



## **Falkirk Integration Joint Board**

**3 September 2021**

**Annual Assurance Statements 2020/21**

**For Consideration & Comment**

### **1. Executive Summary**

- 1.1 The report presents to the IJB the 2020/21 Annual Assurance Statements for:
- Audit Committee
  - Clinical and Care Governance Committee
  - Joint Staff Forum.
- 1.2 These are the second Annual Assurance Statements prepared by the Committees and Forum in response to the recommendations arising from the Internal Audit report entitled “IJB’s Assurance Framework – Governance Mapping, Report No. FK05/19”.

### **2. Recommendations**

The Integration Joint Board is asked to consider and comment on

- 2.1 the Audit Committee Annual Assurance Statement 2020/21
- 2.2 the Clinical and Care Governance Committee Annual Assurance Statement 2020/21
- 2.3 the Joint Staff Forum Annual Assurance Statement 2020/21.

### **3. Background**

- 3.1 During 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.
- 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 This review provides assurance in relation to 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, for example:*

- a lack of clarity around the separate roles of the IJB, HSCP, Council, NHS Board and other partners, including Clackmannanshire and Stirling IJB
- an inability to influence decision making and/or a lack of agreement around where decisions should be made/decisions been taken out with appropriate governance process.

3.4 The Internal Audit report noted:

*In our opinion, overall the committees and groups tested reviewed were discharging their ToR in an efficient and effective manner. However, some committees and working groups had not been in place for the full year, work plans had not yet been established and no annual assurance reports were provided to the IJB. Therefore, based on the information available, our work could not conclude on whether sufficient work had been carried out in year to provide the IJB with adequate assurance over management of risks or progress towards strategic objectives.*

*The IJB should ensure that it receives adequate and appropriate assurance from partner bodies, standing committees and key working groups regarding how operational and strategic risks are being managed. Assurance should include how each partner has 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. As a minimum, the IJB should receive annual assurance reports from the appropriate committees / groups in its governance structure.*

3.5 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. Audit Committee Annual Assurance Statement**

4.1 The Annual Assurance Statement 2020/21 was approved by the Audit Committee on 18 June 2021 with an amendment to the membership section. This is attached at Appendix 1.

4.2 The Assurance Statement sets out the attendance, meeting dates and business of the Audit Committee during financial year April 2020 to March 2021.

- 4.3 Through the Audit Committee meetings, reports and action plans presented and agreed, output from internal and external audit, together with assurance provided from respective Partners, the Annual Assurance Statement concludes that the Audit Committee has effectively discharged its duties during 2020/21.

## **5. Clinical and Care Governance Annual Assurance Statement**

- 5.1 In line with the Internal Audit report recommendation an Annual Assurance Statement has been prepared. This was considered by the CCGC at its meeting on 21 May 2021, and approved for presentation to the IJB. This is attached for consideration at Appendix 2.
- 5.2 The statement sets out the attendance, meeting dates and business of the CCGC over the reporting year April 2020 to March 2021.
- 5.3 Assurance and governance are provided to a large extent by having an oversight and adequate reporting mechanisms from the various NHS committees, Public Protection Groups and Health and Social Care groups within the IJB governance infrastructure.
- 5.4 These groups can demonstrate in-depth consideration of a broad range of agendas relevant to their specialities. While much of the CCGC business is a 'maintenance' agenda, there is also scrutiny of proposed changes to systems and processes that deliver improvement to the quality of care delivered by the Health and Social Care Partnership.
- 5.5 There is ongoing work to audit and develop these assurance arrangements. This is in response to the integration of health services in to the HSCP and the development of co-ordinated services arrangements and the impact of Covid-19 which has required services to respond differently.
- 5.6 Through the CCGC meetings and reports presented, assurance is provided from respective partners on how 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.

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

- 6.1 The Joint Staff Forum (JSF) 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.

