

# Corporate Staff Partnership Governance Pathway

## STEP 1

In accordance with the [Board Partnership Agreement](#), when establishing a Group, all Management Leads must ensure that partnership engagement takes place. When establishing a Corporate Group, the Management Lead is required to engage with colleagues from Human Resources and seek APF nominated Staff Side Partnership Representative(s) to join your Group. To seek Staff Side representation please follow the [How to Seek Staff Side Representation Process](#).



## STEP 2

Once a paper is approved by all members of your Group including the Staff Side Representative/s, your paper should then be submitted to the Corporate Staff Partnership Forum for approval and to agree next steps. To do this, please submit your paper to the Corporate Staff Partnership Forum Administrator – [Kirstin.McKenzie@nhs.scot](mailto:Kirstin.McKenzie@nhs.scot). Your paper may then be added to the next available Agenda, and a senior colleague will be expected to attend to speak and discuss the paper.



## STEP 3

Local Papers – If your paper is approved by the Corporate Staff Partnership Forum the management lead will be informed of next steps and the paper will be remitted back to the working group to take forward implementation. (No further steps apply)

Boardwide Papers - If your paper is approved by the Corporate Staff Partnership Forum and agreed to be submitted to the Area Partnership Forum, the Management Lead of the Working Group should submit the paper to the APF Business Support Manager – [Kirstin.McKenzie@nhs.scot](mailto:Kirstin.McKenzie@nhs.scot). Your paper will be reviewed by the APF Co-Chairs and may be added to the next available Agenda of the APF Secretariat. Paper templates for submission can be accessed via the [APF Website](#).



## STEP 4

Please refer to the [APF Boardwide Pathway Steps 5-7](#).