**Business Admin Review Project Board Action Note**

**Tuesday 16th January 2024**

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| **Attendance:** | |
| Susan Thomson | Business Development Manager (Chair) |
| Linda Carmichael | Business Admin Manager |
| Aileen Moffat | Business Admin Manager |
| Liz Taylor | Business Admin Manager |
| David McEvoy | Business Admin Manager |
| Anne Mitchell | Head of Older People/Primary Care |
| Colin MacDonald | Head of Adults (South) |
| Gordon Bryan | Head of Service – Home Care/ Alarms |
| Carol Wilson | HR Manager NHS |
| Lisa Grierson | HR Manager GCC |
| Yasmin Sponza | Senior Officer - Comms |
| Carrie Fivey | Senior OD Advisor |
| Gary Dover | ACO - Primary Care |
| Marjorie Gaughan | Staff side rep |
| Stephen McCann | Unison |
| Shona Thomson | GMB |
| Chris Sermanni | Unison |
| Geraldine Agbor | GMB |
| **Apologies:** | |
| Lesley Wiseman | Business Admin Manager |
| Alison Eccles | Head of Business Development (Chair) |
| Morag Kinnear | Principal HR Manager NHS |
| Karen Dyball | Head of Children’s Services |
| Annie Hair | Staff side (Unite) |
| Robert Murray | Service Manager – Home Care |
| Stephen McKillop | Unite |
| Derek Noble | Head of HR SWS |
| Tracy Keenan | ACO HR |
| Michelle McBride | Staff side rep |
| Stuart Graham | Unison |
| Anne McDaid | RCN SPF Secretary |
| Mags McCarthy | Staff side rep |

**ACTION NOTE:**

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| Item | Topic | Actions | Actioned by |
| 1 | Previous Action Note | Note – Marjorie noted that mapping information shared  Note approved |  |
| 2 | Phase 2 Alignment Updates | Meetings scheduled for the following;   * C&F NHS Services – 24th January 2024 to progress actions * Adults/ OP NHS Services – 23rd January 2024 to progress actions * PACT Team – 17th January 2024 to review arrangements   It was confirmed that several meetings have been progressed with individual services and revised management arrangements agreed. For NHS Teams where a change of manager has been identified then Workforce Change letter will be issued as per agreed process.  Drug Court – initial engagement session held and further work required to scope requirements and progress an options appraisal in partnership  Meetings to be arranged to progress remaining City Centre GCC alignment discussions. |  |
| 3 | Workstreams | Verbal updated provided on both group and further information will be provided as this work progresses. | BAMs |
| 4 | Staff Survey | Communications section – paper tabled which provided and overview of the feedback and comments submitted by staff.  Stephen asked whether team staffing numbers could be included which would provide a picture of completion rates per service area. Agreed this would be looked at however advised this would be approximate numbers given service changes and access to this level of information. Once available the report will be amended and can then be used for future section updates.  As agreed the information within the report has been anonymised and the feedback has been generalised given the sensitivities around some specific details or comments made by individual staff . A summary of each of the key questions has been provided along with highlighting the recommendations and actions to be progressed. On reviewing the information it also identified some specific service areas where further work is required so this will be progressed on an individual basis.  Susan confirmed that one GCC team has been identified where some specific OD support and engagement with staff and managers will be undertaken given the findings of the survey. This process will then be reviewed and we can then identify if other teams will benefit from this input. | Susan |
| 5 | Communication/ Engagement | Agreed the key points to be outlined in Project Board update and this will be issued in partnership;   * Phases 2 update * Survey progress Manager and Comms Sections * Workstreams update | Susan |
| 6 | AOCB | Anne Mitchell sought clarify regarding the approval process for NHS vacancies and general supplies as requests continue to be passed to the Heads of Service for authorisation.  Susan advised that several aspects had been moved forward especially for vacancies as these should now go through BAMs/ Resources for approval and where relevant copied to Core Leadership for information. BAMs will pick this up with South BSMs to ensure implemented.  Regarding the budget approval process she advised this would be looked into as this may be predicated around the Phase 2 actions as some budgets are not due to be realigned until the new financial year. Susan confirmed this would be reviewed and where appropriate local arrangements with be implemented to ensure this approval sits with the relevant manager. | Susan/ BAMs |
| 7 | Date of next meeting | Tuesday 13th February 2024 |  |