- 6.2 The JSF 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.
- 6.3 The JSF will take account of relevant legislation including employment legislation and other Acts or guidance documents as relevant to Health & Social Care Integration. The JSF will also take account of locally agreed plans and strategies for the Partnerships.
- 6.4 Membership of the JSF 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
  - Employee Director as representative of the Area Staff Forum
  - TU Representation from NHS Forth Valley Unison, RCN.
- 6.5 The Annual Assurance Statement for the reporting year April 2020 to March 2021 was approved by the JSF on 27 May 2021 and is attached at Appendix 3.
- 6.6 The JSF formally provides a copy of its approved minutes to the IJB as part of its assurance processes and are therefore publicly available.
- 6.7 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.

## 7. Conclusions

- 7.1 Through the work of the respective Committee's and Joint Staff Forum, assurance is provided to the Board on the delivery of services in line with the Strategic Plan.

### Resource Implications

There are no resource implications arising from this report.

### Impact on IJB Outcomes and Priorities

Presentation of an annual assurance statement reflects the principles of good corporate governance and contributes to the effective delivery of the IJB's 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 an Annual Assurance Statement supports the IJBs risk management framework and ensures compliance with Internal Audit recommendations.

### Consultation

This is not required for the report.

### Equalities Assessment

This is not required for the report.

## 8. Report Author

8.1 Suzanne Thomson, Senior Service Manager

## 9. List of Background Papers

9.1 The meeting papers of the respective meetings.

## 10. Appendices

<b>Appendix 1:</b>	Audit Committee Annual Assurance Statement 2020/21
<b>Appendix 2:</b>	CCGC Annual Assurance Statement 2020/21
<b>Appendix 3:</b>	Joint Staff Forum Annual Assurance Statement 2020/21

## Annual Report of Falkirk Integration Joint Board Audit Committee 2021-2022

### 1. PURPOSE

- 1.1. This report provides annual overview of the work of the Falkirk Integration Joint Board (IJB) Audit Committee. This is in addition to the IJB receiving minutes of all Audit Committee meetings and ensures effective scrutiny of the Committee.

### 2. BACKGROUND

- 2.1. The Audit Committee is a key element of the governance structure and operates under the delegated authority of the IJB.
- 2.2. The Audit Committee's remit extends beyond traditional financial stewardship and oversight of the audit process and incorporates all aspects of the IJB's system of internal control and overall governance framework.
- 2.3. The specific functions delegated to the Audit Committee by the IJB are outlined below:
- To assess the adequacy and effectiveness of the IJB's internal controls and corporate governance arrangements and consider annual governance reports and assurances to ensure that the highest standards of probity and public accountability are demonstrated.
  - Ensure existence of and compliance with an appropriate Risk Management Strategy. Review risk management arrangements and receive regular risk management updates and reports.
  - Review and approve the Internal Audit Annual Plan on behalf of the IJB, receive reports and oversee and review progress on actions taken on audit recommendations and report to the IJB on these as appropriate. An Internal Audit Annual Assurance Report will be provided to the Committee providing an overall opinion on the IJB's arrangements for risk management, governance and control.
  - Consider the External Audit Annual Plan on behalf of the IJB, receive reports and consider matters arising from these and management actions identified in response before submission to the IJB. The Audit Committee may also consider relevant national audit reports particularly those relating to Health and Social Care Integration from Audit Scotland.
  - Approve the annual financial accounts.

- The Committee is responsible for ensuring best value for those delegated functions.
  - The Committee is authorised by the IJB to investigate any activity within its terms of reference, and in so doing, may seek any information it requires.
- 2.4. The Committee formally provides a copy of its minutes to the IJB a part of its assurance processes and these are publicly available.

### 3. IJB AUDIT COMMITTEE

#### 3.1. Composition

During the financial year ending 31 March 2021, membership of Audit Committee comprised:

Voting Members:	Mr Gordon Johnstone	Chair
	Cllr Allyson Black	Vice Chair
Non-voting Members:	Robert Clark	NHS Forth Valley
	Jennifer Kerr (left 9 <sup>th</sup> Oct 2020)	Third Sector Interface

- 3.2. The attendance record for the Audit Committee meetings is attached at Appendix1.

