Communiqué from the National Bipartite Action Group
June 2015

To: Local Bipartite Action Groups

The National BAG met on 4th June 2015. Key items from the meeting included:

- **Ageing Workforce**
  A letter was received from the Chair of the Directors of Nursing requesting National BAG to include the Ageing Workforce on its Work Plan Requesting and whether National BAG could develop some guidelines around this issue.

  It was agreed that Ageing Workforce would be included in the National BAG Work Plan. It was noted that there has been some work completed on this issue in the wider sector as well as some international research.

- **Living Wage**
  John Ryall from the Services and Food Workers Union (SFWU) gave a presentation on the Living Wage and it is their belief that all workers should be paid a liveable wage.

  Based on the figures from the DHBs, 5,000 employees are paid below the 18.40 per hour living wage figure, with a further 2,000 people employed by contractors who work within DHBs also paid below $18.40 per hour. Also security workers contracted to Auckland DHB and employed by FIRST Security are paid $14.75 per hour.

  When SFWU received their pay jolt their MECA had a base rate that was 14% above the minimum wage. Since then it has dropped to about 5% above the minimum wage. Wage increases have not matched the increases in inflation or increases in the minimum wage.

  There is the ability for the DHBs to increase productivity by paying higher wages and to also reduce the casualisation of the workforce that is enforcing the low paid scenario.

  SFWU want National BAG to endorse the Living Wage concept. The Living Wage is now gone up to $19.25 per hour. Even within the NZNO MECA there are employees below $19.25 per hour.

  John asked the National BAG to endorse the living wage process.

  It was agreed that National BAG would write to the Employment Relations Strategy Group asking them to receive a presentation from John Ryall for their consideration.

- **States Services Commission (SSC)**
  National BAG had invites SSC to discuss the role they play in the public sector and in the Health Sector in particular and to also ascertain if they had completed any work on workplace bullying.

  Mary Slater, Christine Lloyd and David Fowler attended the meeting.

  SSC is one of three organisations that work with Government, with other two being Treasury and Prime Minister and Cabinet Department.

  Mary Slater gave an overview of what SSC does. Their key roles are:
  - Developing Crown Entities, including Health
  - Helping Government work well
  - Recruitment for Ministry of Health, set expectations for Health
• Leadership development especially at 1st and 2nd tier
• Critical role in ER/bargaining but at arms length from DHBs
• Work across Government to help collaboration
• Role in helping Boards
• SSC Code of Conduct
• Help ministries with their 4 year planning

SSC are obliged to provide these functions by statute.

**Code of Conduct**

• Integrity Unit – a team of three people
• Gives advice to agencies, DHBs and public
• Issues standards/core values – they are “fair, “impartial”, “responsible” and “trustworthy”
• Unifying standards across all state organisations

SSC has just completed a new survey on workplace behaviours e.g. leadership and bullying. DHBs did not perform very well comparable to others in the survey.

There is a high level of satisfaction in DHBs that they are making a difference. There are concerns about workplace behaviours. Leaders did not perform very well in large organisations, including DHBs. DHB employees had confidence in the integrity of managers and colleagues.

SSC are working closely with Worksafe to supplement the work they are doing. SSC want to make states services a great place to work and they have developed five core values, they are:

• Spirit of service
• Teamwork, collaboration and collegiality
• Value people
• Responsible and accountable
• Treat people fairly and with respect

➢ Worksafe NZ

**Workplace Bullying**

Brett Murray from Worksafe NZ was invited to the National BAG meeting to talk about bullying in the workplace.

Workplace bullying is:

“Repeted and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety”

Repeated behaviour is persistent and can involve a range of actions over time.

Unreasonable behaviour means action that a reasonable person in the same circumstances would see as unreasonable. It includes victimising, humiliating, intimidating or threatening a person.

A single incident of unreasonable behaviour is not considered workplace bullying, but it could escalate and should not be ignored.

The human cost of bullying is great – as it affects people physically and mentally, decreased well-being, reduced coping strategies and lower work performance. Possible serious physical emotion and mental health issues or suicide attempts.

The Workplace Bullying Guidelines have been developed on the back of requests for tools and guidance to assist employers and employees address workplace bullying.
Guidelines on Worksafe NZ website includes:
- An "Am I Being Bullied" checklist
- A flowchart of actions for dealing with being bullied
- A calculator tool for employers to assess the cost of bullying
- A workplace assessment tool that measures organisational culture with a view to preventing bullying

What Employers need to do?
- Manage the workplace hazard
- Have good processes in place
- Monitor whether policies and procedures are working
- Follow the guidance
- Do something about it before it gets out of hand

Be proactive by:
- Addressing any management or leadership issues
- Assessing how the work is organised
- Developing clear expectations
- Improving workplace relationships and communication
- Creating a just culture

A just culture is around setting clear expectations of what sort of behaviour is acceptable and what is not acceptable.

In responding to bullying allegations you should:
- Gather the facts
- Notify serious harm to Worksafe if applicable
- Name the problem correctly
- Match responses to the seriousness of the allegation

Serious harm cases may be investigated by Worksafe if they meet their investigation criteria. Notifications that include, a diagnosis from a GP, and recognisable evidence of bullying – repeated, unreasonable behaviour–are more likely to be followed up.

Ongoing Initiatives-Issues for Noting

➢ Health Benefits Ltd
- Future of HBL
  - HBL will be wound down by 30 June 2015
  - New DHB owned entity-New Zealand Health Partnership Ltd (NZHP) will be established from 1 July 2015

The principle functions of NZHP will be to:
- Continue the development of the 4 current business cases; FPSC, NIP, Food and Linen and Laundry
- Ongoing governance arrangements (e.g. Food, NIP)
- Ongoing management of shared banking and insurance
- Be flexible enough that DHB’s can task it to identify, develop and implement new initiatives if deemed appropriate

Sue Suckling has been appointed the Interim Chair with Jo Hogan being appointed Interim CEO.

