

 <b>GIG CYMRU NHS WALES</b>	Iechyd Cyhoeddus Cymru Public Health Wales	<b>Name of Meeting</b> People and Organisational Development Committee <b>Date of Meeting</b> 19 July 2023 <b>Agenda item:</b> 3.3
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## Local Partnership Forum

### Annual Report - 2022/23

<b>Executive lead:</b>	Neil Lewis, Director of People and Organisational Development
<b>Author:</b>	Samantha Morgan, Assistant Director, People Strategy, Insights and Service Joint Chairs of the Local Partnership Forum
<b>Approval/Scrutiny route:</b>	People and Organisational Development Committee

#### Purpose

The purpose of this paper is to provide an annual report 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 March 2023.

#### Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
The Committee is asked to: <ul style="list-style-type: none"> <li>Receive the annual report provided for assurance.</li> </ul>				



**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
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**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  All themes
<b>Financial implications</b>	There are no financial implications arising from the update provided by the paper.
<b>People implications</b>	Continued partnership working with Trade Unions and management remains a vital component in addressing people related matters within the organisation.



## **1. Purpose**

The purpose of this paper is to provide an annual report to the People and Organisational Development Committee on the work of the Local Partnership Forum (LPF) for assurance.

The paper covers the period 1 April 2022 to 31 March 2023 and is provided in addition to regular updates received throughout the year, on the work of the LPF.

## **2. Background**

The 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.

Members of the LPF engage with each other to inform, debate and agree local priorities on workforce-related issues facing the organisation.

Discussions focus on strategic, high-level organisational plans and priorities, enabling the LPF to be the formal mechanism for consultation, negotiation and communication between the recognised trade unions and management on specific workforce related matters that arise from the organisation's strategic priorities and plans.

## **3. Activity**

Over the previous year, the Forum has met bi-monthly on 5 occasions:

- 13 May 2022
- 5 July 2022
- 27 September 2022
- 1 December 2022
- 9 February 2023

An informal partnership working meeting has been established to resolve operational issues and this group also meets bi-monthly, in the months when the LPF is not due to meet.



### **3.1 Membership**

Public Health Wales recognises the following Trades Unions for the representation of members who are employed by the organisation:

- GMB
- MiP
- Royal College of Nursing
- Society of Radiographers
- Unison
- Unite

Currently, GMB, Royal College of Nursing and the Society of Radiographers do not have any elected members attending the forum. The full time officer of the RCN attends in the absence of an elected representative.

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

In previous reports to the People and OD Committee, we have reported an average attendance of 36% against an invited list of 31 people (average) for each meeting (2022/23) This data has been based on attendance against a generic list of past participants which predates a revised Terms of Reference (ToR)

The revised LPF ToR stipulates that in order for the meeting to be quorate, there should be 2 management representatives (one of which must be a senior member of the People and OD Directorate) and 2 staff-side representatives, each from separate recognised Trades Unions (one of which must be the Chair, Vice Chair or Secretary of Staff Side). This has been consistently achieved for all meetings held in 2022/23.

Furthermore, management attendance is determined by the specific agenda agreed for the meeting and will differ month on month. There has been full attendance throughout the year by managers who have been invited deliver against an aspect of the agenda.

The LPF ToR states that, it is generally recognised that a maximum of between 6-10 representatives of both management and staff-side will be present at each meeting.

When analysing the attendance data, it is clear that at each meeting there has been an average of 6 staff-side reps and 5 management reps attending.

In summary, attendance from core members is consistent with the requirements of the revised ToR. Future reporting will be based on a revised invitation list and the LPF ToR.



### 3.3 Key Activities

Over the course of the previous year, the LPF has worked on several workforce-related issues in partnership, alongside updates and discussions on wider organisational changes.

- Updated ToR
- Proposals for governance arrangements relating to Partnership working at Board, which was signed off by Board on 25<sup>th</sup> of May 2023
- 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 and Integrated Medium Term Plan
- Cost of living crisis and the organisational response
- Sharing progress and support to the development of the Being our Best framework; the Management and Leadership framework; Work How it Works Best; our People Promise (EVP); improved employee on-boarding and induction
- Job evaluation and updated job description templates
- Support to the management of organisational change and updates on progress
- Policy review and development
- Release for Trades Unions activity (Facilities Time)

### 3.4 Information/Consultation

The LPF review, comment and recommend for approval all people related policies. This may be managed either at LPF meeting or electronically between meetings if required.

