



## Devon STP Partnership Forum

### Terms of Reference

#### 1. Purpose

The Devon STP PF will discuss issues across the Devon STP PF footprint. The Devon STP PF exists to work across the Devon STP PF footprint and does not seek to replace existing local organisation partnership forums.

#### 2. Membership and format

Membership of the Devon STP PF will be:

- 1 senior management from each organisation in the STP;
- Other management side representatives as appropriate;
- 2 staff side representatives (chair or officers) from each organisation in the STP footprint;
- An open invitation will also be extended to all Full Time Officers to attend.

For the meeting to be quorate there will be 4 management representatives and 8 staff side representatives present.

The group will meet monthly to be reviewed after six months.

Chairing of the Devon STP PF will alternate between management and staff side members. Every meeting will be minuted, to include action points.

#### 3. Behavioural principles

All partners recognise the importance of good formal and informal working relations, built on trust and shared responsibility, while still respecting difference. All partners commit to adopt these principles in their dealings with each other:

- Building trust and a mutual respect for each other's roles and responsibilities;
- Openness, honesty and joint working, respecting confidentiality and agreed external positions;
- Early discussion on emerging issues, maintain dialogue – with a 'no surprises' culture;
- Top level commitment, reinforced by senior level representation at key meetings;

- Open communication with staff and engage them in co-designing/co-production of the future models of care/service;
- Recognise the value of all parts of the workforce;
- Commitment to work with and learn from each other.

#### 4. **Principles for effective partnership working**

All partners agree that they will be better able to introduce system change if they:

Agree collectively how early and on-going engagement with employees and trade unions will be carried out;

Involve employees, and their representatives, in decisions that affect them and the services that they provide to enable effective and sustainable change;

Make sure staff and trade unions are kept fully informed on the strategy, the objectives and the likely impact on staff of planned system transformation;

Support staff during the system change, keeping them and their representatives updated on progress and giving them the opportunity to influence the change process on an ongoing basis;

Consider cross organisation partnership arrangements, where required recognising the limitation of these forum as compared to organisational negotiating committees;

Agree with staff side appropriate facilities time for staff side engaged in system transformation projects in particular for unions stewards representing staff who are affected by restructuring , relocation, redeployment, new roles, new technology or role changes;

Working with staff side on planning and delivering staff engagement activities such as roadshows, surveys and focus groups;

Promote transparency, equitability and fairness in all transfer, selection and appointment processes and ensure the consistent treatment of employees at all levels;

To participate in the regional Memoranda of Understanding to minimise the impact of organisational change on staff

#### 5. **Consultation**

The Devon STP PF recognises that there may be occasions where it may have discussions on issues that affect all organisations within the Devon STP area and that it may be appropriate to consult on these issues. This will apply solely to issues relating to the STP, not generic matters. On these occasions the Devon STP PF will agree the appropriate approach. The Devon STP PF exists to work across the Devon STP PF footprint and does not seek to replace existing local organisation partnership forums.

Terms of Reference agreed 14/10/2016 – be reviewed in January 2017

