

## **Schedule 5.3**

**Local Partnership Forum Advisory Group  
Terms of Reference and Operating Arrangements**

**This Schedule forms part of, and shall have effect as if incorporated in the  
Cwm Taff Morgannwg University Health Board Standing Orders**

# **Workforce and OD Terms of Reference & Operating Arrangements**

## INTRODUCTION

The Local Partnership Forum (LPF) is a sub group of the Cwm Taf Morgannwg University Health Board (hereafter referred to as the Health Board) and will operate in accordance with the following six Trade Union Congress (TUC) Principles of Partnership Working;

1. A shared commitment to the success of the organisation.
2. A focus on quality of working life.
3. Recognition of the legitimate roles of the employer and trade unions.
4. A commitment by the employer to employment security.
5. Openness by both parties and a willingness by the employer to share information and discuss future plans of the organisation.
6. Adding value via a shared understanding that the partnership is delivering measurable improvements for the employer, its employees and the trade unions.

The LPF will also actively role model the Health Board's values and behaviours:

<b>Value</b>	<b>Behaviours</b>
1. We listen, learn and improve	<ul style="list-style-type: none"> <li>• We take time to ask and listen carefully to people's worries, views and ideas – then actively do something to make a difference.</li> <li>• We make it safe and easy for people to speak up - as well as being open to giving and receiving feedback as a chance to learn.</li> <li>• We welcome change, bring a positive, 'will do' attitude and find ways to actively improve the way we do things.</li> </ul>
2. We treat everyone with respect	<ul style="list-style-type: none"> <li>• To show that we value other people and see them as equals, we treat everybody with kindness and fairness.</li> <li>• We go out of our way to be supportive, helpful and friendly.</li> <li>• We recognise what people do every day to make a difference, and say 'thank you'.</li> </ul>
3. We all work together as one team	<ul style="list-style-type: none"> <li>• We bring people together and build strong, trusting relationships by including others in decisions and activities.</li> <li>• We look out for people's wellbeing and safety – both physical and psychological – and support them if these are at risk.</li> </ul>

	<ul style="list-style-type: none"> <li>• We are open, clear and honest in the way we communicate, and — if we need to — change the way we explain something to help people understand.</li> <li>• When we learn something useful and inspiring, we share it with others.</li> </ul>
--	---

## **CONSTITUTION & PURPOSE**

All LPF management and trade union organisation representative members are full and equal members and share responsibility for the decisions. In consultation with the recognised trade union organisations and professional organisations (hereafter referred to as trade Union organisations) the Health Board shall agree the overall size and composition of the LPF.

The Health Board's Independent Member with responsibility for staff will attend the LPF in an ex-officio capacity.

The Health Board's LPF is the formal mechanism where the Health Board and trade union organisations work together in partnership, to improve health services for the people of Cwm Taf Morgannwg. It is the forum where key Health Board stakeholders will engage with each other to inform, debate and seek to agree workforce and health service delivery priorities.

At the earliest opportunity the Health Board will engage with trade union organisations in key discussions that may have an impact on the workforce. These discussions may take place at the Integrated Locality Group (ILG) LPFs, Health Board LPF or Board, as appropriate.

## **SCOPE AND DUTIES**

The LPF will provide the formal mechanism for consultation, negotiation and communication between the trade union organisations and Health Board management.

The role of the Health Board LPF is to:

- Establish a regular and formal dialogue between the Executive Directors and trade union organisations, on matters relating to the workforce and Health Board service delivery issues.
- Enable the Health Board and trade union organisations to present and discuss issues affecting the workforce.
- Provide opportunities for trade union organisations and Health Board senior managers to input into the organisation's service development plans, at an early stage.
- Consider the workforce implications in respect of service reviews and identify and seek to agree new ways of working.

- Appraise and discuss in partnership the workforce and financial performance of the Health Board, on a regular basis.
- Appraise and discuss in partnership the Health Board's services and activity and the workforce implications.
- Provide opportunities to identify and seek to agree quality issues, including clinical governance, particularly where such issues have implications for the workforce.
- Communicate to the trade union organisations the key decisions taken by the Board and senior management.
- Consider national NHS Wales developments, Workforce and Organisational Strategy and the implications for the Health Board, including matters of service re-profiling, re-organisation etc.
- Negotiate on limited matters that fall outside of national terms and conditions of service that are subject to local determination.
- Ensure trade union organisation representatives are afforded reasonable paid time off to undertake their trade union duties within the Health Board.
- Regularly review trade union organisation facilities arrangements with reference to the minimum standards set out in the National Terms and Conditions of Service Facilities Agreement arrangements.
- Consider the implications for staff of NHS reorganisations at a national or local level and to work in partnership to achieve mutually successful implementation.

## **DELEGATED POWERS**

The Health Board LPF will establish three Integrated Locality Group (ILG) LPF sub-groups, to establish ongoing dialogue, communication and consultation on service and operational management issues, specific to their operational areas. The ILG LPFs will report directly to the Health Board LPF.

## **AUTHORITY**

All LPF management and trade union organisation representatives are full and equal members and collectively share responsibility for the decisions made in partnership.

## **ACCESS**

The Joint Chairs of the LPF shall have reasonable access to Executive Directors and other relevant senior staff.

## **MEMBERSHIP**

The Health Board's Independent Member with responsibility for staff will attend the LPF in an ex-officio capacity.

