



London Ambulance Service
NHS Trust

The Fourth Partnership Agreement between the London Ambulance Service NHS Trust and the Recognised Trade Unions



1st April 2024





Contents

1. Background	3
2. Principles.....	3
3. Consultative Arrangements - Corporate	4
4. Staff Council Membership	5
5. Arrangements.....	6
6. Roles and Responsibilities	7
7. Consultative Arrangements - Local	7
8. Facilities Time	8
9. Amendments to Membership/constitution of the Staff Council.....	12
10. Disputes Procedure	12
Appendix A.....	14
Appendix B.....	15
Appendix C.....	16
Appendix D.....	17





1. Background

The London Ambulance Service NHS Trust (LAS) is committed to enshrining the principles of partnership working and staff engagement.

This agreement sets out the framework the Staff Council and for our partnership between the LAS and its recognised Trade Unions (UNISON and GMB) who together form the Staff Side of the Staff Council.

Partnership underpins and facilitates the development of sound and effective employee relations throughout the NHS.

London Ambulance Service NHS Trust has had formal Trade Union recognition agreements stretching back many years which underpinned both the creation of the initial Staff Council in the early 1990s and the first Partnership Agreement introduced in 2002.

This Partnership Agreement sets out the commitment of management and Trade Union representatives to work together developing and improving the working life of staff and the service delivered to the patients of London.

It also sets out the key principles upon which the Trust's joint consultative arrangements are to be based.

The key aims are:

- To recognise the role that staff and their representatives have in contributing to service development, service delivery, and improving patient care by constant review of policy, working practices and procedures
- To promote effective communications between the partners
- To promote joint ownership and acceptance of issues, concerns and solutions
- To recognise the importance of Trade Unions in providing a voice for staff and their shared responsibility for active and effective communication with staff.

Formal joint consultative arrangements underpin the Partnership Agreement, which are detailed in this document.

2. Principles

The key aims and principles of the partnership and joint consultative arrangements are to ensure that the LAS has a workforce that is:





- well informed
- appropriately trained
- involved in decisions which affect them
- treated fairly and consistently
- provided with an improved and safe working environment.

These arrangements will therefore involve the systematic and routine involvement of Trade Union representatives on behalf of staff at all levels in shaping the service and in the decision making process at all stages which affects their working lives and the delivery of healthcare.

3. Consultative Arrangements - Corporate

The Staff Council is the senior joint consultative forum for the Trust.

The Staff Council is an established single-table forum whose role and purpose is jointly to consider and consult upon over-arching matters of strategy and direction for the Trust. It will also endorse/agree policies and amendments to, or application of, terms and conditions of employment where these are referred to the Council. The Staff Council is also the highest level of escalation for issues and disputes that cannot be resolved at any other level.

Specific matters which will form the basis of regular reports, information and consultation include:

- Trust strategy
- Operational and financial performance
- Workforce and business planning
- Commissioning and funding
- Terms and conditions of service
- Policy development.
- EDI

This list is not exhaustive. Appendix B gives an indication of matters deemed appropriate to consultation and those for negotiation.





The Staff Council will establish and oversee Sub-Committees to support it in its work and ensure that the principles of joint consultation and Partnership Working are promoted and implemented throughout the Trust and for all staff groups.

The key sub-committees are:

1. Policy Subcommittee — to consult formally on contractual matters relating to terms and conditions of employment for all staff and LAS employment policies. (Terms of reference in appendix ...)
2. LAS Partnership Forum — to consult upon working arrangements and practices for all staff. (Terms of reference in appendix ...)
3. Corporate Health and Safety and Wellbeing Committee (CHSWBC) - to consult with accredited and appropriately trained health and safety representatives on all matters related to health, safety and welfare of staff. (Terms of reference in CHSWBC policy)

Each of these committees has its own defined and agreed membership and terms of reference. Although reporting to the Staff Council, the committees have delegated authority and do not need to formally seek the agreement or endorsement of the Council for matters within their agreed remit and area of responsibility.

However, as a matter of last resort, issues that remain unresolved at these committees may be referred to the Staff Council for consideration/resolution where this is agreed by the Joint Secretaries.