The Health Sector (Transfers) Act will be used to transfer staff across to the new entity and to minimise disruption during the transition.

National Infrastructure Programme (NIP)
The date for access to ‘purchasing’ portal is being reviewed to ensure that what is available meets the quality requirements of the sector. Lakes and Taranaki DHBs have signed their back to back agreements joining Bay of Plenty, MidCentral, Nelson Marlborough, Southern, Whanganui and healthalliance who have signed previously. The workshops have been held with most DHBs for transition planning.

Work continues with Tairawhiti, South Canterbury, West Coast and Canterbury on their back to back agreements.

The next steps in the timeframe is to work with Team IBM to ensure robust plans developed and confirmed with DHBs and to ensure the communications website goes live alongside the new implementation organisation.

**Auckland Metro Food**

Auckland DHB staff to transfer to Compass on 8 June 2015 with Transition phrase 1 commencing on that date. Most of the staff have agreed to transfer.

Waitemata and Counties Manukau move to Transition phrase 2 on 29 June 2015.

**National Food Services**

Work is continuing on development of individual DHB business cases. Tairawhiti and Southern DHBs have agreed to join the national agreement.

Hawke’s Bay DHB has decided not to join the national arrangement.

Nelson Marlborough and Bay of Plenty DHBs have agreed to proceed to consultation stage though no timeframe is yet established.

Discussions are ongoing with Lakes and once their issues have been resolved they are likely to proceed to consultation.

SFWU have threatened to take legal action, as they did with Auckland DHB, so there is a suggestion that the parties get together and discuss the issues before any mediation occurs.

**Linen and Laundry**

HBL is looking to move forward with 3 Lead DHBs (the Auckland Metro DHBs) and 6 others who support the Linen and Laundry business case, with a view to negotiating benefits that could be deliverable for all 20 DHBs over time.

HBL is continuing to work with individual DHB management teams to refine both operational and financial considerations, prior to final Board decisions. Staff consultations will occur once Boards endorsement is obtained.

Whakatane’s laundry has closed and there is consultation in Capital & Coast to close their laundry and transfer all laundry to Allied in Palmerston North.

Linen and Laundry Advisory Group is meeting on 12 June 2015 to update members on the current state and to develop an approach to consultation.

**Finance Procurement and Supply Chain (FPSC)**

The programme is re-initiating following completion of re-planning with three current focus areas:

- DHB consideration of the revised business case
- Establishing an effective governance structure and programme leadership
- Completing priority work packages

DHBs are consideration the revised business case with 15 DHBs already approving the new business case with the remaining DHB Boards to consider it in late May and in June.
The FPSC software system is likely to take 2 to 3 years to complete with little or no impact on staff. Any move to a shared services model will not be considered until the software solution is in place.

National BAG to write to Sue Suckling to discuss the ongoing partnership between the new entity and National BAG.

➢ Safe Staffing Healthy Workplaces Update

There have been no new enrolments in the SSHW programme with 14 DHBs currently part of the programme.

- Hawkes Bay DHB has had it’s discovery report completed
- Auckland DHB is just starting their discovery report
- The SSHW Director, Julie Robinson (DoN Bay of Plenty) and NZNO are presenting an International Nurses Conference in South Korea during June.
- The Director of Nurses has agreed to put together a working group for nursing to assist SSHW. The work will be endorsed by the Director of Nurses and then it will be given to the SSHW Unit. Nominations for the working group will be going out shortly which will include representatives from the main nursing unions.
- A piece of work is to be completed to automate and improve the work analysis and FTE calculation.
- The IT Board is still talking about a national licence for CCDM.
- It has been acknowledged that there is no advisory group looking at the community workforce so the work outside the hospital can be recognised. The Mental Health advisory group is more focused on inpatient rather than community.

NOTE: The Communiqué forwarded out to DHBs each month should be a standing item agenda on all DHB local BAG agendas.

National BAG 2015 Meetings

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Enquiries regarding National BAG meetings should be directed to: kevin.mcfadgen@dhbss.health.nz

National BAG Membership

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<td>Jim Green,</td>
<td>Chief Executive</td>
<td>Tairawhiti</td>
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<td></td>
<td>Christine Nolan</td>
<td>GM Secondary Services</td>
<td>South Canterbury</td>
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<td>John McKeefry</td>
<td>GMHR</td>
<td>Hawke's Bay</td>
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<td></td>
<td>Anne Amoore</td>
<td>HR &amp; Organisation Development</td>
<td>MidCentral</td>
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<td></td>
<td>Julie Robinson</td>
<td>Director of Nursing</td>
<td>Bay of Plenty</td>
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<td>Gloria Crossley</td>
<td>Director of Allied Health</td>
<td>Taranaki</td>
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<td></td>
<td>Ashok Shankar</td>
<td>National Organiser for DHBs</td>
<td>PSA</td>
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<td>Sue McCullough</td>
<td>Organiser</td>
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<td>Lesley Harry</td>
<td>NZ Industrial Adviser</td>
<td>NZNO</td>
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<td>Lorraine Lobb</td>
<td>Organiser</td>
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<td>John Ryall</td>
<td>National Secretary</td>
<td>SFWU</td>
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<td>Jill Ovens</td>
<td>Strategic Industry Leader</td>
<td>SFWU</td>
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<td>Gitika Manger</td>
<td>Advisor</td>
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<td>Deborah Powell</td>
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**Observer**  **Union**

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<tr>
<td>Angela Belich</td>
<td>Assistant Executive Director</td>
<td>ASMS</td>
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