During the reporting period this included:

- Annual Leave (including Annual Leave Purchase) Policy
- Family Leave Policy
- Internal use of Welsh language Policy
- Relocation Expenses Scheme
- Retire and Return Scheme
- TOIL (time off in lieu) Procedure

### 3.5 Key challenges / Key Achievements

Trades Union representatives who have supported with the management of organisational change work have been enabled to take a more active role in providing feedback to the LPF. We continue to work in partnership to



build on this work through the Forum and through a Change Management task and finish group, including representation from the Trades Unions.

The development of the informal partnership working meetings has enabled operational concerns to be raised in a timely manner and action taken in between the more formal/strategic meetings of the LPF. This allows for faster resolution of operational issues and ensures adequate time for the LPF to consider more strategic issues, as intended.

Obtaining feedback on policy documents or other documents requiring review has proved challenging at times, due to competing demands of LPF members' time. It has been suggested that in addition to the shared Teams channel, it may be helpful to schedule regular meetings to discuss the policies due for consultation and review, with People and OD policy leads and Trade Union policy leads (as agreed at staff-side committee meetings). This is a suggestion we will look to take forward.

### **3.6 Forward Work-plan**

Members of the LPF met in April 2023 to start the development of a shared work-plan for 2023/24 which will detail work to be undertaken in partnership.

A draft work-plan is attached (appendix 1) to this report for information. This is an indicative work plan, and final agenda content for each meeting of the Forum will be agreed following discussion with the co-Chairs and TU Leads.

The work-plan can also be utilised to provide updates to future meetings of the People and Organisational Development Committee.

Following sign off of governance arrangements relating to Partnership working at Board, relevant arrangements will need to be made to deliver against an approved implementation date of September 2023.

## **4. Conclusion and Recommendation**

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



## Appendix 1 - Partnership Working - Annual Work-Plan 2023-24

Items	April	June	August	October	December	February	Key contacts
Strategic Equality Plan							<ul style="list-style-type: none"> <li>E, D &amp; I leads</li> <li>Liz Heath, Equality rep/lead/Branch officer for Unite; PODC attendee</li> <li>Claire Sullivan / Mathew Taylor / SSC Chair</li> <li>Sarah Brewer</li> </ul>
LPF Annual Report							<ul style="list-style-type: none"> <li>People and OD</li> <li>LPF Joint Chairs</li> <li>TU Leads</li> </ul>
Job Evaluation update							<ul style="list-style-type: none"> <li>JE Leads: People and OD and TUs</li> <li>Liz Heath, JE lead for Unite</li> <li>Claire Sullivan</li> </ul>
Employee Value Proposition (our people promise) - Roadmap							<ul style="list-style-type: none"> <li>Sam Morgan</li> <li>TU Leads</li> </ul>
Real Living Wage Foundation							<ul style="list-style-type: none"> <li>Task and Finish Group, including TU Representation</li> </ul>
WHIWB - Operationalising							<ul style="list-style-type: none"> <li>Implementation Group, including TU Representation</li> </ul>
Long-term Strategic Plan							<ul style="list-style-type: none"> <li>Susan Belfourd</li> <li>SSC officers</li> </ul>
Staff Engagement Plan							<ul style="list-style-type: none"> <li>TBC</li> <li>SSC officers</li> </ul>
People Strategy update							<ul style="list-style-type: none"> <li>Sam Morgan</li> <li>SSC officers</li> </ul>
Gender Pay Gap Annual Report							<ul style="list-style-type: none"> <li>E, D &amp; I leads</li> <li>Liz Heath, Equality lead, Unite</li> </ul>



Workforce Annual Report							<ul style="list-style-type: none"> <li>E, D &amp; I leads</li> <li>Staff-side officers</li> </ul>
LPF Terms of Reference							<ul style="list-style-type: none"> <li>LPF Co-Chairs</li> </ul>
Policy Updates							<ul style="list-style-type: none"> <li>Policy Leads: People and OD and TUs</li> </ul>
Organisational Change Management Updates							TU Change Lead