STAFF PARTNERSHIP FORUM  
Staff Side Notes from the meeting held on Thursday 18 December 2008

Please Note: Formal Minutes of the meeting will be circulated at a later date.

<table>
<thead>
<tr>
<th>Present Staff Side</th>
<th>Management</th>
<th>Apologies</th>
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<tbody>
<tr>
<td>Kevin Aubrey (UNISON) (KA)</td>
<td>Jim Easton (JE)</td>
<td>Dawn Chambers (RCN) (DC)</td>
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<td>Vicky Beal (VB)</td>
<td>Liz Perry (LP)</td>
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<td>Elaine Jones (EJ)</td>
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2 **Management**
Jim Easton (JE)
Liz Perry (LP)
Rachel O’Hara (RO’H)
Olga Senior (OS)
Liz Steel (LS)

3 **Apologies**
Dawn Chambers (RCN) (DC)

2 **Minutes of last meeting (3 October)**
The minutes of the last meeting were agreed and will be published on the intranet site.

3 **Matters Arising - Outstanding Actions From Last Meeting:**

**Health & Safety**
The forum where informed at the last meeting that a Panic Alarm System would be installed on the reception computer which will allow reception staff to call for help using a button on their computers. The Operating system still needs to be set up and it is hoped will be set up in the new year.

**First Aid**
There will be more first aid training in January.

**Defibrillator For Rivergate House**
A defibrillator is on order. It will be kept downstairs and used for the whole of Rivergate House. Training on how to use the defibrillator will be carried out by the Ambulance service.

**Job Evaluation**
Job Evaluation training has been set up for early February.

**Salary Sacrifice**
Cycle To Work Scheme - This is in the process of being implemented. Liz Perry confirmed that the scheme is more complex than originally thought.

**Hosted Areas**
Networks/CSIP – Lynn Lee has agreed to feedback any lessons learned around consultation process from the networks.

4 **Development Of SCSHA**
JE confirmed that the Exec team discussed this issue on 22nd December 2008. The next Exec meeting will be held on 8th January 2009. The information discussed in the Exec meetings will be shared with the Stakeholder group in early January. JE confirmed that there will be a reasonable amount of change as part of the development of the SCSHA. A consultancy firm has been appointed (Stanton Maris) and JE will consult with the Staff Partnership Forum to obtain the formal requirements on the consultation process.

**Going Green**
LS confirmed that several meetings and road shows had taken place around South Central to raise awareness of Going Green. The SHA are actively taking steps to go green, for example using the phone instead of travelling to meetings. The SHA are also using an external company to develop maps for visitors.
to the SHA which give directions if people want to walk to the SHA from the bus or railway stations.

Jacky Jones is currently negotiating with the landlords of Rivergate House regarding recycling. New recycling bins will be coming in the new year when it is hoped that personal bins underneath desks will be removed and replaced by central recycling bins. A newsletter called ‘Combating Climate Change’ will be distributed to all staff by email in January 2009.

**Going Green Update External to the SHA**
- A draft strategy was launched in May which received an 80% response. The final strategy will be launched in January called ‘Saving carbon, improving health’. David Pencheon from the NHS Sustainable Development Unit has spoken to the Execs at the SHA.

Two nominated leads from each organisation within South Central will work with the SHA. A Going Green meeting has been arranged for 16th February 2009 and will include internal SHA staff and the two leads from each organisation. A conference on ‘Cutting Carbon’ will take place on 14th May 2009. The aim is to reduce carbon content by 15% by 2010 in South Central. The SHA has commitment from each organisation to help achieve this.

There is also a campaign for greener healthcare which maps all activities that are going on in the South East and the Health & Sustainable Development Network have a regular newsletter and training on going green, and the DH also have links on their website.

The Climate Connection was launched on 2nd December 2008, and LS is the regional lead for this. The programme brief will be reviewed in January, and LS hopes to have a clear strategy and revised programme brief by the end of February 2009.

**Job Evaluation Capacity**
- LP confirmed that a Job Evaluation panel has been set up every week. The Job Evaluation training has been arranged for early February 2009.

**Health and Wellbeing Update**
- LP circulated a paper which set out the SHA commitment to occupational health and well being. LP confirmed that there is currently a draft tender for Occupational Health which is going out on 20th January 2009. A working party will be established, and it was suggested that members of the SPF could join the Going Green working party as a collective group. LP was not able to confirm how much funding had been allocated for Occupational Health. It was also noted that a staff room would be included on the wish list for the new SHA.

**National NHS Staff Survey**
- LP confirmed that the response return rate so far is 44%. The deadline is end of December 2008.

### Hosted Areas

#### NESC
- Staff are due to move in to Otterbourne in December. People who have seen the new offices commented that they are an improvement on Highcroft. Staff side raised a concern that the plans seem to show very cramped office space but has been assured that this has been risked assessed.