#### 3.3. Meetings

The Committee met virtually on 3 occasions during the period from 1 April 2020 to 31 March 2021 (note that the meeting scheduled for 19 June 2020 was cancelled):

- 25 September 2020
- 4 December 2020
- 5 March 2021

#### 3.4. Business

The schedule of business is set out in Appendix 2.

### 4. CONCLUSION

- 4.1. The work of the Audit Committee provides assurance to the IJB in relation to a wide range of governance issues, including risk management and potential internal control weaknesses. This is supported by a risk based internal audit annual work plan, targeted to the highest risk areas to ensure that audit activity is focussed on key areas and is sufficient in order to provide an appropriate level of assurance.

- 4.2. In addition, an audit sharing protocol is in place to ensure that any relevant issues arising in either partner organisation which may impact on the IJB is passed to the Audit Committee for consideration and action as appropriate.
- 4.3. Through the Audit Committee meetings, reports and action plans presented and agreed, output from internal and external audit, together with assurance provided from respective Partners, the Audit Committee has effectively discharged its duties during 2020/21.



Voting Members		25-Sep-20	4-Dec-20	05-Mar-21
Gordon Johnston	Chair	P	P	P
Allyson Black	Vice Chair	P	P	P

Non- Voting Members				
Jen Kerr	Third Sector Interface Representative	P	A	A
Robert Clark	NHS Staff Representative	P	P	P

Attendance				
Antonia Sobieraj	Committee Services Officer, Falkirk Council	P		
Brian Pirie	Democratic Services Manager		P	P
Colin Moodie	Chief Governance Officer, Falkirk Council			
Grace Scanlin	Ernst & Young, External Audit	P	P	P
Isabel Wright	Internal Audit Manager (Acting), Falkirk Council	P		P
Jack Frawley	Committee Services Officer, Falkirk Council	P		
Jillian Thomson	Chief Finance Officer	P	P	P
Lesley James	Depute Chief Internal Auditor			
Patricia Cassidy	Chief Officer	P	P	P
Sara Lacey	Chief Social Work Officer	P		P
Scott Urquhart	Director of Finance, NHS Forth Valley			
Tony Gaskin	Chief Internal Auditor			

**Key:** P Present  
A Absent

## Schedule of Business Considered April 2020 – March 2021

## Appendix 2

Date	Title of Business Discussed	Noting / Decision
25 September 2020	Minute of previous meeting 6 March 2020	Decision
	Internal Audit Annual Assurance Report	Noting
	Annual Assurance Statement	Decision
	Strategic Risk Register	Noting
	National Audit Inspection Report Overview	Noting
	Annual Accounts – Related Party Transactions and Registers of Gifts & Hospitality and Extra Mural Employments	Decision
4 December 2020	Minute of previous meeting 25 September 2020	Decision
	Terms of Reference	Noting
	2019/20 External Audit Report	Noting
	Strategic Risk Register	Noting
	IJB Audit Committee Programme of Meetings and Workplan 2021	Decision
5 March 2021	National Audit and Inspection Report Overview	Noting
	Minute of previous meeting 4 December 2020	Decision
	Strategic Risk Register	Noting
	Internal Audit Progress Report	Noting
	Internal Audit Plan	Approval
	External Audit Plan	Noting
	National Audit Report and Inspection Overview	Noting

