

# **Agenda Item 17**

**Falkirk HSCP Joint Staff Forum  
Annual Assurance Statement  
2019/2020**



## Falkirk IJB

20 November 2020

### Falkirk HSCP Joint Staff Forum Annual Assurance Statement 2019/2020

For Noting

#### 1. Executive Summary

- 1.1 The report presents the first annual assurance statement of the work of the Falkirk HSCP Joint Staff Forum (Forum). This is in response to the Internal Audit report of the IJB's Assurance Framework – Governance Mapping, Report No. FK05/19.
- 1.2 The Forum enables effective joint discussions between employer and employee representatives, on employment issues relating to the effective implementation of health and social care integration.
- 1.3 The Forum formally provides a copy of its approved minutes to the IJB as part of its assurance processes and are therefore publicly available.

#### 2. Recommendations

The Integration Joint Board is asked to:

- 2.1 note the Falkirk HSCP Joint Staff Forum Annual Assurance Statement.

#### 3. Background

- 3.1 Over 2019-20, Internal Audit completed a Governance Mapping exercise to assess the extent to which the IJB's committee structure supports the delivery of strategic objectives. The audit supports Strategic Risk 2 – *There is a risk that the IJB fails to deliver its strategic objectives due to lack of clarity and/or agreement in respect of governance arrangements*.
- 3.2 The scope of the review was to:
  - identify and map Falkirk HSCP's key committees and working groups
  - review the appropriateness of Terms of Reference (ToR) and interdependencies
  - assess working arrangements for key committees and working groups
  - determine whether the structure of these committees and groups best supports delivery of Falkirk HSCP's strategic objectives.

- 3.3 The Internal Audit report makes four recommendations and an action plan has been agreed with the Chief Officer. One of these recommendations was that Annual Assurance Statements are provided, effective from June 2020.

## **4. Joint Staff Forum Annual Assurance Statement**

- 4.1 The Joint Staff Forum provides a forum to enable effective joint discussions between employer and employee representatives, on relevant workforce matters relating to the effective implementation of health and social care integration. Assurance is provided to a large extent by having an oversight, engagement and adequate discussions on relevant matters.
- 4.2 The Forum will anticipate and plan workforce matters arising from the Health and Social Care Partnership, and recommend good practice methods of working, and solutions to issues, as they arise.
- 4.3 The Forum will take account of relevant legislation including employment legislation and other Acts or guidance documents as relevant to Health & Social Care Integration. The Forum will also take account of locally agreed plans and strategies for the Partnerships.
- 4.4 Membership of the Forum includes:
- Chief Officer
  - Head of Transformation & People Falkirk Council or Deputy
  - Associate Director of HR NHS Forth Valley or Deputy
  - Heads of Integration
  - TU Representation from Falkirk Council Unite, Unison and GMB
  - TU Representation from NHS Forth Valley Unison, RCN.
- 4.5 The Joint Staff Forum Annual Assurance Statement for the reporting year April 2019 to March 2020 is attached at Appendix 1 for consideration.
- 4.6 Work has commenced to develop an Integrated Workforce Plan for the Partnership. This plan is to be implemented by March 2021 and will be presented to a future IJB.

## **5. Conclusions**

- 5.1 Through the Forum meetings and reports presented, assurance is provided from respective partners and Trade Unions on how staff and services have ensured the safe, efficient delivery of health and care services throughout the year, and how services have been delivered in line with the strategic objectives of the IJB.
- 5.2 The report is presented to the Board for consideration.

### **Resource Implications**

There are no resource implications arising from this report.

### **Impact on IJB Outcomes and Priorities**

Ensuring governance arrangements are in place for all services is in line with the Strategic Plan.

### **Directions**

A new Direction or amendment to an existing Direction is not required as a result of the recommendations of this report.

### **Legal & Risk Implications**

The preparation of the Annual Assurance Statement will meet the requirements of the Strategic Risk Register and the Internal Audit report.

### **Consultation**

This report has involved consultation with key officers in the Joint Staff Forum, Council and NHS Forth Valley.

### **Equalities Assessment**

This is not required for the report.

## **6. Report Author**

Suzanne Thomson, Senior Service Manager

## **7. List of Background Papers**

Joint Staff Forum minutes

## **8. Appendices**

**Appendix 1:** Falkirk Joint Staff Forum Annual Assurance Statement

## **Falkirk Integration Joint Board Joint Staff Forum Annual Assurance Statement 2019-2020**

### **1. PURPOSE**

- 1.1. The report sets out an annual overview of the work of the Falkirk Integration Joint Board (IJB) Joint Staff Forum (the Forum). This is in addition to the IJB receiving minutes of the meeting and ensures effective scrutiny of the Forum.

### **2. BACKGROUND**

- 2.1. The Forum provides assurance to the IJB that the Forum enables effective joint discussions between employer and employee representatives, on all employment issues, relating to the effective implementation of health and social care integration. This ensures delivery of safe, effective, person-centred care in line with the IJB's statutory duty for quality of health and social care services.
- 2.2. The Forum will anticipate and plan workforce matters arising from the Health and Social Care Partnership, 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 and social care integration. The Forum will also take account of locally agreed plans and strategies for the Partnership.

