



Local Partnership Forum

Minutes of the meeting held on 8th October 2019 John Platt Room, Bryn y Neuadd Hospital

Present

Ms Jan Tomlinson	UNISON – Chair
Mrs Sue Green (SG)	BCUHB – Executive Director of Workforce & Organisational Development (OD)
Mrs Sally Baxter (SB)	BCUHB – Assistant Director for Health Strategy Planning
Ms Cheryl Brown (CD)	Midwife, Royal College of Nursing
Ms Karen Bullock (KB)	Area Head of Occupational Therapy (West)
Ms Sue Doyle (SD)	Royal College of Nursing
Ms Lesley Hall (LH)	BCUHB - Assistant Director, Workforce & OD
Ms Sue Hill (SuH)	BCUHB – Interim Finance Director
Ms Jackie Hughes (JH)	SoR and (Trade Union) Independent Member
Ms Michelle Hughes (MH)	BCUHB – Human Resources
Ms Claire Jones (CJ)	GMB Union
Ms Jennifer Jones (JJ)	BCUHB - Head of Secondary Care Office
Ms Catherine Jones (CJ)	Royal College of Nursing
Mr John Martin (JM)	Head of Human Resources (West)
Ms Amanda Miskell (AM)	BCUHB – Asst. Director of Nursing, Infection Control
Ms Viv Nelson (VN)	UNISON
Mr William Nichols (WN)	Royal College of Nursing
Mr Richard Oldfield (RO)	UNISON
Ms Kate Parry (KP)	Royal College of Nursing
Ms Alison Pawley (AP)	Unite Union
Ms Linda Pritchard (LP)	Royal College of Nursing
Ms Nicola Roberts (NR)	College of Podiatry
Mr Matthew Winter (MW)	Head of Human Resources, Mental Health
Ms Nia Thomas (NT)	BCUHB – Workforce & Organisational Development, Head Of Organisational & Employee Development
Mr Matthew Winter (MW)	BCUHB - Head of Workforce: Mental Health
Ms Sarah Wynne-Jones (SW-J)	BCUHB – Head of Occupational Health & Wellbeing

In attendance

Mrs F Lewis (FL)	For minute taking
------------------	-------------------

Agenda Item	Action By
L19/60 Apologies for Absence	

<p>L19/60.1 Apologies were received from Gary Doherty, Lynne Joannou, Gill Harris, Ffion Johnstone, Jill Newman, Sharon Cawdell, Richard Tanswell, Michael Openshaw, Christine Tanski & Lee Hayes.</p>	
<p>L19/61 Minutes of the previous meeting held on 9/7/19 and Summary Action Plan</p> <p>L19/61.1 The draft minutes were approved as an accurate record and updates were provided to the action log.</p> <p>L19/61.2 Item L19/27. FL to circulate the amended Annual Report.</p>	FL
<p>L19/62 Update on Special Measure</p> <p>L19/62.1. The Executive Director of Workforce and Organisational Development reported that there was very little new to share with the members. The Health Board had received a new draft framework from the Welsh Government which the Executive Team had been working on. Following completion of this work, a meeting had been arranged for the end of w/c 7/10/19 with the Chairman after which, SG hoped notes from this meeting could be circulated to the Forum.</p>	SG
<p>L19/63 Finance update, Month 5.</p> <p>L19/63.1 The Interim Director of Finance presented her report which showed that at the end of Month 5 the Health Board had overspent by £18.2m, £4.9m higher than was projected. The key overspending division being Secondary Care where the non-delivery of savings, coupled with high drug costs were the main causes for the overspend.</p> <p>L19/63.2 It was confirmed that recommendations made by Price Waterhouse Cooper are all underway and particular attention was brought to the Current and Forecast positions as laid out in the table on Pg. 4 and the Financial Performance by Division table on Pg. 6. A plan had been developed to move towards the control total set by Welsh Government and the Health Board's financial ledger had been updated to include the additional £10m of savings targets.</p> <p>L19/63.3. A question was asked as to the consequences of being £3.8m over target. SuH confirmed that she had been very clear to Welsh Government that the target would be very hard to achieve as the Health Board is still not confident that it has identified all places where savings are possible. It was also pointed out that although the deficit is £25m, this represents only 2% of the total budget whilst acknowledging that more progress is required around unscheduled care and reducing waiting lists.</p> <p>L19/63.4 The Executive Director of Workforce and Organisational Development informed the Forum that there had been very positive feedback from the three 'Better Care, Spending Well' workshops that had very recently taken place. Following on from these workshops, there was a sense that work had been identified that could be done and that staff were very open and up for the challenge. Although attendance at the two offsite workshops had been 30-40 members of staff,</p>	

