**Present: Matt Buckley, Dawn Roberts, Debbie Armiger, Jamie Sheridan, Andy Sroga, Denis Way, Lauren Way, Dawn Lovatt, Colin Todd,**

**Apologies: Bob Walker, Paul Raymond, Elaine Taylor, Nick Armiger, Pamela Cranswick, Robert Redford, Vince Dobbs, Sheila Stamp**

**Minutes of the last meeting:**

Minutes from December's meeting circulated.

Proposed as true account: Dawn Roberts

Seconded as true account: Branch

Signed as a true **account** .............yes.............

**Matters Arising:**

**Correspondence:**

Read out to branch:

Special payments (Honoraria) For 2017 There was much talk on payments for the coming year, the outcome of which shall see one change, that being a reduction to the Sectary's amount and adding to the Presidents honoraria. This makes no difference to branch total expenditure, but puts us more in line with other branches. There is no change to the way payments are calculated or paid (BACS). It was agreed that the steward must attend branch at least once per quarter with workplace reports on a monthly basis by email in order to receive their commission. All reps will be wrote to inviting them to attend branch. This will aid them to best represent their members.

Funeral Arrangements for Vic Baines (read out)

Legal Assistance claim for member (read out)

Congress Votes (branch went through list and voted)

GMB Nottingham Panthers match day sponsors corporate event (A request for tickets has been made)

National Demonstration by Peoples Assembly (info was offered on the demonstration that is due to take place 4 March 2017 in London)

GMB diaries/Pens distributed

**Branch Account:**

Expenses: Diary's/pens/member get member

Bank Statements: Up to 5 January provided/Nothing spent since.

Engage statement to date provided with £252.89 available to spend.

Cash payers at tonight's meeting. (1)

**WORKPLACE REPORTS**

**LPFT**

One new member

**Member 1**

Following offer made “Where an investigation takes place and the employee accepts its findings, the line manager may offer the employee a suitable disciplinary sanction without the need for a disciplinary hearing.

Where the sanction is accepted by the employee, they will have no right of appeal."

Upon consideration of the report it would be appropriate to offer you a first formal written warning. The warning would remain on your personal file for 6 months, after which time it would be disregarded for disciplinary purposes. As discussed as part of the sanction in order to facilitate your development and reflective practice I would also like you to work 1 shift per week on Ward 12for the period of the sanction.

Colin Todd has advised that a without prejudice meeting could be brokered by him between us. I think this would be a valuable step as I would like to explain to you the full happenings of recent months to better place things in context. I hope this will allow us to find a quick solution.

**Member 2**

Support given to member on amended duties due to eye compliant and consider early retirement due to ill health. Meeting with both HR and managers and with Occupational Health

**Member 3**

Informed by police that will not be taking any further action in her case of safe guarding adults yet to receive an update from the Trust. Member plans to hand her notice in if/when invited to disciplinary panel.

**Member 4**

Support given for an informal investigation into time owing. Original date of meeting changed to later in Jan.

**Member 5**

Following email received from Management

I’m sorry but I am still unable to give you a definite date when Tanya is able to interview you as we are still waiting for confirmation from Lincolnshire Police in relation to their own enquiries. Once I receive this information I will let you as soon as I can.

I can’t imagine how difficult this must be for you and therefore ask again if you would like me to send in a management referral for staff well-being support.

Phone call received from member he has been invited to the police station to give a statement advised to have a duty solicitor present he will update us after interview

**Member 6**

Required assistance with social media posting thought to have bought the Trust into disrepute waiting for a date for a formal investigation with independent investigator.

Diaries given to all members at Witham Court

Big thank you for the donation of selection boxes to Langworth Ward and Brant Ward.

Attended stp meeting with HR and lpft management Sustainability and Transformation Plan (STP), was submitted to NHS England in October with the full publication planned for Tuesday 13 December. Unfortunately, the Lincolnshire STP document was unexpectedly in the public domain sooner than planned and was covered in regional broadcast media. However, face-to-face feedback sessions still took place in December the following week as planned.

The STP builds on work already undertaken by the LHAC programme, all working towards developing proposals for a new health and care model for the entire county.

