



IJB Joint Staff Forum

Minute | 16 June 2022 | 12:00 | Teams Virtual Space

Present: Stephen Brown (Chair); Danny Oliver (Co-Chair); Martha Gill (Co-Chair), Kathleen McKinnon; Pat Robinson; Maureen Swannie; Lynda Bradford; Caitriana McCallum; Ingrid Smith; Ryan MacLaughlin; Steven Phillips; Jim Lyon; Craig Walker; Martha Kirby; Wendy Adams; Stephanie Johnston (minutes).

Apologies: Maureen Firth, Dawn Moody, Alison Skea, Mark Vincent and Sheona MacGregor.

1. Welcome and apologies

Stephen welcomed everyone to the meeting and the apologies were noted.

2. Minutes from Previous Meeting

The minutes were considered, and it was agreed that Members would email Stephanie to advise of any amendments required. Martha K requested that it would be useful to include the initial of the last name when more than one Member had the same first name.

3. Matter Arising

It was advised that following key management vacancies the proposed changes in the Primary Care structure has been postponed. Work will be commenced, once the team has more capacity, to review the configuration and to build resilience into the team.

Stephen advised that following a pre-meet with Danny and Martha G, they agreed to maintain the current terms of reference and re-evaluate the usefulness of the Forum after several meetings.

It was advised that the IJB were able to carry forward the COVID-19 money into the next financial year. NHS Orkney have also received some additional funding to wind down some of the additional services. The service and HR have worked hard to ensure that the temporary contracts until the end of September can be honoured.

4. Update on Care at Home

Additional reoccurring funding has been received from Scottish Government which would enable the IJB to strengthen the capacity of the Care at Home Service. Stephen advised that the role of Home Carer has changed significantly over the last decade a Job Evaluation process was carried out. The outcome of the process was the role should be upgraded from a Grade 4 to Grade 5. A proposal paper will be presented to the IJB on 29 June to utilise the additional funding to direct the Council to upgrade the Home Carer role. A further Social Care recruitment campaign will be launched shortly for Care at Home and Care Homes



posts. The impact this may have on the role of Social Care Assistants in the Care Homes was discussed.

There was discussion on the Coordinator posts and the challenges these roles face. Lynda advised that following approval to go out to agency for office staff the service has been unable to attract any agency individuals. There are some interviews scheduled next week which will hopefully lead to appointments. The IJB permanently approved establishing the Home First Service in March 2022 and has issued directions to the Council and NHS for specific posts for the service. It was agreed that Stephen, Lynda and Danny would meet to further discuss. Action: Stephanie.

5. Children Services Update

There was an acknowledgement of all the hard work done to date by all agencies on the improvements made to children services in Orkney. This was recognised within the positive feedback within the Second Progress Review. A draft Service Manager (Children's Health Services) job description and person specification has been developed and is currently out for comment with the Children's Health Services teams. Once feedback has been received this will go on to the job evaluation process. The Lead AHP contract has been extended for 6 months to enable the work to be completed on AHP services. The impact of the lack of management within Children's Health Services was noted and the impact this has had on the service.

Concerns were raised around the ability to maintain the improvements made due to capacity issues within Social Work and Family Support teams. It was advised that work has been progressing with some appointments made. There is a need to ensure that supports and induction programmes are in place. There are also additional Social Work posts from the Council investment and work has started with RGU to enable staff to go through their Social Work training.

6. Orkney HSCP Structure

Stephen advised that work has been done to look at the structure for delegated service. This will start to enable people to gain a sense of where teams sit and responsibilities. It was clarified that at present the Lead AHP comes under the Director of Nursing, Midwifery and Allied Health Professions. Members were asked to email Stephanie with any inaccuracies. Action: All. The task for the Senior Management Team is now to recruit to the newly funded posts as soon as possible. The next stage will be to review existing job descriptions and person specifications to ensure they align with the structure and are up to date.

8. Use of Temporary Contracts

Danny raised the issues of individuals being on temporary contracts for lengthy period of times and issues this causes with recruitment and retention of staff. Craig updated that this is an ongoing situation and provided an update on the position of the temporary contracts Danny identified. Craig further advised that the Council have made clear changes to governance to lower the level of authority to seek amendments to temporary and permanent

posts. The Council is trying to minimise the number of long term temporary and relief contracts but there will be occasions where these are necessary.

9. Timetable for Chair

Stephen advised that the Forum had a three-way chair between the Chief Officer, a Trade Union representative from the Council and a Staff Side representative from NHS. Currently the roles are being undertaken by Danny and Martha M as the Union representatives on the IJB. Danny and Martha M are looking into the process for identifying the Chairs for this group.

10. Strategic Plan Update

Maureen S advised that the draft Strategic Plan went out for engagement and a number of responses were included within the final draft. The Strategic Plan will be presented to the IJB on 29 June for approval. Maureen updated that an Action Plan has started being developed on which will provide detail and timescales which will be presented to the Performance and Audit Committee regularly. Maureen S is keen to ensure staff have the opportunity to feed into developing the Action Plan and asked that anyone be in touch if they would like to be part of the process.

11. Orkney HSCP Workforce Plan Update

Ingrid gave a brief overview of the report and appendix shared with Members. It was advised that meetings have been held with Managers and data packs have been shared to assist with completion of the work. Feedback from the process, received to date, has been mixed but most individuals have found the template useful. Raw data has been received from the Council in relation to Social Care and Social Work and is being worked through. Following discussion, it was agreed that it would be useful for Ingrid and Craig to meet to discuss the current position and any highlighted issues. Action: Ingrid and Craig.

Ingrid advised that there is one month to get the data collated into a working draft for comment before being submitted in draft to Scottish Government. Maureen updated that Health colleagues have been asked to lead on this process due to the requirement that it align with the Annual Delivery Plan document. Following a query it was noted that the Workforce Plan will be discussed at the next Area Partnership Forum and can be presented at the Council's Trade Union meeting, following discussion/advice from Council Officers.

12. AOCB

Following the results of the iMatter staff survey being received the Senior Management Team will consider how to communicate the results with all health and social care staff and identify the common themes. It was agreed that this would be an item for the next agenda. Action: Stephanie.

13. Date of Next Meeting

Wednesday, 7 September: 10:00 – 11:30.