4. Staff Council Membership

Membership (see appendix A) will comprise evenly between designated Directors and other senior managers on behalf of the Trust Management and senior Trade Union representatives appointed by their Trade Union branch on behalf of the Staff Side.

In addition to the seats held by the Staff side Chair and Secretary (2 seats) Union members will be accredited representatives of the Trade Unions afforded recognition rights within this Partnership Agreement. These are:

- Unison - 8 seats
- GMB - 1 seats

(The allocation of these seats are based on membership ratios, with 1 seat representing 11% or less of LAS union membership. If the membership falls below 5% then the seat will be removed. This will be reviewed on 1st April each year. As of 1st April 2024 GMB have been allocated 1 seat due to the fact they hold less than 11% of the total union membership but more than 5%. UNISON are allocated the remaining 8 seats as they hold at least 89% of the remaining union membership).





A Full Time Official (FTO) of the majority recognised Trade Union will act as the lead FTO, and will be part of the Joint Secretaries Group. Other Full Time Officials are ex-officio members of the Staff Council, attendance of which is via Chair invitation only.

The Trade Union side will elect from the above 9 seats a Staff Side Chair and Secretary. These seats will then be "back-filled" by another representative of the union providing this post-holder.

The Staff Side Chair and Secretary will represent all staff groups within the Trust, and will be elected annually.

Should a Trade Union nominate as its representative someone who has previously represented one of the other recognised unions, this nomination to the Staff Council is subject to the express consent of the Trade Union previously represented.

Whilst Trade Union deputies will not normally be allowed to attend meetings of the Council, this is a matter for the Trade Unions. The Management Secretary should be advised of any deputy.

5. Arrangements

The Staff Council will meet quarterly, or specially by agreement.

The Management Chairperson will normally be the Chief People Officer. The Trade Union side will elect a joint Chairperson, and the responsibility to chair the meetings will alternate between the Management chair and Trade Union chair.

A secretary will be appointed by each side of the Council. The Management Secretary will be the Chief Executive Officer. The Trade Union Secretary will be elected annually by the Staff Side of the Staff Council. The management and Trade Union Chairs and Secretaries, together with the lead Full Time Official will comprise the Joint Secretaries Group.

To promote continuity and effective consultation and communication, the Chairs, Secretaries and Lead FTO will meet as "Joint Secretaries" between meetings of the Staff Council, on a monthly basis. These meetings may result in formal joint proposals being prepared for submission and recommendation to the full meeting of the Staff Council.

The Joint Secretaries will also produce an agreed agenda for the meetings of the Council itself. Once agreed at a Staff Council meeting, minutes will be published on the Trust's intranet site and also widely distributed for display on notice boards across the organisation. The Joint Secretaries may also prepare and issue joint statements relating to the business of the Staff Council.





An action log will be maintained at each Staff Council meeting to track agreed actions and their outcomes.

6. Roles and Responsibilities

The Chief People Officer will be the Management Chair and will co-ordinate and be responsible for the organisation and arrangements for the Staff Council and the consultative committees in the Trust. They will be the Partnership lead for management, and will work closely with the Trade Union Secretary, Chair and senior representatives to promote and develop Partnership working. The Head of Employee Relations will be the joint chair of the Policy Subcommittee.

The Chief Executive Officer will act as Management Secretary and has everyday responsibility for the consultative arrangements. They may act as management chair in the absence of the management Chairperson. They will coordinate any review of Partnership working arrangements or the agreement itself in conjunction with the Staff Side Secretary.

The Trade Union Secretary will be elected annually by the nominated Trade Union members of the Staff Council. They will be the senior lay representative for the Staff Council and for the Trust and consequently will act as the formal link to senior Trust management. The Trade Union Secretary will be the Partnership lead for staff and will have overall responsibility co-ordination and accountability of Trade Union members, including the Staff Side Chairperson.

The Trade Union Chairperson will work closely with senior Trust management and will chair all relevant staff side meetings, alternate meetings of the Staff Council and any other sub-or working groups as agreed.

Senior Staff Side representatives will be accountable to the Trade Union Secretary regarding any facility time granted by the Trust.

Notwithstanding the principles outlined at section 8 specific time off and facilities will only be afforded to those representatives recognised in the Staff Council and Partnership Forum constitutions. All representatives, including Senior Area Representatives and the Staff Side Secretary and Chairperson, are required to maintain their ability to undertake their normal employed role at all times.

