

# Partnership Engagement Processes

## Step 1:

To ensure partnership engagement takes place the Management Lead is required to engage/meet with Management, Human Resources and Staff Side Partnership Leads.

To engage with staff side, please refer to the Local and Boardwide/Strategy Development processes below. Management Leads should refer to the Board's Policy Development Framework for the appropriate governance pathway.

## Step 2: Local Partnership Engagement

To seek staff side representation for local groups, the Management Lead should contact their local Staff Partnership Forum Co-Chair to seek representatives. Please contact the APF Administrator if you are unsure who to contact [Kirstin.McKenzie@ggc.scot.nhs.uk](mailto:Kirstin.McKenzie@ggc.scot.nhs.uk).

Please refer to the Seeking Representation process document for further information.

## Step 2: Boardwide/Strategy Development

To seek staff side representation for Boardwide Groups, the Management Lead should contact the APF Administrator [Kirstin.McKenzie@ggc.scot.nhs.uk](mailto:Kirstin.McKenzie@ggc.scot.nhs.uk).

## Step 3: Local Partnership Engagement

All local papers/documents for information, for approval, assurance or awareness should be added to the Agenda for your local Partnership Forum. If Acute wide consequences then required to follow the subsequent governance pathway for approval, assurance of awareness by the Acute Partnership Forum.

If paper/document is for approval, the Co-Chairs and members of the Partnership Forum should approve this paper/document locally.

## Step 3: Boardwide/Strategy Development

Once papers are agreed locally and only if the paper has Boardwide consequence then the paper/document is required to follow the subsequent governance pathway for approval, assurance or awareness by the Area Partnership Forum.

## Step 4: Local Partnership Engagement

Once a paper is approved and if Co-Chairs/members of the local Staff Partnership Forum deem the paper/document of Boardwide consequence, please follow your usual governance pathway.

Following that, if the paper is deemed necessary to come to the APF, please refer to Step 3 of the Boardwide/Strategy Development Pathway.

## Step 4:

To have papers reviewed by the Area Partnership Forum, all locally agreed papers/documents are required to be sent to the APF Administrator [Kirstin.McKenzie@ggc.scot.nhs.uk](mailto:Kirstin.McKenzie@ggc.scot.nhs.uk) accompanied by a Board set front cover and will be added to the next available APF Secretariat Agenda.

The Management Lead or Staff Side Partnership Lead will be required to attend this meeting to speak to the paper/document.

## Step 5:

A decision will be taken at the APF Secretariat whether papers will go forward to the JOC for further review or onto the APF Workforce or APF Strategy Group for approval.

## Step 5a:

If paper/document is to be taken to the JOC, Partnership Representatives will be given 1-2 weeks to review and comment.

The APF Administrator will notify the management lead/speaker of any comments received and will consult with you to repeat Steps 4-7.

## Step 6:

If the paper/document is to be taken to the APF Workforce or Strategy meeting for approval, the paper will be added to the next available APF Agenda and the speaker will be invited to attend.

## Step 7:

Once the paper/document has been discussed at the APF Workforce or Strategy and approved this will be confirmed to you in the meeting or by the APF Administrator following the meeting.