 Following on from an update to Estates and Facilities’ staff in LPFT in September 2016, regarding the Lincolnshire Community Health Services NHS Trust (LCHS) and Lincolnshire Partnership NHS Foundation Trust (LPFT) Estates and Facilities Management shared service proposal, staff have now been given a further update.

The joint governance group has continued to meet monthly. LPFT recently interviewed for the joint appointment of an Associate Director for Estates and Facilities Management and a successful candidate has now been appointed into this post. They will be joining the team at the beginning of March 2017, initially to work within LPFT, but providing key input into the shared service arrangements.

A business case detailing the various options is currently being put together by the joint governance group. This will be looking at the reason why both Trusts are embarking on this proposal, what options they will be considering and the benefits.

In March 2017, both Trusts will be best placed to agree the hosting arrangements and how this arrangement will look. This may include a different management arrangement to what has been discussed so far, such as a partnership body formed by both Trusts. The joint governance group are now also considering co-location options and thus are looking at a number of locations around the county. Staff will still be expected to work across the county and still be flexible and mobile. With the new Associate Director of Estates and Facilities starting in March 2017, the governance group are considering a revised date for implementation in July 2017.

To maintain a service within both Trusts going forward, both Trusts are working very closely together and considering posts within their teams, with a view to a suitable shared function, where opportunities arise. Whilst there have been some discussions around a proposed shared service staffing structure, this will not be decided until after the new Associate Director has been able to review the future needs of the service, against the current workforce profile. The governance group is aiming to avoid the need for any redundancies and would prefer to grow the business as an alternative, if there appears to be surplus staffing in any areas. This might include offering services to other NHS and public sector agencies.

Attended NHS regional rep meeting at Nottingham

December 2016, marked the last day of LPFT’s Dynamic Psychotherapy service, which will no longer be funded as part of the Trust’s new contract with local commissioners for 2017. Although the Trust recognised that in a constantly changing and challenging financial NHS environment, difficult decisions on Trust services needed to be made, they were nonetheless very sorry to be losing such a valuable and well-renowned service.  
 Further to a communication to all staff at Trust Headquarters unit 8 in November, they have been assured plans are progressing towards a relocation of the Trust’s HQ to St George’s site, Lincoln and the impact that this will have on colleagues. LPFT are now in the final stages of concluding necessary documentation which will be shared with affected staff shortly.

The Trust is aiming to commence consultation mid-January 2017 and affected staff will receive written notification in early January in preparation for the formal consultation period.

The HQ project group continues to meet regularly to discuss aspects of the move, including any actions required for those staying in Sleaford.

HR has revised the Trust’s Managing Attendance Policy which is open to staff side comments and discussion at the next JCNC. It now has consideration of staffs with disabilities.

LPFT is committing itself to supporting staff with disabilities and raising awareness amongst all employees of the moral, social and legal obligations to make reasonable adjustments for disabled employees in accordance with the Equality Act 2010.

It is expected that Managers will become aware of an employee having a disability (for example, through pre-employment health screening). As soon as they become aware of a disability, a review of any adjustments that are required should be conducted and these should be implemented where operationally viable. Occupational Health and other external agency advice (such as Disability Employment Advisors) can be utilised to facilitate this.

Employees will have a responsibility to:

* Inform LPFT of their disability status, to enable effective monitoring of Trust procedures and reduce the risk of discrimination occurring.
* Make their Manager aware of their disability and any known reasonable adjustments they require.
* To work with Managers to ensure reasonable adjustments are put in place.

Employees will be responsible for giving information and consent around their health issues in order that reasonable adjustments can be made.

In line with this the Trust also wants to consider suggested amendments to this policy with consideration to ‘Dying to Work’ charter, which it has just signed up to. Considerations that have been proposed to management are:

* What changes to their sickness/absence policy are the Trust going to make to reflect how employees will be supported, protected, guided throughout their employment, following a terminal diagnosis?
* Is the Trust going to produce guidance for managers/supervisors to stand behind the sickness/absence policy to support them through their decisions with terminally diagnosed staffs?
* In adequately supporting staffs – how is the Trust to define this?
* How is the Trust going to recognise reasonable adjustments as terminal illness is degenerative by its very nature?  Individuals will need to have choice and control, not fear.  can make informed decisions.
* Will the Trust be looking towards putting some managers through the one day training package proposed by the TUC in the New Year in order that staffs are treated appropriately and with dignity?
* Now that the Trust is signed up to the charter will they still be as a Trust be intending to dismiss any individual through stage 3 of sickness/absence policy?