7. Consultative Arrangements - Local

The Staff Council will also oversee the formal employee relations arrangements at local levels within the Trust, by establishing and monitoring the effectiveness of joint consultative committees to ensure that all staff are involved and consulted locally.

For all staff there will be two levels of local consultation:

- Workplace Committees: Workplace Managers (for Operations this will be Locality Group Managers and for other areas a manager of equivalent level of responsibility) and representatives of their management team will meet with their elected workplace representatives (one elected representative per workplace, who must be a steward of a recognised trade union) and the





elected workplace Health and Safety representative on a monthly basis or as required. Where co-located staff also work from the same location, consideration may be given to including an elected representative from these staff. Any issues that cannot be resolved at this level will be escalated to the Area Committees or IUEC Committee.

- Area/999 Operations/IUEC Committees: jointly chaired by the Assistant Director of Operations/Director of 999 Operations/Director of IUEC and an elected senior Staff Side Area representative. Membership will be drawn from managers and elected representatives within the area.
- Other local arrangements to facilitate improved communication and employee relations within Areas, by agreement of the Staff Council and Joint Secretaries.

For Fleet staff, the Head of Fleet will chair a meeting of Fleet Management and six elected Fleet representatives (two per Area).

For administrative/support staff, the Head of Staff Engagement, supported by a corporate Human Resources representative, will meet representatives of all staff groups including station administrators. Further work to resurrect this group will take place moving forward.

Other existing specific subgroups are listed in Appendix C and will have their own Terms of Reference agreed by the Staff Council in a similar constitution to the LAS Partnership Forum where they will report in to.

The Staff Council may also request and receive reports from other, specialist, joint partnership groups.

8. Facilities Time

The following principles form the basis of the agreement:

- Fair and consistent application across the Council;
- The encouragement of good working relations between the Council and the locally recognised Trades Unions;
- The encouragement of employees to join one of the locally recognised Unions and to participate in its lay structures;
- To aid and improve the effectiveness of relationships between the Council and the recognised Trades Unions;
- There should be effective methods of negotiation, consultation and communication, recognising the joint desire of the Council and the recognised Trades Unions to deal effectively with each other;
- Both the Council and the recognised Trades Unions have a responsibility for ensuring a well ordered system of industrial relations;
- Managers and all representatives of recognised Trades Unions shall comply fully with the provision for requests for facilities/time off as detailed in this agreement;





- Time off for representatives (other than safety representatives) is subject to the exigencies of the service but the aim would always be to grant time off whenever possible;
- No individual shall suffer detriment due to their duties as a Trade Union representative;
- The Council will agree with the Trades Unions the detailed arrangements within the provision of this agreement;
- People & Culture have responsibility for ensuring that the agreement is applied consistently throughout all Directorates.

To ensure that staff side members are able to properly discharge their responsibilities, the Trust will allow reasonable paid release from duty (see below) to carry out consultation/negotiation about matters for which the union is recognised and to undergo training relevant to these duties.

This applies to elected workplace representatives as defined in the Staff Council and Partnership Forum constitutions only.

Examples of time off for training of accredited representatives include:

- initial basic training, subsequent skills and advanced training
- training for changes in the structure or topics of negotiation
- training for legislative changes.

Other time off outside of the Trust's formal consultative structure but related to promotion of good employee relations include:

- executive committee meetings or annual conference or regional union meetings
- voting in properly conducted ballots on industrial relations
- voting in union elections
- meetings to discuss urgent matters relating to the workplace.





Elected workplace representatives release time

Role	WTE Release	Appointment Methodology	Tenure	Special Condition
Staff Side Chair	1	Internal Staff side to Staff Council elections	Annual	Only GMB or UNISON are eligible
Staff Side Secretary	1	Internal Staff side to Staff Council elections	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – North Central	0.5 x 2	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – North East	0.5 x 2	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – South East	0.5 x 2	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – North West	0.5 x 2	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – South West	0.5 x 2	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – 111 & 999 North Services	0.5	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – 111 & 999 South Services	0.5	Elected staff side AGM	Annual	Only GMB or UNISON are eligible





