

JOINT INTEGRATION STAFF FORUM

TERMS OF REFERENCE

1. PURPOSE

The Joint Integration Staff Forum as a strategic body is responsible for facilitating, monitoring and evaluating the effective operation of partnership working across NHS Borders and Scottish Borders Council on areas of integrated working, and to develop, support relevant joint Workplace Policies for approval by the appropriate governance body.

1.1 Remit

The Joint Integration Staff Forum will:

- Take a proactive approach in embedding partnership working at all levels of the organisation to assist the process of devolved decision making;
- Monitor the implementation of all Workplace Policies related to agreed integration programme;
- Consider and comment on other policies;
- Support the work of the Project Management Group as required;
- Ensure the best Workforce practice is shared across the Partnership;
- Contribute to the development of Strategies and Action Plans to inform the integration programme of care;
- To assist in assessing the impact of strategic decisions upon staff by monitoring and evaluating outcomes through staff surveys and other staff engagement exercises
- Contribute to responses on consultation from the Scottish Government, its sub groups and supporting infrastructure;
- Ensure that any Workforce strategies and policies are underpinned by appropriate Staff Governance, financial planning, implementation planning and evidence;
- Ensure adequate and necessary Facilities arrangements are in place.
- The views of all recognised trade unions with an interest in improving the health and social wellbeing and health and social care services, local communities and wider staff are appropriately heard and considered.
- Ensuring an effective risk management system in operation focussing on staff issues that identifies clinical, legislative, financial and other risks, and is focused on the safety of patients, clients and users;
- Ensuring Joint Integration Staff Forum have knowledge and understanding of national health policies and local health and social care issues, and the ability to contribute to strategic leadership and to develop effective working relationships;
- Being assured that all staff, are effectively trained, properly supported and performance is formally reviewed on an annual basis.

1.2 Authority

In line with the agreed remit, the forum is recognised as an integral part of the Integration Programme to ensure that there is appropriate staff engagement and staff governance in the programme development and delivery.

1.3 Reporting Arrangements

- The Joint Integration Staff Forum is an essential part of the programme reporting structure in order to ensure that all staff issues are considered.
- Following a meeting of the Joint Integration Staff Forum, the minutes of that meeting will be presented for information at the next meeting of the Joint Integration Board and approval at the next JISF;
- The Joint Integration Staff Forum should annually and within three months of the start of each financial year provide, approve and agree a workplan detailing the work to be taken forward by the Forum;
- The Joint Integration Staff Forum will produce an annual report for presentation to the JISF and Joint Integration Board/ Shadow Board that will describe outcomes from the Forum during the year.

2. MEMBERSHIP

Membership of the Joint Integration Staff Forum shall comprise representatives of management and recognised trade unions from both organisations and include Employee Director for NHS Borders.

A nominated deputy can be identified for each full member. Nominated deputies may only attend in the absence of the principal member. Management and Staff Side representatives may attend as observers with the agreement of the joint Chairs. Full Time Officers for recognised trade unions may attend as an ex officio member.

Respective memberships will be formally updated annually.

Should there then be continued non-attendance of a nominated representative to the JISF, the Joint Chairs shall contact the nominated representative and/or their relevant organisation and clarify if the nominated representative wishes to continue as a member of the JISF, or if another nominated representative from that organisation will be replacing them on the JISF.

2.1 Involvement in the Programme

The offer of involvement from the Joint Staff Forum on all working groups has been made and Trade Union Representation will be given to the subgroups of the Joint Integration Board from the Joint Integration Staff Forum:

Workforce Development
Finance Resources/Financial Arrangements
Legal/Governance Group
Information Performance and Technology
Commissioning and Locality Planning

The Joint Integration Staff Forum will also act as a resource for other groups seeking Staff Side views / opinions relating to integration programme development.

The Occupational Health and Safety advisors will communicate directly to the Joint Integration Staff Forum on matters agreed through partnership working with managers and health and safety representatives.

3. FORUM MEETINGS

3.1 Cycle of Meetings

The Forum will meet on an agreed basis, but routinely every 8 weeks, unless otherwise agreed by the Joint Chairs. These will be tabled in relation to the meeting schedules for the Shadow and Programme Boards.

Meetings only to be cancelled by mutual agreement between both Joint Chairs.

The Joint trade unions will meet prior to Full Joint Integration Staff Forum. This will be an open trade union representation allowing all appropriate trade union representatives to attend.

3.2 Chairing of Meetings

There will be Joint Chairs appointed from the Management and Staff Side who will chair meetings of the Forum on an alternating basis. It is the responsibility of the Joint Chairs to agree in advance any agenda items and agenda planning meetings will therefore take place between the Joint Chairs in advance of each meeting of the Forum. The Agenda should reflect the needs of both NHS Borders and Scottish Borders Council and based upon the Programme of work identified through the Programme Board.

The Administrative Support will distribute an agenda and supporting papers for each Forum meeting no later than one week before the date of the meeting to all Forum members. Written reports will be required for all agenda items otherwise the matter will not be discussed unless otherwise agreed by the joint chairs in advance. These should be received by the administrative support 2 weeks before the meeting.

3.3 Quorum

Meetings of the Forum will be deemed to be quorate when:

- a minimum of four members of the management side (must be two from each organisation)
- At least one of the joint Chairs
- a minimum of four members of the trade unions (must be two from each organisation) are present.

4. VALUES

To underpin the working of the Joint Integration Staff Forum, the following values will be adopted and govern the approach taken to consideration of issues:

- mutual trust, honesty and respect;
- openness and transparency in communications;
- recognising and valuing the contribution of all partners;
- access and sharing of information;
- consensus, collaboration and inclusion as the “best way”;
- maximising employment security;
- full commitment to the framework and good employment practice;
- the right of stakeholders to be involved, informed and consulted;
- early involvement of all staff and their trade unions in all discussions regarding change;

- a team approach to underpin partnership working.

5. DECISION OF THE FORUM

5.1 Consultation

Any party may request that a matter brought before the Forum be subject to appropriate consultation with management and trade union colleagues prior to any final agreement being reached. The processes of consultation of both organisations must be assured and respected.

5.2 Referral

Any matter considered by the Joint Integration Staff Forum which is deemed to fall outwith its terms of reference, or which is subject to Programme Board or Shadow Board or requires approval by individual organisations Boards, will be referred to these bodies as appropriate on the basis of Joint Integration Staff Forum support. Reference to the Scottish Government may also take place as appropriate.

5.3 Failure to Agree

In the event of any failure to agree in matters under consideration by the Forum, the matter will be referred via the Joint Chairs to the Joint Integration Board, who will endeavour to find a way forward.

6. Review

These Terms of Reference will be reviewed on an annual basis.

MEMBERSHIP FOR JOINT INTEGRATION STAFF FORUM

Union Representation:

6 Representatives from Scottish Borders Council

6 Representatives from NHS Borders

Management Representation:

6 Representatives from Scottish Borders Council

6 Representatives from NHS Borders

These can include HR, OH and OD

Attendees: (Ex Officio)

Employee Director from NHS Borders

Other Organisational Departments from both SBC and NHS invited as required through Agenda including additional trade unions not identified within membership above.

Fulltime Officers for recognised trade unions

Administrative support will be provided by Employee Director's Personal Assistant.