<p>it had been decided that better attendances would be attained if they could be held onsite, therefore arrangements have been made to change the venues for the remaining workshops to onsite.</p>	
<p>L19/64. Corporate Planning Update.</p> <p>L19/64.1 The Assistant Director for Health Strategy Planning gave a brief update, with her paper setting our draft planning principles along with the timetable to support the development of the 2020-2023 Integrated Medium Term Plan or Annual Plan. The paper showed the summary planning principles – focussing on quality, safety and outcome driven plans, cost-efficiency, cluster IMTP plans to be developed and the robust deficit reduction plan.</p> <p>L19/64.2 Emphasis now to be placed on prevention and early intervention along with environmental issues such as the carbon footprint and sustainability of projects. Consistency must be felt across the Health Board.</p> <p>L19/64.3 SB discussed the potential impact of Brexit on the Health Board, detailing work already carried out including briefings sent out to staff to provide support, with links to the Welsh Government website; links which have been provided giving access to legal specialists in immigration therefore offering reassurance to staff with support mechanisms. SB also advised that leaflets are to be sent out to pharmacists and GPs imminently regarding drug stock-piling.</p> <p>L19/64.4. Questions were asked regarding support the European colleagues are receiving. It was felt that managers are most suited to identifying problems and that although the Health Board has written to relevant staff along with providing drop-in sessions, there has been a very small number of people asking for advice.</p>	
<p>L19/66 Workforce Report (F&P Report)</p> <p>L19/66.1 The Executive Director of Workforce and Organisational Development presented her report, highlighting the approach to vacancies, pay spends, turnover, sickness management and the various action plans prioritising the key areas of workforce performance monitored via associated KPIs.</p> <p>L19/66.2. A question was asked concerning the recording of reasons for sickness. Mrs Green confirmed that work is being carried out across all divisions to ensure that proper reasons for sicknesses are recorded correctly. It was felt that better, consistent training for managers should in time be offered to ensure that proper analysis of reasons for sickness can take place. It was pointed out that mental health issues often are not to be reported because staff feel that it shows a weakness that staff do not wish other people to see – a misconception that Mrs Green felt must be addressed.</p> <p>L19/66.3. A question was posed regarding the ‘other ‘ reason in the reason for turnover section – reason for termination – SG agreed to follow up.</p>	<p>SG</p>

<p>L19/66.4. Considerable discussions took place concerning PADRs. SG said that although the situation regarding PADRs was improving, there was still much work to be done. Around 2.5% of staff have never had a PADR, there are inconsistencies around the quality of PADRs being carried out. To combat this, there needs to be a reduction in the number of non-compliants, an audit of quality of PADRs with certain standards needing to be set with more training required for managers. It was highlighted that some staff carry out PADRs on staff who they do not line manage, which is counter-productive</p>	
<p>L19/68 Job Evaluation Programme Report</p> <p>L19/68.1 The Associate Director of Workforce and Organisational Development presented her paper confirming that a great deal of work has already been done around streamlining policies and that training sessions for Trade Unions and Workforce have taken place.</p>	
<p>L19/67 Workforce Engagement Update</p> <p>L19/67.1 The Head of Organisational and Employee Development presented her paper, noting that there had been a number of improvements since the 2013 and 2016 surveys and whilst being behind the overall NHS Wales scores on some questions, there have been significant improvements in many areas. It was also noted that with more staff engaging, the rate of improvement has been greater than or equal to that seen across the whole of Wales.</p> <p>L19/67.2 NT highlighted the progress shown in Tables No. 2 on Pg. 4 and No. 3 on Pg. 6 and confirmed that this particular Staff Engagement has been commissioned as part of the Health Board's strategy as well being recommendations from The HASCAS and Donna Ockenden's reviews; whilst drawing attention to the fact that surveys already take place on a quarterly basis, surveying one quarter of the workforce, under the banner 'Byddwchyn Falch / Be Proud', with between 20-25% completed. Teams and champions are nominated to take part in these surveys with priority areas being Older People's Mental Health pathway and Unscheduled Care.</p> <p>L19/67.3 Staff across the Health Board have been split into three cohorts with the first cohorts already having been surveyed, the survey involving the second cohort due to run until mid-December and the survey involving the third cohort due to start 9th October. Once all three surveys are completed, their intention is to bring all of the initiatives together and look at correlations.</p> <p>L19/67.4 JH enquired as to the decision for the Senior Leadership Development Programmes only being accessible for Band 8A+ personnel and above. It was agreed that Ward Managers would benefit greatly if they could access these programmes, but as Band 7s, they are unable to do so - NT agreed to look into this.</p>	NT
<p>L19/65 Prevention and Control of Infection Report.</p> <p>L19/65 The Assistant Director of Nursing - Infection Control presented her paper. A discussion took place surrounding the uptake of the influenza injections and the need for the promotion of its advantages. It was noted that there appeared to be some</p>	