Health and Safety Reps	WTE Release	Appointment Methodology	Tenure	Special Condition
Staff Side Senior Sector Rep – North Central	Reasonable time off*	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – North East	Reasonable time off*	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – South East	Reasonable time off*	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – North West	Reasonable time off*	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – South West	Reasonable time off*	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – 111 & 999 North Services	Reasonable time off*	Elected staff side AGM	Annual	Only GMB or UNISON are eligible
Staff Side Senior Sector Rep – 111 & 999 South Services	Reasonable time off*	Elected staff side AGM	Annual	Only GMB or UNISON are eligible

- Time off for station / workplace representatives (not listed above) as defined in this document is subject to the exigencies of the service but the aim would always be to grant reasonable paid time off whenever possible.
- Time off all other trade unions representatives (not listed above, including those not in GMB or UNISON) is subject to the exigencies of the service but the aim would always be to grant time off whenever possible – this will not be paid.

**any concerns of release time to be escalated to staff council*





Where representatives attend meetings called by management, management will always try to ensure that the meetings take place while the appropriate representatives are on duty, either by adjusting dates of meetings or amending rotas by agreement with the individual concerned.

If a meeting is to take place on the representative's day off or while the representative is not on duty and this is not possible then an equivalent amount of time off in lieu will be given at a time agreeable to both parties, subject to the contingencies of the service. If it is impossible to arrange time in lieu then payment for this time will be made.

In the case of disabled representatives, the Council will allow additional time and facilities, if necessary, and make suitable arrangements to allow them to carry out their responsibilities.

The Chief People Officer will line manage the nominated full time representatives of the Unions concerned including arrangements for the administration of leave and sickness requests.

The Branch is responsible for ensuring that the full time representative(s) remain(s) accountable to the Branch for all decisions and actions taken on behalf of the Branch. The Branch is responsible for ensuring that workloads are managed and monitored appropriately. If workloads become excessive the Branch will report the matter to the Chief People Officer.

9. Amendments to Membership/constitution of the Staff Council

The membership and constitution of the Staff Council may be amended at the recommendation of the Joint Secretaries, by agreement of the two sides at an annual meeting, or at a special meeting of the Council convened for that purpose.

10. Disputes Procedure

Where, in matters agreed to be subject to negotiation, and following attempts to seek a resolve between the Joint Secretaries, the Staff Council confirms a failure to agree, the matter will be referred to either:

a) a panel agreed by the Joint Secretaries and appointed for this purpose

or

b) ACAS unless alternative arrangements are agreed between the Joint Secretaries.





13th November 2023



London Ambulance Service
NHS Trust

Signed:

Chief Executive Officer
(on behalf of London Ambulance Service NHS Trust)

Signed:

(on behalf of Unison)

Signed:

(on behalf of GMBTU)





Appendix A



London Ambulance Service
NHS Trust

London Ambulance Service Staff Council 2023

Management Side Membership

Permanent Members:

- Chief Executive (Management Secretary)
- Chief People Officer (Joint Chair)
- Chief Finance Officer
- Director of Ambulance Services (1)
- Director of Integrated Patient Care (1)
- Director of 999 Operations
- Assistant Director of Operations (1)
- Deputy Chief People Officer
- Head of Employee Relations
- Chief Medical Officer
- Director of Communications and Engagement / or Director of Strategy

To attend as required / by arrangement:

- Any other ExCo members

Trade Union Membership

Staff Side Secretary (elected from the following accredited representatives)

Staff Side Chair (elected from the following accredited representatives)

UNISON - 8 seats

GMBTU - 1 seats

Lead Full Time Officer (member of Joint Secretaries group)

Other representatives may attend by agreement.





Appendix B



London Ambulance Service
NHS Trust

Indicative Listing of Matters for Consultation and Negotiation

1. Consultation

- Trust strategy
- Operational and financial performance
- Workforce and business planning
- Commissioning and Funding
- Health and Safety
- Working patterns
- Patterns of service delivery/working practices
- Vehicles and equipment
- Staff facilities
- Estate
- Staff uniforms
- Development and training
- Equalities and Diversity
- Flexible working/family friendly policies
- Security of employment/redundancy
- Disciplinary/Grievance procedures

