

PARTNERSHIP ENGAGEMENT PROCESS

Step 1:

To promote effective partnership engagement, the Management Lead must meet with representatives from Management, Human Resources, and Staff Side Partnerships. For staff side engagement, please consult the Local and Boardwide/Strategy Development processes outlined below. Management Leads should also follow the Board's Policy Development Framework to ensure proper governance pathways are observed. These requirements apply when establishing a group, considering amendments to documentation, or reviewing a Strategy.

Step 2: Local Partnership Engagement

To seek staff side representation for local groups, the Management Lead should contact their local Staff Partnership Forum Co-Chairs to seek representatives. Your Local Staff Side Contacts can be accessed [here](#).

If you require assistance, please contact APF Business Manager, Kirstin.McKenzie@nhs.scot

Step 2: Boardwide Engagement

To seek APF staff side representation for Boardwide Groups, the Management Lead should contact the APF Business Manager. Please refer to Process Document [here](#).

If you require assistance, please contact APF Business Manager, Kirstin.McKenzie@nhs.scot

Step 3: Local Staff Partnership Fora

All papers/documents for information, for approval, assurance or awareness should be added to the Agenda of your Local Partnership Forum.

If your paper/document has **Acute** wide consequences, then you are required to follow the Acute Governance pathway for approval, assurance of awareness by the Acute Partnership Forum. Please contact the Acute Partnership Forum Co-Chairs.

If your paper/document has **Boardwide** consequences, then you are required to follow the Boardwide Governance Pathway and bring to the Area Partnership Forum as outlined below.

Step 4:

To have papers reviewed by the Area Partnership Forum, all locally agreed papers/documents are required to be sent to the APF Business Manager Kirstin.McKenzie@nhs.scot accompanied by a Board set front cover and will be added to the next available APF Secretariat Agenda.

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.

If not agreed you may be asked to carry on discussion with colleagues including with staff side in your working group.

Step 5b:

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 Secretariat Agenda. Please submit papers to the APF Business Manager, Kirstin.McKenzie@nhs.scot.

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.