



**GIG**  
CYMRU  
**NHS**  
WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Name of Meeting**  
People and Organisational  
Development Committee  
**Date of Meeting**  
October 2022  
**Agenda item:**  
5.3.1

## Local Partnership Forum – Update to People and Organisational Development Committee

**Executive lead:** Neil Lewis, Director of People and Organisational Development

**Author:** Samantha Morgan, Assistant Director, People Strategy, Insights and Service  
Karen Fitzgibbon, Head of People and OD Operations  
Joint Chairs of the local Partnership Forum

**Approval/Scrutiny route:** People and Organisational Development Committee

### Purpose

The purpose of this paper is to provide an update to the People and Organisational Development Committee on the work of the Local Partnership Forum for assurance.

The paper covers the period 1 April 2022 to 31 August 2022.

The People and Organisational Development Committee is asked to receive the update provided for assurance.

### Recommendation:

APPROVE

CONSIDER

RECOMMEND

ADOPT

ASSURANCE

The People and OD Committee is asked to:

- Receive the update provided for assurance.

**Link to Public Health Wales [Strategic Plan](#)**

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

|  |  |
|--|--|
| <b>Strategic Priority/Well-being Objective</b> | All Strategic Priorities/Well-being Objectives |
|--|--|

**Summary impact analysis**

|  |   |
|--|---|
| <b>Equality and Health Impact Assessment</b> | An Equality and Health Impact Assessment is not required.   |
| <b>Risk and Assurance</b>                    | Not applicable.   |
| <b>Health and Care Standards</b>             | This report supports and/or takes into account the <a href="#">Health and Care Standards for NHS Wales</a> Quality Themes<br><br>All themes   |
| <b>Financial implications</b>                | There are no financial implications arising from the update provided by the paper.  |
| <b>People implications</b>                   | There are no people implications arising from the update provided by the paper, although continued partnership working with Trades Unions and management is a vital component in addressing people related matters within the organisation. |

## **1. Purpose**

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The paper covers the period 1 April 2022 to 31 August 2022.

The People and Organisational Development Committee is asked to consider the update provided for assurance.

## **2. Background**

The Local Partnership Forum (LPF) for Public Health Wales NHS Trust is the formal mechanism where management and recognised Trades Unions work together to discuss and consider the organisation's strategic direction, priorities and plans, and how these will affect the workforce, as well as engage with each other to inform, debate and seek to agree local priorities on workforce related issues facing the organisation.

This paper is the first of a series of regular updates on the work of the Local Partnership Forum which will be provided to the People and Organisational Development Committee for assurance.

## **3. Assessment**

The Local Partnership Forum meets every other month. Since the start of the current financial year, the Local Partnership Forum has met on two occasions, on 13 May 2022 and 5 July 2022, and the next meeting is due to take place on 27 September 2022.

During this period, an informal partnership meeting (operational group) has also been established with the aim of resolving operational issues in an appropriate and timely manner. This group has also met twice and will continue to meet bi-monthly in the months when Local Partnership Forum is not due to meet.

### **3.1 Attendance at Local Partnership Forum meetings**

At the meeting on 13 May 2022, 36 members were invited and 10 members attended (27.8%). Following that meeting, the distribution list for invitations was updated and for the 5 July 2022 meeting, 30 members were invited and 15 attended (50%).

### **3.2 Policies endorsed by Local Partnership Forum**

The Local Partnership Forum review and comment on all people related policies. This may be managed either at Local Partnership Forum meetings or electronically between meetings if required.

At the meeting on 13 May 2022, no new or updated policies were presented for consideration. At the 5 July 2022 meeting, three People and OD procedures were presented for recommendation to proceed to approval, these were the TOIL (time off in lieu) Procedure; Relocation Expenses Scheme and Retire and Return Scheme.

### **3.3 Key topics of discussion**

During the period of this report, the Local Partnership Forum has worked on several workforce related issues in partnership, alongside updates and discussions on wider organisational changes. These are outlined below:

- Updated Terms of Reference for the Local Partnership Forum;
- Proposals for governance arrangements relating to Partnership working at Board;
- Sharing of organisational performance data including End of Year Reviews to update on key achievements, risks and developments;
- Change programme updates, including the TUPE Transfer of Local Health Teams to health boards;
- Update on the organisation's Long-term Strategy review;
- Sharing of progress relating to the development of the Values and Behaviours Framework.

### **3.4 Review of progress and lessons learned**

Initial feedback indicates that the development of the informal partnership meetings (operational group) has been well received. This informal forum has allowed discussion and action to be taken on operational issues in between the more formal meetings of the Local Partnership Forum, enabling faster resolution of local issues. In addition to issues being resolved in more timely fashion, working in this way ensures that the LPF has the time and space to consider more strategic issues, which is the intended purpose of the forum.

Obtaining feedback on documents requiring review has been challenging due to competing demands of LPF members' time and the volume of work with which people are involved.

We are working with seconded TU representatives who are supporting on change projects, so that they can take a more active role in providing feedback to the Local Partnership Forum. Currently feedback comes from Management representation, however we are working with Representatives to receive balanced feedback on the change work being undertaken across the organisation, i.e. TU Change Leads providing feedback as part of the agenda. We will continue to work in partnership to build on this work and to encourage timely escalation of issues where appropriate.

We are seeking to develop a shared work-plan for the remainder of 2022/23 and beyond which will detail discrete pieces of work to be undertaken in partnership. This could also be utilised to report activity and progress to the future meetings of the People and Organisational Development Committee.

#### **4. Conclusion and Recommendation**

The People and Organisational Development Committee is asked to receive the update provided for assurance.