2. Negotiation

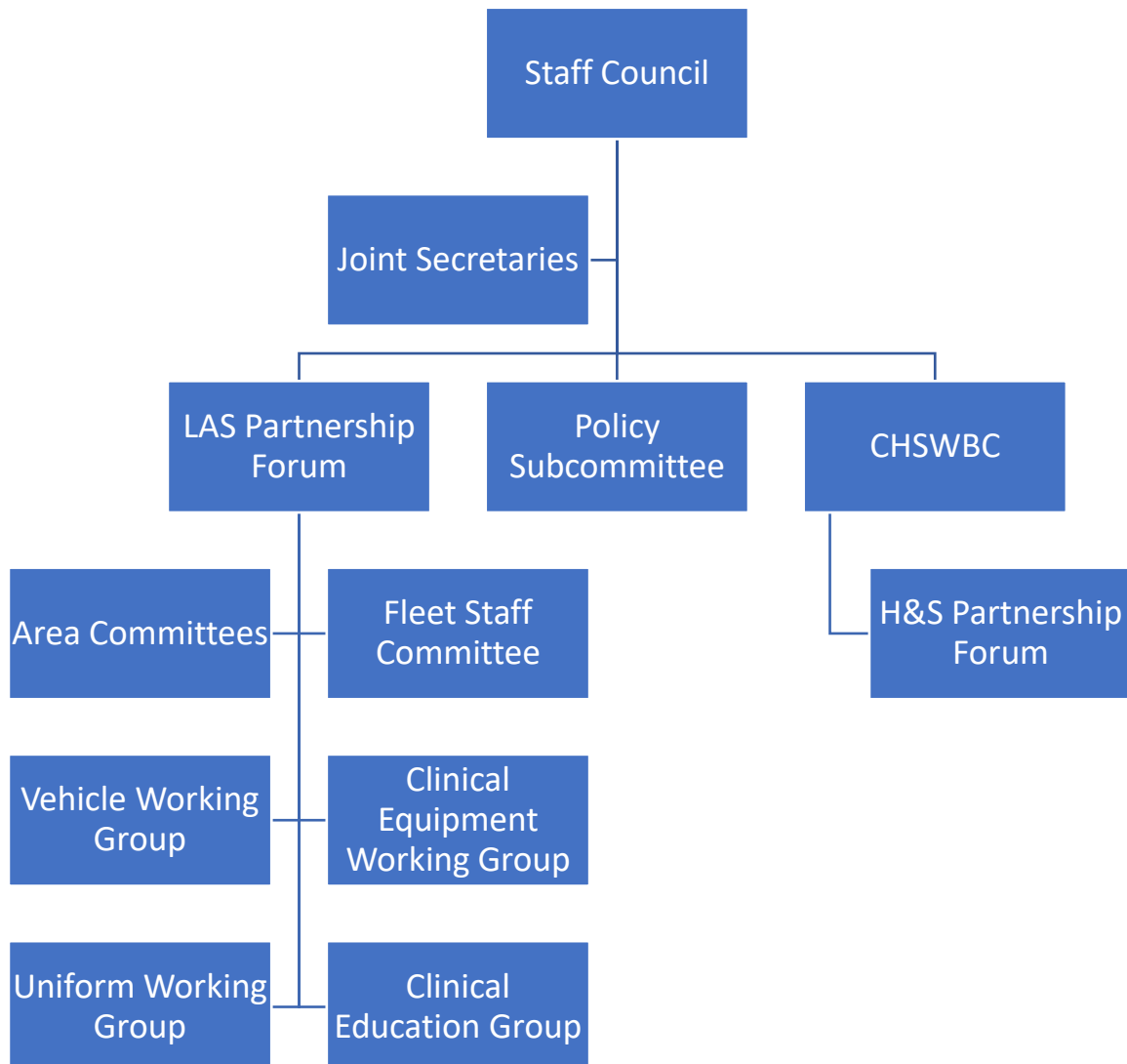
- Changes to conditions of employment
- Changes to working practices where these have implications for the contract of employment.
- Disputes Procedures

The above lists are not intended to be exhaustive.





Structure of Sub-Committees to the Staff Council





Appendix D



London Ambulance Service
NHS Trust

LAS Partnership Forum Terms of Reference

1. TITLE

The Committee (previously known as the OPF) shall be known as the LAS Partnership Forum (LASPF).

