

**WEST DUNBARTONSHIRE CHCP
Joint Staff Forum**

CONSTITUTION

INTRODUCTION

1. The ***West Dunbartonshire CHCP Joint Staff Forum*** is an important component of the governance arrangements of West Dunbartonshire Community Health and Care Partnership (CHCP) Agenda. The Forum is founded on the principle that staff and Trade Unions will be involved at an early stage in decisions affecting them, including in relation to service change and development. Investment in and recognition of staff is a core value of the CHCP and is key to supporting the development of integrated working.

CORE VALUES OF THE FORUM

2. 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.

3. These values and principles include:

- i. The development of mutual trust, respect and confidence amongst the partners.
- ii. Openness and transparency, encouraging a free exchange of views, recognising the sensitivity of some information.
- iii. 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.
- iv. Consistency and fairness in treatment of all staff.
- v. In addressing strategic issues, appropriate consideration shall be placed on employment security, flexibility and the need to balance varied aspirations and expectations.
- vi. Operate as a collective body which can contribute to and influence how care and support will be delivered to the community in West Dunbartonshire
- vii. Members of the forum have the right to exercise both collective and individual responsibilities on behalf of the people/organisations they are representing whether this be for the Greater Glasgow and Clyde

NHS, West Dunbartonshire Council or part of a recognised trade union/ professional organisation.

- viii. Commitment to high quality service delivery.

PURPOSE AND SCOPE

4. The Purpose of the Forum is to: -

- i. Inform, influence, debate and agree organisational change within the framework of local, WDC and NHS Board wide arrangement. (see section 6)
- ii. To advise the CHCP on its responsibility to fulfil the requirements of the Staff Governance Standard for NHS Employees which state that staff must be:
 - a. Well informed
 - b. Appropriately trained
 - c. Involved in decisions that affect them
 - d. Treated fairly and consistently; and
 - e. Provided with an improved and safe working environment
- iii. To advise the CHCP 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:
 - a. high quality services delivered by a well trained, motivated workforce with security of employment. It encourages training and development opportunities for employees;
 - b. 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;
 - c. a flexible approach to providing services to the communities while meeting the needs of employees as well as employers; and
 - d. stable industrial relations, negotiation and consultation between councils as employers and recognised trade unions.
- iv. Make links with appropriate forums in order to influence development of the national integration agenda, and to consider national guidance for implementation as appropriate.
- v. Create and sustain a local staffing framework including ensuring staff and staff side engagement in workforce planning; OD and training plans and communication planning.

- vi. Work jointly with staff and their trade unions/professional organisations to discuss matters relating to the CHCP agenda.

MECHANISMS FOR RESOLVING CONFLICT

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

MEMBERSHIP AND COMPOSITION

- 7. Membership and composition of the **West Dunbartonshire CHCP Joint Staff Forum** will be:

Management Representation	From West Dunbartonshire CHCP
HR	Council and NHS Greater Glasgow & Clyde will be represented
Staff Representation from Health.	Union reps must be accredited by a recognised union/professional organisation whose members work within the CHCP. The membership will be as agreed by the Area Partnership Forum (See Appendix 1).
Staff Representation from WDC	Local union reps nominated by recognised Trade Unions

- 8. Formal substitutes/deputies may attend scheduled meetings in the absence of members.
- 9. The Forum may co-opt persons with special interest and/or particular expertise to attend the Forum or serve on working groups.
- 10. The NHS staff-side co chair will be a full member of the CHCP Committee.

APPOINTMENT OF CO-CHAIRS

- 11. The Forum will be jointly chaired by:
 - i. CHCP Director or nominee
 - ii. NHS Staff side chair
 - iii. WDC Trade Union lead

12. The WDC Trade Union lead & NHS staff side co chairs will be elected on a 2-year basis.

ACCOUNTABILITIES

13. The Forum will be accountable to the NHS Greater Glasgow Area Partnership Forum and West Dunbartonshire Council JCF.

Accountabilities

Issue Identified as:	Forum responsible for dealing with issue:
Affecting all NHSGG&C staff	Greater Glasgow and Clyde Area Partnership Forum
Affecting all West Dunbartonshire Council employees	Joint Consultative Forum
Service delivery issues for West Dunbartonshire CHCP	West Dunbartonshire CHCP Joint Staff Forum

14. This Agreement is set within the context of the role of the minute of Agreement between the NHSGG management and trade unions and the resolution processes agreed by the National Scottish Joint Council for Local Government Employees.

15. The Trade Union and staff side representatives will provide a link role on behalf of WDC and NHS 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 TU/staff side representatives will be responsible for facilitating effective communication with trade unions/professional bodies who are members of the Forum.

16. The Forum will be expected to promote engagement with frontline staff to ensure they are involved in decisions which affect their work.

MEETINGS

17. The Forum shall meet on a minimum of four occasions each year. As required additional Forum meetings may be scheduled.

18. Meetings of any working groups shall be scheduled as necessary to fulfil their remit. Findings and/or reports from such groups must be presented to and approved by the Forum.

19. **West Dunbartonshire** CHCP will provide Secretariat.

AGENDA AND MINUTES

20. An agenda shall be circulated in advance of each meeting. Agenda items should be notified no later than 2 weeks in advance of the meeting.

21. A minute of each meeting shall be circulated to all Forum members within two weeks following each meeting and be displayed on the West Dunbartonshire CHCP Website and intranets for WDC and NHS. The Minutes of the Forum will also be submitted to the CHCP Committee.

COMMUNICATION

22. Each member of the ***West Dunbartonshire CHCP Joint Staff Forum*** has a responsibility to feed back to his or her parent union/organisation. The wider CHCP communication plan will be discussed within the forum and sub-groups established as necessary.

23. The group will provide representation to the CHCP internal communication group.

24. Messages from the ***West Dunbartonshire CHCP Joint Staff Forum*** will be included in the Local CHCP team brief & Core briefs for WDC & NHS.

REVIEW

25. The terms of this Agreement shall be subject to periodic review or at the instigation of members of the Joint Staff Forum.

VARIATIONS TO THE AGREEMENT

26. This Constitution shall be subject to agreement between the parties. Parties seeking to modify or amend the agreement will give 6 weeks notice in writing of any proposed changes.

27. This agreement is made between West Dunbartonshire Council, NHS Greater Glasgow and Clyde, and the recognised trade unions and professional associations.