**OEIG Notes | 13 October 2022**

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| **Agenda**  Covered – Apologies notes and welcome to Donna Green, Georgina Champneys  **Action log update**  Reviewed and updates provided as follows  **Health & Wellbeing – Self-care for mental health and physical health**  A self-care pack has been developed to support colleagues prepare for the wellbeing conversations and the returning to more on-site working under the hybrid working model.  **ICB Intranet**  ***Update from Andy:***  We are continuing to work with individual teams to ensure that content is updated following the launch of the new intranet and this includes content uploading and editing training for colleagues in other teams where appropriate and on specific requests. Once this is completed, we will be rolling out the lunch and learn sessions and as part of the next steps we'll also be inviting feedback on the intranet navigation and content.  **Out of Office**  Comms to action but Andy unable to attend OEIG on 13.10.22 to update.  **Cycling / sustainable travel champion**  Donna shared the benefits of cycling and how the organisation could support her and colleagues to move the sustainable travel/cycling agenda forward within the ICB. Donna spoke of the benefits of cycling by reducing carbon footprint, promoting physical health and mental wellness and assisting with the cost of living in the current climate. Donna felt the ICB could do more to support sustainable travel and cycling to work. A few examples on how this could be achieved were shared with OEIG:   * Named Cycling Champions * Road cycling sessions/ buddies * An improved cycle to work scheme offer (e.g. increasing the amount to enable purchase of e-Bikes and better cycles and equipment) * Cycle to workday * Cycling Half Days * Don’t bring your car to workday * Promote a cycling milage scheme * ICB to link with Local Authority leads and Council * Sessions on E-bikes * Improved storage space for cycles on-site   OEIG members felt it was a great idea to promote cycling and asked the following questions relating to facilities and affordability (e.g. access to showers on-site, lockers) also:   * Weight of carrying your own laptops/office equipment due to hot desking * Charging points for E bikes/bike storage   Questions were asked about bike locks, maintenance of bike and keeping it road worthy, also health and safety, roads, lighting etc. These would be each individual's responsibility and choice.  Following discussion, it was agreed to develop a Cycle Plan for the ICB and to share this at a Team Talk before the end of this year would be good. Comms to identify a date in December for the Team Talk (linked to achievements of OEIG and future initiatives).  Donna thanked everybody for listening and welcomed any further feedback.  **Hybrid Working**  James reminded OEIG colleagues that the Estates survey closes Friday 14th October and that there remained an opportunity to feedback on which part of the estate to retain and facilities needed.  Beverley stated that a paper will be going to the Executive Team next week outlining some people implications of hybrid working, including:   * Flexibility for people recruited whilst working predominantly from home who live a distance away from an ICB base. * Reviewing bases for colleagues who have an allocated base but live nearer another ICB base – to provide for equity and fairness.   A question was asked about would this cause team changes, reassurance was given that it is purely to do with providing equity for colleagues as we implement the hybrid model of working (e.g. travel/mileage claims) and not changing teams. It was also highlighted that it is a recommendation and there will be individual choice (if accepted by the Executive Team).  **Office Etiquette**  James shared that ICB colleagues had spoken up about issues when working on-site and requested that all staff are reminded about office etiquette when working on-site, including:   * Being Professional and maintaining the values and behaviours of the ICB * Having respect for colleagues (e.g. leaving the workspace and shared areas in a clear, clean and hygienic state) * Being mindful of volume of conversations in the office and impact on colleagues * Mobile phone volume * Not eating strong smelling food at desk   OEIG members agreed and felt that all colleagues need to be respectful of others around them giving examples of cleanliness and desk bookings. Discussion took place about shared areas and personal responsibility for maintaining and keeping clean. Access to cleaning products in kitchen areas would be beneficial, along with a clear out. It was suggested that reminder to keep the shared areas clean and not 'somebody else's job' to with polite signs/pictures.  Questions were asked about the cleaning contract as workstation equipment have been left with food crumbs etc. OEIG members felt that especially with covid and now winter flus etc more personal responsibility should be taken to clean down your area after use. Members felt there are still issues with booking desk and people being territorial over desks. Currently on Kadence you cannot book more than 4 weeks ahead and wondered if this could be extended. Also queried if there are any plans to change office layout moving forward with hybrid working.  **OEIG Achievements**  Haseena shared a slide she had put together talking about the OEIG achievements:   * ICB Training * CEO Recruitment Process * NHS Staff Survey Results * Going Green * Learning Fund * Mental Health First Aiders * Team Talk * CCG/ICB Fundraising Quiz * Hybrid Working * Covid – Self Isolation Support Group * Inclusivity * Good News Stories * Relaxation Sessions * Freedom To Speak Up Ambassador   Haseena asked OEIG members to let either Amanda or herself know if any achievements had been missed. It was suggested that we should raise our profile of OEIG on a Team Talk session highlighting these achievements. Emma also presented a Health & Wellbeing Session with a few slides about the future and what would we like to do next year e.g. could OEIG be more self-directive, What it could be/look like? How can we improve, HFMA, Volunteers to present OEIG Achievements.  **Any other business**  Beverley shared her news with OEIG members that from W/C 24th October 2022 she will be working part time in her new role as Director of People Transformation, People Services Collaborative. Her working days will still include a Thursday so will still be attending the OEIG meetings.  Florence also shared with the OEIG members that she is also leaving to start a new job in November and thanked everybody that joins OEIG and shared that it has been a pleasure to be part of OEIG.  Good luck to both Beverley and Florence in their new roles. |