2. PURPOSE

To establish a workable and effective arrangement for good partnership working, for the avoidance of any misunderstanding and for the promotion of joint participation in all matters of common interest and concern on a genuine consultative and negotiating basis at employer level for all working arrangements and practices for all staff.

3. MEETINGS

3.1 Meetings of the LASPF shall be every two months with a prepared agenda which shall be issued fourteen days before each meeting. The agenda shall provide for any other business of an urgent nature to be discussed.

3.2 Extraordinary meetings may be called by either the Union or the management side. Such meetings must be convened within fourteen days, unless the side requesting the meeting agrees otherwise, but always within twenty-eight days.

4. SCOPE OF COMMITTEE

The LASPF is authorised to consider and negotiate on all matters as delegated by the Staff Council and specified in Section 3 of the Partnership Agreement. The LASPF will deal with all matters of a pan LAS nature or matters that have been escalated from area committees and subgroups for resolution.

5. CONSTITUTION

5.1 There shall be a Management side and a Staff Side.

5.2 The Management side shall consist of 12 seats, at least two of whom shall be members of the Executive Management Committee, plus a management Chairperson and Management Secretary. The Management side will be representative of all Directorates across the service and have suitably senior knowledge and authority to negotiate on all workplace issues of any level.

5.3 The Staff Side shall consist of 12 representatives, who will be annually elected Senior Sector reps for each of the five operational areas plus 999 & 111 North and South.





5.4 Each side shall confirm the names of its representatives on an annual basis and inform the other immediately of any changes in the interim period.

5.5 Staff Side Senior Sector reps will be elected annually at an area/sector staff side AGM at or around the start of each financial year and will be the Staff Side lead for all collective issues in their geographical area. Only elected workplace/station representatives (one per workplace/station for all workplaces/stations in the geographical area) are eligible to vote on, stand and be elected as a Senior Sector rep. Workplace/station representatives must be a member of a recognised Trade Union and be substantively employed in the workplace they represent. Workplace/station representatives will be elected annually by the Trade Union Members in their workplace. These arrangements will be facilitated by the incumbent Senior Sector rep overseen by the Staff Side Chairperson. All Staff Side representatives under this structure will collectively represent all Trade Union members in their relevant electorate. This also applies to any and all subgroups and their structures. Any disputes or changes in Sector Structures will be escalated to the Staff Side of the Staff Council for resolution or agreement.

5.6 Both sides shall make every effort to send its confirmed representatives to each meeting but deputies will be permitted on both sides where it cannot be avoided. Staff Side deputies must be an elected workplace representative within the sector they represent. Management deputies will be from the directorate they deputise for.

5.7 Each side is committed to work to the agreed timetable for meetings for negotiation and for consultation. Either side can request an extension to the timetable which will be considered and not unreasonably refused.

5.8 Staff and management sides will be entitled, by agreement, to have advisors in attendance who will have speaking rights. Except in the case of special meetings each side shall give a minimum of seven days' notice to the other side of its intention to invite such advisors to the meeting.

5.9 The management side will appoint a chairperson who will alternately chair the meetings with the Staff Side Chairperson to the Staff Council.

5.10 The management side will appoint an ex officio administrator who will be responsible for convening meetings, preparing the agenda in consultation with both sides, the taking and circulating of minutes and the maintenance of an action log. Minutes shall be subject to the agreement of the Committee and will be signed by the Chairperson of the meeting at which they are agreed.

5.11 Meetings shall be judged to be quorate if six members of each side are present.





6. STATUS OF RESOLUTIONS

6.1 Resolutions of the LASPF shall not be binding on either side but shall be recommendations only to the respective parties (the Employer and the Union) whose ratification by the Staff Council shall be required before an agreement is deemed to be reached.

6.2 If agreement cannot be reached following meaningful consultation and negotiation, and where a dispute is raised, the dispute resolution procedure will apply where a status quo is applied and the matter escalated to the Staff Council

7. COMMUNICATIONS

7.1 Members of both sides shall be afforded reasonable facilities to visit and communicate with all offices and Staff of the Employer.

7.2 The Employer will provide the Union in good time with any necessary information and documentation for the purposes of effective negotiation and consultation within the LASPF and with their members as outlined in the recognition and procedural agreement.

