

# West Dunbartonshire Health & Social Care Partnership

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## WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP JOINT STAFF FORUM

### CONSTITUTION

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## **INTRODUCTION**

1. Staff governance is a system of corporate accountability for the fair and effective management of all staff, i.e. that staff should be well informed; appropriately trained; involved in decisions which affect them; treated fairly and consistently; and provided with an improved and safe working environment.
2. The Joint Staff Forum (JSF) is the arrangement through with, the Chief Officer of West Dunbartonshire Health & Social Care Partnership (WD HSCP) - on behalf of NHS Greater Glasgow & Clyde Health Board (NHSGGC) and West Dunbartonshire Council (WDC) – and Trade Unions representing staff working within WD HSCP will work together to enable effective staff governance.

## **CORE VALUES & PRINCIPLES**

3. The Agreement commits all participants and related organisation to values and principles to be observed at all times, and in all aspects of the function of the forum, and wherever possible extended into organisations' varied functions.
4. The core values and principles of the JSF are:
  - The development of mutual trust, respect and confidence amongst the partners.
  - Openness and transparency, encouraging a free exchange of views, recognising the sensitivity of some information.
  - Providing early access to information and plans as required, in order to involve staff at the earliest opportunity in working jointly regarding changes which shall affect them.
  - Consistency and fairness in treatment of all staff.
  - In addressing strategic issues, appropriate consideration shall be placed on employment security, flexibility and the need to balance varied aspirations and expectations.
  - Operate as a collective body which can contribute to and influence how care and support will be delivered to the community in West Dunbartonshire.
  - Members of the JSF have the right to exercise both collective and individual responsibilities on behalf of the people/organisations they are representing whether this be for NHSGGC, WDC or part of a recognised trade union/ professional organisation.
  - Commitment to high quality service delivery.

## PURPOSE

### 5. The Purpose of the JSF is to: -

- Inform, influence, debate and agree organisational change within the framework of local, WDC and NHSGGC-wide arrangements.
- To advise the WD HSCP Senior Management Team on its responsibility to fulfil the requirements of the Staff Governance Standard for NHS Employees which state that staff must be:
  - Well informed
  - Appropriately trained
  - Involved in decisions that affect them
  - Treated fairly and consistently; and
  - Provided with an improved and safe working environment
- To advise the WD HSCP Senior Management Team on its responsibility to fulfil the requirements of WDC employees as per the Scottish Joint Council's guiding principles which are to support and encourage:
  - High quality services delivered by a well trained, motivated workforce with security of employment. It encourages training and development opportunities for employees.
  - Equal opportunities in employment; equality as a core principle which underpins service delivery and employment relations; and the removal of all discrimination and promotion of positive measures, including positive action when judged to be justified and effective.
  - A flexible approach to providing services to the communities while meeting the needs of employees as well as employers.
  - Stable industrial relations, negotiation and consultation between councils as employers and recognised trade unions.
- Make links with appropriate forums in order to influence development of the national integration agenda, and to consider national guidance for implementation as appropriate.
- Create and sustain a local staffing framework including ensuring staff and staff side engagement in workforce planning; organisational development and training plans; and communication planning.
- Work jointly with staff and their trade unions/professional organisations to discuss matters relating to the WD HSCP agenda.

## **MECHANISMS FOR RESOLVING CONFLICT**

6. Every effort will be made to reach decisions through consensus and any agreements will then be communicated to staff.
7. The JSF's role will not preclude any individual's right to action their organisations grievance procedures.

## **MEMBERSHIP AND COMPOSITION**

8. Membership and composition of the JSF will be as follows::

WDC and NHSSGCG Representation	West Dunbartonshire HSCP Senior Management Team with additional HR supports.
Staff Representation from NHSSGCG.	Union reps must be accredited by a recognised union/professional organisation whose members work within the WD HSCP. The membership will be as agreed by the NHSSGCG Area Partnership Forum (See Appendix 1)
Staff Representation from WDC	Local union reps nominated by recognised Trade Unions

9. The JSF will be jointly chaired by:
  - WD HSCP Chief Officer or nominee.
  - NHSSGCG Staff Side lead.
  - WDC Trade Union lead.
10. The WDC Trade Union & NHSSGCG Staff Side Co Chairs will be elected on a 4 year basis.
11. The NHSSGCC Staff-Side JSF Co Chair and WDC Trade Union JSF Co-chair will be nominated to be non-voting members on the Health and Social Care Partnership Board.
12. Formal substitutes/deputies may attend scheduled meetings in the absence of members.
13. The JSF may co-opt persons with special interest and/or particular expertise to attend the Forum or serve on working groups.