#### Networks/CSIP
- LP confirmed that all affected staff have now been TUPE’d out as of 1st December 2008. LP confirmed that the payroll issues have now been resolved and staff have moved over to the new payroll. Recruitment started for new vacancies on 18th December. There are still staff at risk within Networks and these staff members have access to the restricted section of NHS Jobs website. It was noted that redundancy letters will be issued to staff concerned and that those staff were aware they would be receiving these letters.

#### New Business Office
- LP confirmed that the shortlist for the Head post will be carried out w/c 15th December 2008 from restricted
Jobs. Staff at risk will have the opportunity to apply for positions within the new business office once the Head is recruited.

SPIIT
LP confirmed that recruitment for the new structure will be taking place w/c 15th December 2008 and will have restricted jobs consideration. Some staff will receive notice letters w/c 15th December.

6 Staff Issues
LM provided feedback and the recommendations from staff side survey. These recommendations have also been circulated to all staff. LP reported that of the options from the salary sacrifice section payroll giving to a charity of choice could be a possibility and LP would also look into seeing is a salary sacrifice scheme for buying public transport tickets could be possible. The Holiday scheme option is not possible because of agenda for change terms and conditions as with pension. Recommendations regarding Occupational Health have been considered.

Following on from an early suggestion about Rivergate staff being able to use the canteen on the top floor LL agreed to speak to JJ again regarding the use of the canteen.

LM suggested that staff side could carry out a regular staff survey possibly on a yearly basis. KM confirmed that the SHA is now using Survey Monkey to create internal surveys and this maybe a way forward for the next survey.

Staff Representation Policy
It was agreed that the staff representation policy needs to be reviewed so that it can take into account roles and responsibilities of staff reps. However it was felt that how staff are represented needs to be discussed more when there are more details about the development of the SHA.

Travel and Subsistence
HR will go back and re-look at this policy as there were some concerns that it maybe inconsistent with agenda for change terms and conditions. It was also agreed that HR could arrange a staff briefing on completing travel claims.

Christmas working arrangements
OS would not say if there was an early finishing time on Christmas and New Years Eve, but the Director on call would make a judgement on the day.

Air Conditioning
The temperature and lack of air within the all wings has been reported as an issue. OS confirmed that nothing more can be done at the moment as it is the responsibility of the new owner of the building as to whether they want to spend money on it. Staff should continue to report any issues to Mike Hodge.

7 Global Text Messaging
The SHA would like to have a more effective way of contacting all staff in times of emergencies – for example if it wasn’t safe to come into the office. HR would ideally like to keep a mobile contact number for all staff so that a global text message can be sent out in an emergency. Where staff have a work mobile this number would be used, however for staff who do not have a work mobile HR would like to be able to use a personal mobile number. This would only be used in emergencies and the on call director would decide when it is used. **Please could everyone send any feedback to their staff reps if they have any concerns or queries about this?**

8 Policy Update (verbal update)
Organisational Leave and Annual Leave Policies have now been verified by the Board and will be added to the staff intranet site in due course.

Staff Reps and the Study Leave policy have gone back to staff side. LM requested that the Study Leave policy go back out fro consultation as there had been so many changes made since it first went out for staff comments.

HR reported on the success of the lean process review of policies and it is hoped that from now on a lean
review will be done on a policy at the same time as going through the policy sub group process.

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<td><strong>NESC Review</strong> has been concluded and a paper was taken to Board setting out options. The Board agreed that NESC should be part of the SHA but will have autonomy. VB reported that NESC staff had not seen a copy of this review. It was reported that the reports are now on the normal SHA website. <a href="http://www.southcentral.nhs.uk/document_store/12290090001_ha08-100b_nhs_education_for_south_central.pdf">http://www.southcentral.nhs.uk/document_store/12290090001_ha08-100b_nhs_education_for_south_central.pdf</a></td>
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**Health and Social Care Awards 2009** – KM highlighted that the 2009 Health and Social Care Awards are now looking for applicants – so if you know of any good examples of innovation or excellence then please encourage people to apply. [http://www.institute.nhs.uk/HSCA/southcentral/](http://www.institute.nhs.uk/HSCA/southcentral/) It was also suggested that information about these awards could go into the next staff newsletter.

Change for Life – the new campaign run by the NHS will start in January. SC are planning to do an event later in the year to walk the whole patch – Nigel Woods is leading on this activity and it is hoped they will walk through each Primary Care Trust area. A paper will go to Exec team about this in January.

**Blood Donation** – a number of people have suggested they would like to be able to donate blood. LM contacted the service and they will come to a work place if they have between 50 – 60 people who are able to attend and would take about 2-3 months to set up. LM to look into what other criteria would be required.

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<tr>
<th>10</th>
<th>Date and time of next meeting</th>
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<tr>
<td><strong>Staff side pre-meet on Thursday 15th January</strong></td>
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<td><strong>SPF on Tuesday 27th January 2 - 4pm, Solent (Ben Lloyd in attendance)</strong></td>
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