It is hoped that these will be reflected in the amended sickness/absence policy following discussion at next JCNC.

Staff on Langworth Ward have been informed that all leave has been cancelled during the CQC visit in April Some staff not happy

**ULHT**

Ongoing issues with pilot wards-Future meetings planned to be held

MEMBER 1- Sickness review meeting attended

MEMBER 2 - Return to work meeting attended

MEMBER 3 - Grievance submitted regarding being offered a position and then have the job offer withdrawn.

Am now the only full time rep in ULHT looking to recruit a new rep.

Have attended the following meeting - The SSPF Health and Safety meetings.

It has been a quite period over Christmas, but now appears to be getting busier.

**BIFRANGI**

A postal ballot is to be taken in the new year after unite have seen their members. 4-25 January is the deadline being told to accept both. Working with new rep (Chris) to see all members regarding postal ballot and working on recruitment.

Made out several grievances and taken to management, where they have tried to change our working practices. (overlap and shower time)

Meeting planned for 16 January on being treated unfairly within the department.

There has been six people either leave or hand there notice in since new year.

**WYMAN GORDON**

Rumour was correct, the company will be taking on 14 new staff, 6 temporary forge team workers/3 team leaders/3 maintenance fitters 1 being electrical biased/2 machine operatives, they will be contracted to work weekends and make up the weekend shift after training.

Have been working on an agreement to work the next three months sat/sun 8/12 hours due to the influx in work. Have been offered bonus payments of £60/£100 depending on hours worked on top of our normal enhanced pay.

Working with management to allow workers to finish earlier on a Friday afternoon shift. Possible by extending the normal working day of an hour a shift.

Represented a member in a review meeting.

**CITY COUNCIL.**

Ongoing issue with lone working - some people are prepared to work like this which makes it harder to change. Risk assessment is going to be completed by company outside of the council.

PPE issue still ongoing meeting Thursday - suggested they should have a uniform review.

Having talks on how they best move with the living wage coming in.

**Branch Sec Report:**

Audit submitted for 2016.3

Updated delegates to represent the branch at the labour party meeting.

Member get member paperwork completed just requires signature

Found out about Gratuity for a long standing member. (conflict with findings further work to undertake)

Confirmed bus for women's conference with region (Pick up point, Dawn to arrange) Pick up point has been agreed Unity Square

It's not too late to attend please contact Mat 07730404910

Advised a member regards his company enforcing five days holiday in summer.

Price for booklet from pelican trust £410 for 200 copies they also require it in pdf format if we want to order. (Jamie to email pdf format) Another company would like to give a price for doing them. It was agreed we would go with the cheapest and currently awaiting their price. (new company have quoted £320 so books to be produced with them)

**Branch Young Members:**

Sarah Worth has confirmed a visit to branch in March to meet us all for a chat, regards what young members are currently working on regionally/nationally.

**New members/leavers for the month in Z60 branch:**

1191 down some 38 members, some possible due to seasonal work and retirements. Asda have had a clearance of old records which reflected in large amount that left the company a while ago

**BRANCH WEBSITE:**

88 View's 22 Users 27 Sessions Average session 5.15 minutes. 59.26% where new visitors. New stories and pictures are always welcome.

**Target workplace's within branch:**

Everywhere all reps are encouraged to try to recruit new member either in/out of their workplace.

**Audit Business :**

2016.4 is due for completion end of January

**AOB**

None

Questions /Answers:

Q1.

A1.

**Confirmed Diary dates**

9/2/17 LGBT- Multi agency conference

13/2/17 Next Branch Meeting (Golden Eagle Pub)

13/3/17 Sarah Worth guest speaking at branch meeting

27-28/4/17 Womens Conference

2/12/17 Children's Xmas Party

REQUIRING ATTENTION BEFORE NEXT MEETING

Branch Booklet /Paperwork for Regional council/Congress/Book bus/Gratuity/

Meeting closed 19:50