

<b>Title/Subject:</b>	<b>Joint Staff Forum</b>
<b>Meeting:</b>	<b>Falkirk Integration Joint Board</b>
<b>Date:</b>	<b>5 February 2016</b>
<b>Submitted by:</b>	<b>Chief Officer</b>
<b>Action:</b>	<b>For Decision</b>

## 1. Introduction

- 1.1 The purpose of this paper is to brief the Integration Joint Board members on the establishment of the Joint Staff Forum. This paper relates to a previous paper considered in March 2015 on the subject of non voting IJB members from the Joint Staff Forum.

## 2. Recommendations

The Integration Joint Board is asked to:

- 2.1 Note the establishment of the Joint Staff Forum.

## 3. Background

- 31 The Joint Staff Forum will provide a mechanism to ensure effective communication, involvement and consultation with employee representatives at appropriate stages, recognising that formal consultation mechanisms within partner organisations will still be required and implemented as appropriate.

The Joint Staff Forum will discuss relevant employee related matters relating to Health & Social Care Integration. The Forum will cover both the Falkirk Partnership and the Clackmannanshire & Stirling Partnership; where such matters are shared across both partnerships. Where employee related issues are unique to only one partnership, a Sub-Forum may deal with such matters.

There are 12 places for employers. Each employer as follows has 3 places:

- Clackmannanshire Council
- Falkirk Council
- NHS Forth Valley
- Stirling Council

There are twelve places available for employee representatives. These places include those employee representatives who are the named non-voting representatives on the Integration Joint Boards.

The first formal Joint Staff Forum meeting took place on 15<sup>th</sup> September 2015. The Joint Staff Forum will now meet bi-monthly. The next meeting is scheduled for 29 January 2016. The role of chair will be shared between the Chief Officers and the nominated Chair of the Employee Representatives.

The Joint Staff Forum constitution was agreed on 29 December 2015 by all members. A copy is attached as appendix A.

There has been a successful delivery of a development session with Joint Staff forum members to agree shared vision and develop partnership working and engagement. The agreed vision will form part of the constitution.

#### **4. Main Body Of The Report**

Please see attached at Appendix 1 the Joint Staff Forum Constitution

#### **5. Conclusions**

In conclusion, the Integration Joint Board is asked to note the establishment of the Joint Staff Forum.

#### **Resource Implications**

It is intended that the Joint Staff Forum will continue utilising the HR team as well as Chief Officers and Service Managers across the three employers.

#### **Impact on Integration Joint Board Outcomes, Priorities and Outcomes**

The work of the Forum will be to assist those involved in responding to employee issues arising from Health & Social Care Integration, and recommend good practice methods of working, and solutions to issues, as they arise.

#### **Legal & Risk Implications**

N/A

#### **Consultation**

The Joint Staff Forum will provide a mechanism to ensure effective communication, involvement and consultation with employee representatives at appropriate stages.

#### **Equalities Assessment**

Equalities considerations have, and will continue to be given.

**6. Recommendations**

**The Falkirk Integration Joint Board is asked to:-**

- 6.1 To note the establishment of the Joint Staff Forum

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Approved for Submission by: Chief Officer, Health and Social Care Integration

**Author:** Helen Kelly, Director of Human Resources, NHS Forth Valley

**Date:** 21 January 2016

List of Joint Staff Forum Constitution

## APPENDIX 1

### **HEALTH & SOCIAL CARE INTEGRATION**

#### **JOINT STAFF FORUM**

##### **INTRODUCTION**

- a. The Joint Staff Forum is intended to provide a forum to enable effective joint discussions between employer and employee representatives, on employment issues, relating to the effective implementation of Health and Social Care Integration.
- b. The Joint Staff Forum will provide a mechanism to ensure effective communication, involvement and consultation with employee representatives at appropriate stages, recognising that formal consultation mechanisms within partner organisations will still be required and implemented as appropriate.

##### **REMIT OF FORUM**

- 2.1 The Joint Staff Forum will discuss relevant employee related matters relating to Health & Social Care Integration. The Forum will cover both the Falkirk Partnership and the Clackmannanshire & Stirling Partnership; where such matters are shared across both partnerships. Where employee related issues are unique to only one partnership, a Sub-Forum may deal with such matters (as detailed below).
- 2.2 The work of the Forum will be to assist those involved in responding to employee issues arising from Health & Social Care Integration, and recommend good practice methods of working, and solutions to issues, as they arise.
- 2.3 The Forum will take account of relevant legislation including employment legislation and other Acts or guidance documents as relevant to Health & Social Care Integration such as:
  - Public Bodies (Joint Working) (Scotland) (Act) 2014;
  - The Joint Appointment Guide 2014;
  - Local Integration Plans (now agreed)
  - Local Strategic Plans (once developed).