<p>misinformation about the vaccine's safety being put on social media, which needed to be refuted and it was felt that staff reassurance was also needed to explain to staff that live vaccines, such as this, are not able to infect people. It was agreed that a pan-BCU communication be sent out to encourage staff to have their flu jab. AM agreed to do this.</p> <p>L19/65.2 A discussion took place concerning the responsibility of nursing homes to ensure that their staff are immunised. Ms S Green agreed to raise this subject at the next Strategic Occupational Health and Safety Group.</p> <p>L19/65.3 A question was raised as to whether the vacancies in the cleaning teams were being recruited for. Ms Green confirmed that they were and that zero-hours contracts, which have historically been over-used in this area, are being systematically replaced.</p>	<p>AM</p> <p>SG</p>
<p>L19/74 Any other business.</p> <p>L19/74.1 SG informed the LPF that a mechanism had been put in place to deal with consultation and project documents where they would go to a central email account.</p> <p>L19/74.2 A discussion arose around shift proposals. SG confirmed that a number of plans for shift changes had been identified with Workforce Improvement Group being responsible for having sight of all schemes. SG stated that there are inconsistencies across the Health Board and that these need to be eradicated. Mrs Green agreed to send an update on this piece of work to the members in the coming weeks. It was recognised that this consultation on change had caused significant concern to staff and trade Unions, but it was important to ensure equity across the Health Board, as well as ensuring that rosters are as efficient as possible. A discussion took place around the issue of staff not taking their breaks during shifts. It was agreed that it is extremely important that staff take breaks both for their health and wellbeing and patient safety. SG confirmed that there is a very clear policy in place regarding breaks, however it was agreed that there needs to be a piece of work carried out to understand why this occurs in an effort to reduce sickness levels and to stay within Health and Safety guidelines. Mrs Green agreed to send an update on this piece of work to the members in the coming weeks</p> <p>L19/74.3 JH welcomed the opportunity to discuss the problems surrounding the consistency and regularisation of extended shifts, flexible working and rosters. It was noted that when a working request had been accepted due to certain circumstances, and once the reasoning behind the request was no longer valid, it must be possible for the situation to be re-evaluated. SG agreed that this needed to be looked into and it was agreed that these requests should be reviewed on an annual basis. It was agreed that it would be helpful to review the Flexible Working Policy as soon as possible. It was agreed that staff would welcome the introduction of a 12 week roster to support work life balance. SG agreed to report back to the LPF with her proposals and encouraged LPF members to contact her with any problems that they encounter in this regard.</p> <p>L19/74.4 An enquiry was made about the problems some teams were encountering with bank staff not attending when arranged. SG confirmed that her team manage</p>	<p>SG</p> <p>SG</p> <p>SG</p> <p>SG</p>

<p>the bank staff and that Workforce are in the process of asking managers to try to understand what the circumstances are when staff do not attend. SG to report back.</p>	
<p>L19/69 Health and Wellbeing Annual Report.</p> <p>L19/69.1 The Head of Occupational Health and Wellbeing gave a brief overview of her report stating that it is the intention to carry out 24 sessions annually with 226 managers attending these sessions and that that there are more initiative currently being looked at.</p> <p>L19/69.2 SW-J confirmed that a clear stance had been taken regarding smoking and vapes being banned on Health Board property. The policy has just been updated and is ready to be implemented.</p>	
<p>L19/70 Issues for discussion raised by Trade Union Representatives.</p> <p>L19/70.1 A concern was raised regarding Health and Safety walk-rounds. It was felt that it was not always necessary for a member of the Health and Safety team to be present and that the Ward Manager should be able to carry this out without assistance. SG agreed to raise this matter at the next Strategic Health and Safety Group meeting and report back.</p> <p>L19/70.2 Mr W Nichols wished to bring to the attention of the LPF that the hospital trust in Trent that has a 'rainbow' pedestrian crossing and would like to ask if this or something similar could be possible in BCUHB to support LGBT. SG agreed to forward his request to Mark Wilkinson.</p> <p>L19/70.3 Mrs J Hughes wished to bring it to the attention of the LPF that the Health Board is embracing the 'Wear it Red' day on the 18th October and to encourage everyone to donate.</p>	<p style="text-align: right;">SG</p> <p style="text-align: right;">SG</p>
<p>L19/72 Summary of Information to include within the LPF's Chair's Assurance report to the Health Board.</p> <p>L19/72.1 To be agreed outside the meeting.</p>	
<p>L19/75 Date of Next Meeting</p> <p>Tuesday, 7th January 2020, 1pm, The Board Room, Preswylfa.</p>	