



 <p>GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales</p>	Name of Meeting
	Board
	Date of Meeting
	31 July 2025
	Agenda item:
	5.2

Local Partnership Forum Terms of Reference – 2025/26 Updates

Executive lead:	Neil Lewis, Director of People and Organisational Development
Author:	Karen Fitzgibbon, Head of People and Organisational Development Operations

Approval/Scrutiny route:	Business Executive Team
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Purpose
 The purpose of this paper is to seek Board approval for the updated Local Partnership Forum (LPF) Terms of Reference (TOR).

Recommendation:				
APPROVE <input checked="" type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
The Board is asked to:				
<ul style="list-style-type: none"> approve the updated Local Partnership Forum Terms of Reference. 				



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:

Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
Strategic Priority/Well-being Objective	Choose an item.
Strategic Priority/Well-being Objective	Choose an item.

Summary impact analysis

Equality and Health Impact Assessment	An EQHIA is not required for this paper.
Risk and Assurance	Continued partnership working with Trades Unions and management remains a vital component in addressing people related matters within the organisation.
Health and Social Care (Quality and Engagement) (Wales) Act	This report supports and/or considers the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability.
Financial implications	There are no financial implications arising from the update provided by the paper.
People implications	Effective partnership working with Trade Union colleagues is a key element of effective governance and support to our people. Continued partnership working is a vital component in addressing people related matters.



1. Purpose/Situation

The purpose of this paper is to seek Board approval for the updated Local Partnership Forum Terms of Reference.

The Local Partnership Forum Terms of Reference have been reviewed and updated in partnership.

The Board is asked to approve the updated Local Partnership Forum Terms of Reference.

2. Background

The Local Partnership Forum (LPF) Terms of Reference (TOR) were last formally reviewed in 2022. An annual review of these terms of reference and operating arrangements is typically scheduled for April-June each year. However, this has been delayed while awaiting updated Staff Side Committee (SSC) Terms of Reference (TOR), which were ratified at the SSC General Meeting held in May 2025.

The LPF serves as a core part of the organisation's governance structure, providing the formal mechanism for Public Health Wales management and recognised Trade Unions to work collaboratively.

Its purpose is twofold: to enable high-level, strategic discussions on the organisation's future direction, priorities, and plans as they affect the workforce, and to provide the formal mechanism for consultation, negotiation, and communication on specific workforce matters arising from strategic priorities.

Operational, day-to-day matters are typically discussed and resolved at directorate, departmental, or divisional level, or through regular informal Partnership Working Meetings.

3. Description/Assessment

The updated LPF TOR aim to reflect current best practices in partnership working and to clarify roles and responsibilities within the LPF and the broader partnership working framework.

Continued effective partnership working between Trade Unions and management is considered a vital component in addressing people-related matters, and a key element of effective governance and support our people.



The updated TOR are underpinned by the TUC six principles of partnership, which include a shared commitment to organisational success, a focus on staff quality of working life, recognition of legitimate roles, employment security, openness, and information sharing, and delivering measurable improvements.

Furthermore, they incorporate general principles based on the etiquette adopted by Public Health Wales Board Members, such as embodying Public Health Wales values, adhering to the Nolan Principles of Public Life and relevant Codes of Conduct, declaring conflicts of interest, being respectful and courteous, listening actively, challenging constructively, managing conflict objectively, showing support and loyalty, committing to openness and transparency, and adopting a solution-focused approach to decision-making.

3.1 Key Updates/Changes:

The management co-chair of the LPF has updated from the Assistant Director of People Strategy, Insights and Service to the Director of People and Organisational Development or nominated deputy. The list of attendees has also been updated, allowing for more flexible attendance, tailored to the specific agenda.

The 2025 TOR now recognises Partnership Working Informal Meetings that occur bi-monthly (in the months when the LPF does not meet). These meetings, chaired by the People and OD Operations Service Manager or nominated deputy, and attended by members of People and OD and the Staff Side Committee, are designed to resolve informal and operational matters.

The TOR now reference the Social Partnership Act, reflecting updated legislative context.

The TOR now specifies a timeframe for the annual review of the TOR and operating arrangements, formalising the expectation to review in the first quarter of each financial year.

The Staff Side representatives required for quorum now explicitly include the Vice Secretary of Staff Side Committee, in addition to Chair, Vice Chair, or Secretary, slightly broadening the designated roles for quoracy.

These updates collectively aim to provide a clearer, more robust, and more strategically aligned framework for partnership working within Public Health Wales.

4. Recommendation

The Board is asked to approve the updated Local Partnership Forum Terms of Reference.