>L20/1.1 Apologies were received from Sally Baxter, Gary Doherty, Amanda Chesworth, Sue Green, Lynne Joannou, Gill Harris, Sue Hill, Ffion Johnstone, Jill Newman, Sharon Cawdell, Richard Tanswell, Michael Openshaw, Christine Tanski, David Barber & Lee Hayes.</p>	
<p>L20/2 Minutes of the previous meeting held on 8/10/19 and Summary Action Plan</p> <p>L20/2.1 The draft minutes were approved as an accurate record and updates were provided to the summary action log.</p>	

<p>CORPORATE GOVERNANCE</p> <p>L20/3 Cycle of Business</p> <p>L20/3.1 The LPF accepted the proposed schedule subject to the amendments discussed.</p>	<p>LH</p>
<p>L20/5 Issues for discussion raised by Trade Union representatives</p> <p>L20/5.1 Mr B Nichols raised a query as to what the impact of winter pressures had been on both staff and patients in the emergency departments. Ms M Wain gave an update as to how it had affected the ED in Wrexham Maelor Hospital:</p> <ul style="list-style-type: none"> • In recent years, Christmas day had seen attendances at ED of between 140-160 patients – on 25.12.19 192 patients attended ED. • of the 192 patients seen, 8 had required the use of the Resuscitation room. • Staff had coped very well due to contingency plans that had been put in place. • From 27/12 and throughout January, there are to be no elective orthopaedic procedures and the 20 bedded ward normally used for such procedures had been completely given over as an overflow for ED patients. • Due to the fact that bronze and silver staff were not allowed to take annual leave over the holiday period, it was felt that decisions were made promptly and that this had a positive effect on the running of the ED. <p>L20/5.2 Mrs J Hughes raised a query regarding ED / GP referrals and how they were dealt with during the holiday period. Ms M Wain explained that at Wrexham Maelor a new unit (AMU) was opened for such patients and that patients were seen separately and not through ED.</p> <p>L20/5.3 Ms A Pawley asked how working with a deficit of £35m was affecting the Health Board. Mr R Nolan presented The Month 8 Financial Report, which highlighted that the single major contributory factor was the growth in GP prescribing, which was not budgeted for and outside the Health Board's control. The cost of management consultants was discussed and it was confirmed that a piece of work was currently underway regarding the value for money of such employees. Mr Nolan confirmed that the cost is already reducing and is hoped to reduce even further once the work is complete. Miss L Hall confirmed that a large piece of work is currently being carried out with a view to speeding up filling medical vacancies and it is anticipated that this will significantly reduce locum costs.</p> <p>L20/5.4 A discussion took place regarding Infection Control and the current progress within the Health Board. Ms M Wain gave an update on the position at Wrexham Maelor. It was agreed that a representative would be asked to provide a further update at the next meeting.</p> <p>L20/5.5 Ms S Williams wished to highlight the fact that there was very little high level representation from the Health Board at the meeting. Ms L Hall acknowledged that the low attendance at this meeting which was partly due to winter pressures. It was agreed that there should be better representation at future meetings.</p>	<p>FL</p> <p>SG</p>

<p>L20/5.6 Ms S Williams enquired about the Health Board's recruitment strategy. Ms L Hall informed the meeting that this was being monitored very carefully and that efforts are being made to increase the bank of medical and nursing staff to reduce the pressures caused by unfilled posts.</p> <p>L20/5.7 A discussion took place surrounding the need for questions to be raised by Trade Unions being provided ahead of the Forum meetings, in order that they can be addressed fully at the meetings. It was agreed that there should be a pre-meet where Trade Unions' questions could be raised and forwarded to the Health Board to enable comprehensive responses.</p> <p>L20/5.8 Ms S Cawdell enquired as to the strategy to reduce the time taken to complete disciplinary actions and grievances. A discussion took place where Ms L Hall informed the Members that the situation has much improved over the last 12 months. The average time for completion of disciplinary investigations closed over the last 12 months is 14 weeks. Although this is higher than the 12 week target, it is a significant improvement, and cases continue to be monitored closely. Ms K Hannigan agreed that management is being trained in decision-making surrounding the disciplinary route, which will further help reduce time.</p> <p>L20/5.9 Ms J Tomlinson raised the issue of the hardship caused to staff receiving an 8% charge if they are unable to repay overpayments in what they felt was too short a time. It was felt that both BCUHB and Payroll could look into this matter once more specific details are provided - Ms L Hall to take forward..</p> <p>L20/5.10 Mrs J Hughes asked about what support BCUHB is making available to staff for the Digitally Enabled Clinical Strategy. Mrs J Tomlinson advised that her members were very pleased with the roll-out so far and that it is possible to access Wales Union Learning Funds, if required. As IT training is sometimes hard to access, Mrs Hughes informed the members that Coleg Cambria is offering free courses, in place of the ECDL which was previously available.</p>	<p>JT</p> <p>LH</p>
<p>WORKFORCE & ORGANISATIONAL DEVELOPMENT</p> <p>L20/4 Workshop – How to Improve Partnerships</p> <p>L20/4.1 Miss Hall welcomed the opportunity to engage with our Trade Union partners. Members were split into three groups and assigned a member of Human Resources team to discuss partnership working and how it can improve -</p> <ul style="list-style-type: none"> • What works well • How can partnership working improve • What actions need to be taken forward <p>The feedback on how to improve included –</p> <ul style="list-style-type: none"> • There needs to be honest and open discussions to assist the understanding between trade unions and middle management. • Improved knowledge of broader involvement of the LPF • A good relationship with Human Resources 	

<ul style="list-style-type: none"> • Mutual respect • More communications and forums required • Summaries of LPF meetings to be made available • Staffside to meet between meetings to discuss future agenda items • Regular pan-BCU communications should be sent firstly to include information about the LPF's role and more regularly to provide minutes of LPF meetings. <p>(feedback sheets attached)</p>	LH/FL
<p>L20/6 FOR INFORMATION.</p> <p>L20/6.1 Finance Report Month 8 2019</p> <p>L20/6.1.1 The report was noted.</p> <p>L20/6.2 Corporate Annual Plan</p> <p>L20/6.2.1 The plan was noted.</p> <p>L20/6.3 Job Evaluation Programme Report</p> <p>L20/6.3.1 The report was noted.</p> <p>L20/6.4 Independent Quality and Performance Report</p> <p>L20/6.4.1 The report was noted.</p> <p>L20/6.5 Corporate Risk Register and Assurance Framework</p> <p>L20/6.5.1 The report was noted.</p>	
<p>L20/7 Documents circulated via email to members between meetings.</p> <p>L20/7.1 The documents were noted.</p>	
<p>L20/8 Any other Business</p> <p>L20/8.1 There were none.</p>	
<p>L20/9 Date of Next Meetings</p> <p>Tuesday, 7/4/20, 2pm, YG Executive Seminar Room, Ysbyty Gwynedd Tuesday, 7/7/20, 1pm, Board Room 2, Corporate Offices, Wrexham Maelor Hospital Tuesday, 20/10/20, 1pm, The Board Room Preswylfa</p>	