## Annual Report of Falkirk Integration Joint Board Clinical & Care Governance Committee 2020-2021

### 1. PURPOSE

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

### 2. BACKGROUND

- 2.1. The Clinical and Care Governance Committee provides assurance to the IJB on the systems for delivery of safe, effective, person-centred care in line with the IJB's statutory duty for the quality of health and social care services.
- 2.2. An important element of clinical and care governance is to ensure there is a robust system for assuring the quality and safety of health and social care delivered and for the Committee to drive a culture of continuous improvement. This includes having systems in place to identify and respond when standards are not being met and issues of poor performance are identified and addressed.
- 2.3. The Committee has responsibility to oversee the processes within the Health and Social Care Partnership to ensure appropriate action is taken in response to adverse events, safety action notes, scrutiny body reports and complaints. Importantly, it ensures that examples of good practice and lessons learned are disseminated within the Partnership and beyond if appropriate.
- 2.4. The Committee has agreed its meeting schedule for 2021 with the agendas and forward planner developed to ensure it addresses its key strategic objectives. This includes the development of overview reports in relation to strategic oversight groups and inspection activity.
- 2.5. The Committee formally provides a copy of its minutes to the IJB a part of its assurance processes. Meetings are held in public and reports are available in advance of the meeting and online.

### 3. IJB CLINICAL AND CARE GOVERNANCE COMMITTEE

#### 3.1. Composition

During the financial year ending 31 March 2021, membership of CCGC comprised:

<a href="#">CCGC Members</a> Fiona Collie Stephen McAllister Jen Kerr Margo Biggs Roger Ridley	Chair Vice Chair Third Sector representative Service User representative Staff representative	Falkirk Council NHS Forth Valley CVS Falkirk  Falkirk Council
<a href="#">Professional Advisors</a> Patricia Cassidy Sara Lacey Andrew Murray David Herron Angela Wallace Lorraine Paterson Martin Thom Lynda Bennie Colin Moodie	Chief Officer Chief Social Work Officer Medical Director Professional Lead – GP Nurse Director Head of Integration Head of Integration Head of Clinical Governance Chief Governance Officer	Falkirk HSCP Falkirk HSCP NHS Forth Valley NHS Forth Valley NHS Forth Valley Falkirk HSCP NHS Forth Valley NHS Forth Valley Falkirk Council

3.2. The attendance record for the CCGC meetings is attached at Appendix 1.

### 3.3. [Meetings](#)

The Committee has met on 4 occasions during the period from 1 April 2020 to 31 March 2021:

- 26 June 2020
- 28 August 2020
- 11 November 2020
- 26 February 2021

### 3.4. [Business](#)

Over 2020- 2021, the Committee has received, scrutinised and discussed and range of reports. The schedule of business is set out in Appendix 2.

## 4. [CONCLUSION](#)

4.1. Assurance and governance are provided to a large extent by having an oversight and adequate reporting mechanisms from the various NHS committees, Public Protection Groups and Health and Social Care groups within the governance infrastructure. These groups demonstrate in-depth consideration of broad agendas. While much of this is a 'maintenance' agenda, there is also scrutiny of proposed changes to systems and processes that deliver improvement to the quality of care delivered by the Health and Social Care Partnership.

# IJB Clinical and Care Governance Attendance Record April 2020 – March 2021

## Appendix 1

Members		26-Jun-20	28-Aug-20	27-Nov-20	26-Feb-21
Fiona Collie	Chair	P	P	P	P
Stephen McAllister	Vice Chair	P	P	P	P
Jen Kerr	Third Sector Interface Representative (resigned Sept 2020)	P	P	x	x
Margo Biggs	Service User Representative	P	P	P	P
Roger Ridley	FC Staff Representative	P	P	P	P
<b>Professional Advisors</b>					
Patricia Cassidy	Chief Officer	P	P	P	P
Sara Lacey	Chief Social Work Officer	P	P	P	P
Andrew Murray	Medical Director	P	P	P	P
Angela Wallace	Nurse Director	A	P	P	P
David Herron	GP Medical Representative			P	P
Elaine Kettings	Head of Person Centred Care	P			P
Ellen Hudson	Depute Nurse Director	P	P	A	P
Lorraine Paterson	Head of Integration		P	P	P
Lynda Bennie	Head of Clinical Governance	P	A	P	P
Martin Thom	Head of Integration		P	P	P
<b>In attendance for agenda reports</b>					
Amanda Crawford	Patient Relations Lead	x	x	P	P
Claire Bernard	Third Sector Interface	x	S	x	x
Claire Chapman	HSCP Locality Manager	x	x	x	P
Elaine Kettings	Head of Person Centred Care	P	x	x	x
Gemma Ritchie	Lead Officer Adult Support & Protection	P	x	x	x
Janette Fraser	Head of Planning NHS Forth Valley	P	x	x	x
Johnathon Horwood	Area Infection Control Manager	x	P	x	x
Louise McKay	Nurse Consultant - Older People	P	x	x	x
Marlyn Gardner	HSCP Locality Manager	P	x	x	x
Margaret Petherbridge	HSCP Project Development Manager	P	x	x	x
Patricia Miller	Lead Nurse Infection Control	P	P	P	P
Prakash Shankar	Chair Ethics Advisory Group	P	x	x	x
Ross Cheape	Service Development Manager for Mental Health Services, Interim Clinical Director for Acute Adult Inpatient and Forensic Psychiatry	P	x	x	x
<b>Support Officers to Committee</b>					
Antonia Sobieraj	Committee Services Officer	x	x	P	P
Brian Pirie	Democratic Services Manager	P	P	P	x
Jack Frawley	Committee Services Officer	x	x	x	P
Suzanne Thomson	HSCP Senior Service Manager	P	P	P	P