As a minimum, the membership of the LPF shall comprise:

### **Management Representatives**

As a minimum, the membership of the Health Board LPF shall comprise of the following management representatives:

- Chief Executive;
- Medical Director
- Finance Director;
- Director of Nursing, Midwifery and Patient Care;
- Director of Workforce and OD;
- Senior management representation for each of the ILGs (identified locally).

### **Trade Union Representatives**

The Health Board recognises those trade union organisations listed below to represent their members employed by the organisation.

As a minimum, the membership of the Health Board LPF shall comprise of the following trade union organisations:

- British Medical Association (BMA);
- Royal College of Nursing (RCN);
- Royal College of Midwives (RCM);
- UNISON;
- UNITE;
- GMB;
- British Orthoptic Society;
- Society of Radiographers;
- British Dental Association;
- Society of Chiropractors and Podiatrists;
- Federation of Clinical Scientists;
- Chartered Society of Physiotherapy (CSP);
- British Dietetic Association;
- British Association of Occupational Therapists (BAOT);
- Managers in Partnership (MIP); and
- Health and Safety Representative.

### **Membership**

Consistent attendance and commitment of the membership to participate in LPF meetings is essential. Where a member of the LPF does not attend on three consecutive occasions, the joint chairs will write to the member and bring the response to the next meeting for further consideration. This could result in the removal of the member from the LPF.

### **Attendees**

Where a management / trade union organisation representatives is or are unable to attend a meeting they may send a deputy, providing their deputy is eligible to attend.

### **By Invitation**

Other Executive Directors and senior managers may be co-opted to attend the LPF, should they be required to speak to an agenda item.

Full time officers of the recognised trade union organisations may attend LPF meetings, subject to prior notification and agreement by the joint chairs.

### **Secretariat**

The Health Board will provide the LPF secretariat. The secretariat will be responsible for working in partnership with the Joint Chairs to agree and prepare the LPF agenda, take and prepare the meeting minutes and obtaining agreed sign off by the Joint Chair, prior to distribution to the LPF membership.

The Workforce and OD function will provide the LPF secretariat service and will be responsible for the maintenance of the constitution of the LPF membership, the circulation of agenda and minutes as well as the planning and notification of meetings.

### **Member Appointments**

Both management and the local trade union organisations will appoint a Chair who will undertake the role of Joint Chairs of the LPF.

Management members of the Health Board LPF will be either members of the Executive Team or a nominated deputy.

Trade union organisation representatives must be employed by the Health Board and accredited by their respective trade union for the purposes of negotiating and bargaining. If a trade union representative ceases to be employed by the Health Board or ceases to be a member of a nominating trade union organisation they will automatically cease to be a member of the Health Board's LPF.

### **Support to LPF Members**

The Health Board will provide, as appropriate personal and organisational development programmes to ensure that members have the knowledge and skills to enable them to effectively fulfil the breadth of their LPF responsibilities.

## **LPF MEETINGS**

## **Quorum**

Every effort will be made by management and trade union representatives to maintain a stable LPF membership. There should be 50% attendance of both parties for the meeting to be quorate.

Where a LPF meeting is not quorate no decisions can be made but information may be exchanged. In such situations, the joint chairs may agree that an urgent extraordinary LFP meeting is required. Such meetings would be scheduled with 7 calendar days' notice.

## **Frequency of Meetings**

Meetings will initially be held on a monthly basis but this will be reviewed regularly. Therefore, meeting frequency may change to reflect trade union and organisational need.

## **Circulation of Papers**

The appointed LPF Secretary will be responsible for circulating the LPF agenda and minutes of the previous meeting at least 7 calendar days prior to the meeting date. The Secretary will also be responsible for the maintenance of the constitution of the LPF membership, as well as the planning and notification of meetings.

## **Withdrawal of individuals in attendance**

The Joint Chairs of the LPF may ask any member or individual who is normally in attendance but who is not a member of the LPF to withdraw to facilitate open and frank discussion of any particular matter.

## **REPORTING AND ASSURANCE ARRANGEMENTS**

Then LPF shall provide a written, annual report to the Board on its work in support of the Annual Governance Statement, specifically commenting on the adequacy of the assurance arrangement, the extent to which risk management is comprehensively embedded throughout the organisation, the integration of governance arrangements and the appropriateness of self-assessment activity against relevant standards. The report will also record the results of the Committees self-assessment and evaluation.

The Executive Director of Workforce and OD, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the LPF's performance and operation.

The LPF will report to the Board via a highlight report following each meeting.

## **RELATIONSHIP WITH THE BOARD AND ITS COMMITTEES/GROUPS**

The LPF is a sub group of the Board.

## **APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS**

The requirements for the conduct of business as set out in the CTMUHB Standing Orders are equally applicable to the operation of the LPF, except in the area relating to the Quorum.

The Health Boards standing orders provide for the establishment of a Local Partnership Forum (LPF). The terms of reference and operating arrangements for the LPF must be formally approved by the Board.

## **CHAIR'S ACTION ON URGENT MATTERS**

There may, occasionally, be circumstances where decisions which normally be made by the LPF need to be taken between scheduled meetings. In these circumstances, the Joint Chairs, supported by the Director of Corporate Governance as appropriate, may deal with the matter on behalf of the LPF, after first consulting with one other Independent Members of the LPF. The Director of Corporate Governance must ensure that any such action is formally recorded and reported to the next meeting of the LPF for consideration and ratification.

Chair's urgent action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision.

## **REVIEW**

The terms of reference and operating arrangements for the Local Partnership Forum will be reviewed and updated, as appropriately, annually by the group.



