Developing the SHA Stakeholder Group

Monday 20 April 9.00 – 10.30 Hamble

1. Discussion on Workstream Activity

The three distinct working groups have now combined into one ‘Working Practices Group’. They fed back to the wider group the results of the three streams of work.

Compact
Kathy Broughton, Transition and Benefits Consultant, presented the proposal for the SHA compact – how we will work with others internally and externally. The group had looked at four areas – our core purpose, our core role, our behaviours and our values and had incorporated staff views and comments from the survey. The proposed compact had only previously been circulated to members of the Working Practices group.

The Stakeholder group discussed the compact and agreed that it was a strong, powerful statement which should now be shared by the group with all staff for comment and input. Jim Easton noted that it fitted well with his narrative on the changes in the organisation and the reasons for the change.

It was felt important that progress on the implementation of the values was measured and the Working practices group was asked to consider metrics for measuring the values of the organisation, either in PDP/appraisal process, through regular short questionnaire, etc.

Further staff views on the values of the organisation will be gleaned from the OHI SHA Assurance questionnaire which was circulated to a large group of staff and it was agreed that these should be linked across with the values in the Compact in due course.

The Compact will now be circulated to all staff for comment (see email from Kathy circulated on 21 April to all staff). A final version including these comments, design input and cross checked with the OHI results should be available by 5 June (end of consultation). It will then be presented to the Executive team and then the Board for implementation.

Physical redesign of Rivergate
Jacky Jones, Head of Business Office discussed three options for the physical redesign of Rivergate House which reflected the views of the staff survey. A presentation outlining these three options is attached. (Appendix 1)

The Stakeholder group discussed the options presented and agreed that Option 3, whilst a radical change, was worth exploring further. Jim Easton agreed to funding for a feasibility study. If after this study this option was still viable a business case would be drawn up to present to the Executive team and then to the Board.
Ways of Working

The ways of working group have been looking at the areas outlined in the attached framework. (Appendix 2)

Caroline Chipperfield outlined how the productive leader programme would be used with all staff across the organisation to assist with *Email/Meeting/Workload management*. A presentation will be made to Executive team next week outlining the process.

Carolyn Hinton and Jacky Jones had met with Amicus – the Newbury IT supplier – to discuss the feasibility of using *web conferencing, videoconferencing, software applications* etc to assist a new leaner way of working. All options outlined in the framework were feasible and Amicus felt they had other possible ways to support us. It was noted that we do have existing capability such as Sharepoint and Communicator which are not being used to full advantage.

**Green agenda** - Jim Easton asked for the Working group to assess the amount of time, mileage and environmental impact the SHA currently uses for holding face to face meetings. This would enable targets to be set for reducing the amount of face to face meetings.

He also asked for targets to be set around reducing printing and in particular colour printing.

**2. Change Narrative**

Jim Easton explained his previously circulated paper to the group. It is a statement of what we are trying to make happen at the SHA. It is currently confidential and in draft form and Jim would welcome comments from the group (copied to Olga). The final version will be circulated widely to all staff.

**3. Questions to the ‘experts’ on process issues**

*Do job descriptions need to be written for those staff who will slot in?*
Yes: the job descriptions are for the roles in the structure – whether staff slot in or not is a future part of the process

*How is our profile as a clinical organisation perceived with the Department of Health and other SHAs?*
All SHAs have slightly different structures and although we may not have same job titles as other SHAs we will be able to point the Department and other SHA staff to the person in the patch responsible for each area of work.

*What is happening to Job Descriptions for the roles reporting to Associate Director when the Associate Director is not yet in place?*
The Director responsible for the area concerned will be producing job descriptions for the structure reporting to a non-appointed Associate Director.