## **QUORUM**

14. The quorum for the Forum will be two management and four staff side representatives. The four staff side representatives should at a minimum comprise two different staff side organisations with at least one being from the Council and one from the health Board. In circumstances where the

Partnership Forum is inquorate the option will be given to proceed or defer the whole agenda or specific items on the basis that any decision would be subject to ratification at the next quorate meeting.

## ACCOUNTABILITIES

15. This Agreement is set within the context of the Partnership Agreement between the NHSGGC management and trade unions; and the resolution processes agreed by the National Scottish Joint Council for Local Government Employees.
16. The WD HSCP is responsible for Chief Officer convening a local joint Staff Partnership Forum with formal linkages to the corporate trade union partnership forums of the NHS Health Board and the Council, i.e. the NHS Greater Glasgow Area Partnership Forum and West Dunbartonshire Council Joint Consultative Forum. The Chief Officer will ensure that staff governance matters will be reported as appropriate and required to the NHSGGC Health Board and the Council through their appropriate governance and management structures as below.

Issue Identified as:	Forum responsible for dealing with issue:
Affecting all NHSGGC staff	Greater Glasgow and Clyde Area Partnership Forum
Affecting all WDC employees	WDC Joint Consultative Forum
Service delivery issues for WD HSCP	West Dunbartonshire HSCP JSF

17. The trade Union/ staff side representatives will provide a link role on behalf of WDC and NHSGGC recognised trade unions/professional bodies. This does not preclude the right of these individuals to make representations on behalf of their individual trade unions/professional organisations or staff as appropriate. The trade union/staff side representatives will be responsible for facilitating effective communication with trade unions/professional bodies who are members of the JSF.
18. The JSF will be expected to promote engagement with frontline staff to ensure they are involved in decisions which affect their work.

## MEETINGS

19. The JSF shall meet on a minimum of four occasions each year. Additional JSF meetings may be scheduled as required.
20. The JSF will establish short-life working sub-groups as required. Meetings of any such working sub-groups shall be scheduled as necessary to fulfil their remit. Findings and/or reports from such sub-groups will be for the JSF to consider and accept.
21. The WD HSCP Chief Officer will be responsible ensuring the provision of the Secretariat for the JSF.

22. Agendas for JSF meetings shall be circulated in advance of each meeting. Agenda items should be notified no later than two weeks in advance of the meeting.

## **COMMUNICATION**

23. A minute of each meeting shall be circulated to all JSF members within two weeks following each meeting; and accessible through the WD HSCP website and intranets of WDC and NHGGC. The Minutes of the JSF will also be submitted to the West Dunbartonshire Health and Social Care Partnership Board for information.
24. Each member of the JSF has a responsibility to feed back to his or her parent union/organisation.
25. Agreed and relevant messages from the JSF will be included in the local WD HSCP Chief Officer's Staff Brief and staffing briefing of WDC and NHSGGC as required.

## **REVIEW**

26. The terms of this Agreement shall be subject to periodic review by the WD HSCP Chief Officer, JSF Co-Chairs or at the instigation of members of the JSF.

## **VARIATIONS TO THE AGREEMENT**

27. This agreement is made between West Dunbartonshire Council, NHS Greater Glasgow and Clyde Health Board, and their recognised trade unions and professional associations.
28. This Constitution shall be subject to agreement between the parties. Parties seeking to modify or amend the agreement will give six weeks notice in writing of any proposed changes.

## **Appendix 1**

### **List of WDC Staff Side Members**

- GMB
- UNISON
- UNITE

### **List of NHS Staff Side Members**

- British Association of Occupational Therapists
- British Dental Association
- British and Irish Orthoptic Society
- British Medical Association
- Chartered Society of Physiotherapists.
- Federation of Clinical Scientists
- GMB
- Royal College of Midwives
- Royal College of Nursing
- Society of Chiropractors and Podiatrists
- Society of Radiographers
- UNITE
- UNISON