### **3. JOINT STAFF FORUM MEMBERSHIP**

#### **3.1. Composition**

During the financial year ending 31 March 2020, membership of the Forum comprised:

#### **HSCP Members**

Patricia Cassidy, Chief Officer  
Joe McElhom, Head of Service retired July 2019  
Martin Thom, Head of Integration, in post June 2019  
Lorraine Paterson, Head of Integration in post June 2019  
Kathy O'Neill, General Manager NHS Forth Valley retired June 2019

#### **HR Representatives:**

Linda Donaldson, HR Director NHS Forth Valley member until 2 November 2019  
Karen Algie, Head of Transformation & People Falkirk Council  
Linda Davidson, Associate HR Director NHS Forth Valley  
Tracey Gillespie, HR Manager, Falkirk Council

**Staff Representatives** Christina Lambie GMB Falkirk Council retired June 2019  
Raymond Smith GMB Falkirk Council  
Gordon Irvine, Unite Falkirk Council left April 2019  
Roger Ridley, Unison Falkirk Council  
Matthew Jenkins Unite Falkirk Council  
Kevin Robertson Unite Falkirk Council  
David Hume Unite Falkirk Council  
Robert Clark Unison NHS Forth Valley  
Yvonne Myler RCN NHS Forth Valley  
Hilary Nelson RCN NHS Forth Valley

3.2. The attendance record for the CCGC meetings is attached at Appendix1.

3.3. **Meetings**

The Forum has met on 5 occasions during the period from 1 April 2019 to 31 March 2020

- 3 April 2019
- 24 July 2019
- 27 September 2019
- 8 January 2020
- 11 March 2020.

3.4. **Business**

The schedule of business is set out in Appendix 2.

**4. CONCLUSION**

4.1 Through the Forum meetings and reports presented, assurance is provided from respective partners and Trade Unions on how staff and services have ensured the safe, efficient delivery of health and care services throughout the year, and how services have been delivered in line with the strategic objectives of the IJB.

**Appendix 1**
**Falkirk HSCP Joint Staff Forum 2019 – 2020 Note of Attendance**

Name	Representation	3 April 2019	24 July 2019	27 September 2019	8 January 2020	11 March 2020
<b>Falkirk Health &amp; Social Partnership Representatives</b>						
Patricia Cassidy	Chief Officer	P (C)	P (C)	P	P	P (C)
Joe McElholm	Head of Adult Services	P	Left Post			
Kathy O'Neill	General Manager NHS Forth Valley	A	Left Post			
Martin Thom	Head of Integration	N/A	P	P	P	P
Lorraine Paterson	Head of Integration	N/A	A	P	P	P
Michelle Campbell	PA to Chief Officer (Minutes)	P	P	P	P	P
<b>HR Representatives</b>						
Linda Donaldson	Director of HR, NHS Forth Valley	P	A	A	A	A
Karen Algie	Head of Transformation & People, Falkirk Council	P	P	A	A	P
Linda Davidson	Associate Director of HR NHS Forth Valley	A	A	P (C)	P	A
Tracey Gillespie	HR Manager, Falkirk Council	A	A	P	P	A
Julie McIlWaine	HR Manager, NHS Forth Valley	N/A	N/A	N/A	N/A	P
<b>Staff Representatives</b>						
Christina Lambie	GMB, Falkirk Council	P	Left Post			
Susan Crook	Unison, Falkirk	P	A	A	A	A
Gordon Irvine	Unite, Falkirk Council	A	Left Post			
Roger Ridley	Unison, Falkirk Council	A	P	P	P (C)	P
Robert Clark	Unison NHS Forth Valley	A	P	A	A	A
Matthew Jenkins	Unite Staff Representative, Falkirk Council	N/A	P	P	A	A
Yvonne Myler	RCN Staff, NHS Forth Valley	N/A	P	A	A	A
Raymond Smith	GMB Staff Representative, Falkirk Council	N/A	A	A	P	A
David Hume	GMB Staff Representative	N/A	N/A	A	A	A
Kevin Robertson	Unite Representative Falkirk Council	N/A	N/A	N/A	P	P
Hilary Nelson	RCN, NHS Forth Valley	N/A	A	A	A	P
<b>In Attendance</b>						
Marlyn Gardner	Locality Manager				P	A

### Falkirk HSCP Joint Staff Forum 2019 – 2020 Note of Business

Meeting Date	Business	
3 April 2019	1.	Minutes of Meeting of 7 February 2019
	2.	Update Integration/Locality Structures
	3.	Update Homecare
	4.	Update on Adult Services
	5.	Feedback from Trade Unions
24 July 2019	1.	Minutes of 3 April 2019
	2.	Update on Integration/Locality Structures
	3.	Update on Health & Social Care Partnership
	4.	Update on NHS Forth Valley
	5.	Feedback from Trade Unions
27 September 2020	1.	Minutes of 24 July 2020
	2.	Unison's Ethical Charter
	3.	Update for Integration/Locality Structures
	4.	Update for Health & Social Care Partnership
	5.	Update from NHS Forth Valley
	6.	Feedback from Trade Unions
8 January 2020	1.	Minutes of 27 September 2019
	2.	Hospital Redesign
	3.	Home First Update
	4.	Ethical Charter Update
	5.	Progress for Implementation of Integrated Structure
	6.	Integrated Workforce Plan
	7.	Training Programme
	8.	Integration/Locality Structures
	9.	Health & Social Care Partnership
	10.	NHS Forth Valley



Meeting Date	Business	
11 March 2020	1.	Minutes of 8 January 2020
	2.	Home First Evaluation
	3.	Progress for Implementation of Integrated Structure
	4.	Update on Health & Social Care Partnership
	5.	Update on NHS Forth Valley
	6.	Update on Feedback from Trade Unions