### Key:

P - Present

A - Apologies

S - Substitute

x - does not need to attend

Date	Title of Business Discussed	Noting / Decision
26 June 2020	Minute of previous meeting 28 February 2020	Decision
	Action Log	Noting
	Care Home Assurance during Covid-19 Pandemic	Noting
	Personal Protection Equipment	Decision
	Covid-19 Shielding	Decision
	Ethics Advisory Group	Noting
	Adult Support and Protection Arrangements	Noting
	Hospital Acquired Infection: Winter Performance Report	Noting
	Overview: Inspection Reports and National Publications	Noting
	CCGC Annual Assurance Statement	Decision
	CCGC Forward Planner	Decision
28 August 2020	Minute of previous meeting 26 June 2020	Decision
	Action Log	Noting
	Remobilise, Recover, Redesign Update	Decision
	Clinical Governance Covid-19 Highlight Report	Noting
	HSCP Complaints Performance Report April 2019-March 2020	Decision
	Hospital Acquired Infection Performance Report	Noting
	Overview: Inspection Reports and National Publications	Noting
	Overview of Local Oversight Arrangements	Noting
27 November 2020	Minute of previous meeting 28 August 2020	Decision
	Action Log	Noting
	HSCP Complaints Performance Report April 2019-Sept 2020	Noting
	Complaints Report@ IMHS (Woodlands Resource Centre)	Noting
	Overview: Inspection Reports and National Publications	Noting
	Overview of Local Oversight Arrangements	Noting
	Duty of Candour Annual Report 2019-2020	Decision
	Hospital Acquired Infection Performance Report	Noting
	Reporting on Locality Working	Decision
	Programme of Meetings 2021 and Membership	Decision
	Exclusion to Public Reports	
	Care Home Incident Debrief Report	Decision
	HSCP Covid-19 Debrief Report	Decision
	Falkirk Community Hospital ASP Inquiry Report	Decision
26 February 2021	Minute of previous meeting 27 November 2020	Decision
	Action Log	Noting
	HSCP Remobilisation Plan	Noting
	Care Home Assurance Report	Noting
	Hospital Acquired Infection Performance Report	Noting
	HSCP Complaints Performance Report Quarter 3 2020-2021	Noting
	Overview of Local Oversight Arrangements	Noting
	Overview: Inspection Reports and National Publications	Noting

## Falkirk Integration Joint Board Joint Staff Forum Annual Assurance Statement 2020-2021

### 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 2021, membership of the Forum comprised:

#### HSCP Members

Patricia Cassidy	Chief Officer
Lorraine Paterson	Head of Integration
Martin Thom	Head of Integration

#### HR Representatives:

Linda Davidson	HR Director	NHS Forth Valley
Karen Algie	Head of Transformation & People	Falkirk Council
Tracey Gillespie	HR Manager	Falkirk Council
Julie McIlwaine	HR Manager	NHS Forth Valley