## **PARTNER ORGANISATIONS**

3.1 For the purposes of the Forum, the partner organisations include:

- Falkirk Partnership
- Falkirk Council
  - NHS Forth Valley
- Clackmannanshire & Stirling Partnership
- Clackmannanshire Council
  - Stirling Council
  - NHS Forth Valley

## **SCOPE OF THE FORUM**

4.1 The Forum will have the scope to consider employment issues as they relate to employees of the partner organisations, working in the functions included within the remit of the Health & Social Care Integration Joint Boards.

## **MEMBERSHIP OF THE FORUM**

5.1 The membership and numbers of places for each partner organisation and relevant employee representatives is as follows:

5.2 For partner organisations:

- Three places for each of:
- Clackmannanshire Council
  - Falkirk Council
  - NHS Forth Valley
  - Stirling Council

5.3 For employee representatives:

There are twelve places available for employee representatives. These places to include those employee representatives who are the named non-voting representatives on the Integration Joint Boards. Please see appendix 1 for details of named members and substitutes.

Full time officers may attend on an ex-officio basis, noting their attendance in advance.

5.4 All members should notify the Forum Administrator of their intention to attend meetings.

5.5 Membership will be reviewed in April 2016.

## **MEETING ARRANGEMENTS**

- 6.1 The Joint Staff Forum will meet on a bi-monthly or more frequently as required.
- 6.2 The meetings will be chaired on a rotational basis with each of the following identifying a chairperson for this purpose:
- Falkirk Partnership
  - Clackmannanshire & Stirling Partnership
  - Employee Representatives
- 6.3 There may be occasions on which an issue is raised at the Forum which does not relate to all partner organisations. In such circumstances, the Forum can:
- Refer the matter to a Falkirk Partnership Sub-Forum/ a Clackmannanshire & Stirling Sub-Forum; OR
  - Refer the matter to the relevant partner organisation for it to be addressed through that partner's normal employee relations mechanisms.
- 6.4 Where a Sub-Forum for one of the partnerships requires to consider an issue unique to that Partnership, the Sub-Group will involve relevant employer and employee representatives from the respective partner organisations.
- 6.5 Members of the Joint Staff Forum will adhere to the values listed in Appendix 2.

## **GOVERNANCE**

- 7.1 The meetings of the Joint Staff Forum will be minuted by a representative from one of the partner organisations.
- 7.2 Minutes from each meeting will be issued to attendees for comment, and then submitted to the next meeting of the Joint Staff Forum for homologation.
- 7.3 A copy of the agreed minutes will also be made available to both the Falkirk, and Clackmannanshire & Stirling, Integration Joint Boards, as well as to the relevant JTUC of each partner organisation.

## **REVIEW OF JOINT STAFF FORUM**

- 8.1 The role, remit and membership of the Forum, and sub forums as appropriate, will be reviewed in April 2016 when full Integration commences; OR as requested by one of the partner organisations/the employee representatives. The aim of any review will be to ensure the Forum/Sub-Forums continue to meet the needs of both Partnerships.

**APPENDIX 1 – Employee Representatives**

**Employee Representatives – December 2015**

<b>Name</b>	<b>Organisation</b>	<b>Substitute</b>
<b>Pam Robertson</b>	<b>Clackmannanshire Council</b>	<b>Kevin McIntyre</b>
<b>Abigail Robertson</b>	<b>Stirling Council</b>	<b>Lorraine Thompson</b>
<b>Sandra Burt</b>	<b>Falkirk Council</b>	<b>Kevin Robertson</b>
<b>Tom Hart</b>	<b>NHS Forth Valley (Stirling &amp; Clackmannanshire)</b>	<b>Robert Clark</b>
<b>Tom Hart</b>	<b>NHS Forth Valley (Falkirk)</b>	<b>Lindsey Orr</b>

## APPENDIX 2 – VALUES

A development session was held on 15 September 2015, at this session the Joint Staff Forum agreed the following values and agreed to embrace and embed these values to ensure that the forum is effective in fulfilling its remit.

<b>Values</b>
Adaptable
Ambitious (Realistic)
Collaboration
Confidentiality
Constructive challenge
Trust
Direct – honest - Sensitivity
Fairness
Inclusion
Person focussed
Respectful
Shared purpose – staff /service users