### Staff Representatives

Raymond Smith	GMB	Falkirk Council
Grace Traynor	GMB	Falkirk Council
Gordon Tucker	Unison	NHS Forth Valley
Roger Ridley	Unison	Falkirk Council
Matthew Jenkins	Unite	Falkirk Council
Kevin Robertson	Joint Trade Union Committee	Falkirk Council
Robert Clark	Area Partnership Forum (Unison)	NHS Forth Valley
Hilary Nelson	RCN	NHS Forth Valley
Helen Welsh	Joint Trade Union Committee	Falkirk Council

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

### 3.3. Meetings

The Forum has met on 4 occasions during the period from 1 April 2020 to 31 March 2021

- 13 May 2020
- 8 July 2020
- 7 October 2020
- 4 February 2021
- 1 April 2021.

### 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

### Joint Staff Forum Annual Assurance Statement Attendance Record March 2020 - April 2021

			13-May-20	08-Jul-20	07-Oct-20	04-Feb-21	01-Apr-21
Gordon Tucker	Unison Representative	NHS Forth Valley	P	A	A	A	P
Grace Traynor	GMB Representative	Falkirk Council	P	A	P	A	P
Hilary Nelson	RCN	NHS Forth Valley	A	A	A	A	
Julie McIlwaine	HR Manager	NHS Forth Valley	A	A	P	P	P
Karen Algie	Head of Transformation & People	Falkirk Council	A	C	C	C	C
Kevin Robertson	Joint Trade Union Committee	Falkirk Council	P	P	P	P	P
Linda Davidson	Associate HR Director	NHS Forth Valley	P	A	P	A	A
Lorraine Paterson	Head of Integration	Falkirk HSCP	P	A	A	P	P
Martin Thom	Head of Integration	Falkirk HSCP	P	P	P	P	P
Matthew Jenkins	Unite Representative	Falkirk Council	A	P		A	
Patricia Cassidy	Chief Officer	Falkirk HSCP	C	A	P	P	P
Raymond Smith	GMB Representative	Falkirk Council	P	P		P	P
Robert Clark	Area Partnership Forum (Unison)	NHS Forth Valley	P	P	P	P	P
Roger Ridley	Unison Representative	Falkirk Council	P	P	P		P
Tracey Gillespie	HR Manager	Falkirk Council	P				A
Helen Welsh	Joint Trade Union Committee	Falkirk Council	x	x	x	x	S

#### Key

Chair	C
In Attendance	P
Apologies	A
Substitute	S
Does not need to attend	x

## Appendix 2

### Joint Staff Forum 2020 - 2021 Schedule of Business Considered

13-May-20	08-Jul-20	07-Oct-20	04-Feb-21	01-Apr-21
Update on Covid Response PPE Testing Staff Wellbeing	Remobilise Recover & Redesign	Integrated Workforce Plan Flu Vaccination Annual Assurance Statement Medication Policy	Covid Update Deployment of Staff Integrated Workforce Plan Flu Vaccination Programme AHPs	Covid Update Homecare Model Proposed Model of Older Peoples Day Services Integrated Workforce Plan Falkirk Community Hospital AHPs
STANDING ITEMS				
Integration update HSCP update	Integration update HSCP update	Integration update <b>HSCP update</b> *SWAS Board *Homecare Review Board *Home First Board *Day Services	Integration update HSCP update	Integration update HSCP update
NHS Forth Valley update	NHS Forth Valley update	<b>NHS Forth Valley update</b> *Urgent Care Centre *Test & Trace Centre *Whistleblowing	<b>NHS Forth Valley update</b> *Whistleblowing *Annual Leave *Shielding List	NHS Forth Valley update
Falkirk Council HR update Trade Union Feedback AOCB	Falkirk Council HR update Trade Union Feedback AOCB	Falkirk Council HR update Trade Union Feedback AOCB	Falkirk Council HR update Trade Union Feedback AOCB	Falkirk Council HR update Trade Union Feedback AOCB