

DIGITAL HEALTH AND CARE WALES

LOCAL PARTNERSHIP FORUM

EFFECTIVENESS SELF ASSESSMENT REPORT

Agenda Item	2.5
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Name of Meeting	Local Partnership Forum
Date of Meeting	6 March 2025

Public or Private	Private
IF PRIVATE: please indicate reason	Draft Status - Final Version will be Public

Executive Sponsor	Chris Darling, Director of Corporate Affairs/ Board Secretary
Prepared By	Laura Tolley, Deputy Board Secretary/Head of Governance
Presented By	Laura Tolley, Deputy Board Secretary/Head of Governance

Purpose of the Report	For Noting
Recommendation	Local Partnership Forum is being asked to
NOTE the content of the report and DISCUSS the findings.	

WC: 1041
APP:
TOTAL:

1 IMPACT ASSESSMENT

STRATEGIC MISSION	All missions apply
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CORPORATE RISK (ref if appropriate)	ALL
QUALITY IMPACT ASSESSMENT (ref if appropriate)	N/A

<u>WELL-BEING OF FUTURE GENERATIONS ACT</u>	A Healthier Wales
If more than one standard applies, please list below:	

<u>DHCW QUALITY STANDARDS</u>	N/A
If more than one standard applies, please list below:	

<u>DUTY OF QUALITY ENABLER</u>	Information
<u>DOMAIN OF QUALITY</u>	Effective
If more than one enabler / domain applies, please list below:	

<u>EQUALITY IMPACT ASSESSMENT STATEMENT</u>	Date of submission: N/A
No, (detail included below as to reasoning)	Outcome: N/A
Statement: N/A	

IMPACT ASSESSMENT	
QUALITY AND SAFETY IMPLICATIONS/IMPACT	No, there are no specific quality and safety implications related to the activity outlined in this report.
LEGAL IMPLICATIONS/IMPACT	No, there are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATION/IMPACT	No, there are no specific financial implications related to the activity outlined in this report
WORKFORCE IMPLICATION/IMPACT	No, there is no direct impact on resources as a result of the activity outlined in this report.

SOCIO ECONOMIC IMPLICATION/IMPACT	No, there are no specific socio-economic implications related to the activity outlined in this report.
RESEARCH AND INNOVATION IMPLICATION/IMPACT	No, there are no specific research and innovation implications relating to the activity outlined within this report.

2 APPROVAL / SCRUTINY ROUTE

Person / Committee / Group who have received or considered this paper prior to this meeting		
PERSON, COMMITTEE OR GROUP	DATE	OUTCOME
Chris Darling, Director of Corporate Affairs	February 2025	Approved

Acronyms			
DHCW	Digital Health and Care Wales	SHA	Special Health Authority
LPF	Local Partnership Forum	SOs	Standing Orders

3 SITUATION / BACKGROUND

3.1	The Chair(s) of the Local Partnership Forum are required to present an annual report outlining the business of the LPF throughout the financial year to the DHCW SHA Board. The report is designed to provide assurance on the monitoring and scrutiny on behalf of the DHCW Board in relation to their remit. As part of this process the LPF are required to undertake an annual effectiveness self-assessment questionnaire.
3.2	Members of the LPF are asked to discuss and review the effectiveness self-assessment questionnaire relating to the activities and performance of the LPF on behalf of the Board during 2024/25.
3.3	Members should note seven responses were received. The report does not include comments in order to ensure anonymity.

4 SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

4.1 Summary report

The report is split into three areas:

- Positive assurance
- Areas requiring further assurance
- Areas requiring further action

Positive Assurance	<p>Area: Composition, Establishment and Duties</p> <p>Members were aware that:</p> <ul style="list-style-type: none"> • There were approved Terms of Reference and there was an expectation they were reviewed annually to take into account governance developments and the remit of other Committees and Advisory Groups within the organisation. • The LPF will prepare an annual report on its work and performance for 2024/25 to the SHA Board, one member noted that the SHA Board also receives a highlight report after every LPF meeting. • The LPF have established an annual cycle of business to be dealt with across the year. <p>Members felt:</p> <ul style="list-style-type: none"> • The LPF had been provided with sufficient authority and resources to perform its role effectively. • The LPF meet sufficiently frequently to deal with planned matters and there was sufficient time for questions and discussions. • The atmosphere is considered conducive to open and productive debate and behaviour is courteous and professional • LPF meetings are scheduled prior to important decisions being made, in addition one member commented that frequent meetings with trade union representatives took place. • Five members felt that LPF should remain in private due to the content and nature of meetings, however two members commented that some agenda items during meetings could be held in public to be open and transparent. • Agenda items are appropriately 'closed off'.
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Area: Committee Leadership and Support

Findings:

- The meetings are effectively chaired with clarity of purpose and outcome.
- The Chair(s) provided clear and concise information to the Board on the activities of the Committee and any gaps in assurance and/or control.
- Members felt the Committee is **adequately supported by the Executive Directors** in terms of attendance, quality and length of papers and response to challenges/questions.
- Members felt there was **adequate secretariat support** with one member commenting that excellent support was provided.
- Members felt their **training was adequate**, and no further training was required to fulfil their roles.
- General comments from members indicate the LPF had **matured and operated well over the past year**, in addition topics discussed had helped to shape things for the benefit of DHCW staff.
- Members felt that attendance from regional reps once a year would really help the LPF.
- Members felt that occasionally, decisions have already been made before they are discussed at LPF, ie significant OCPs however, the TU reps and POD are fully engaged and meet regularly in between meetings.
- Members felt there are definitely some items that could be reported in public with sensitive information redacted. However, LPF would always require a private session.

Areas Requiring Further Action / Assurance	There were no findings requiring further action or assurance.
Appendices	Local Partnership Forum Self Effectiveness Survey

5 KEY RISKS / MATTERS FOR ESCALATION TO BOARD / COMMITTEE

5.1	The outcome of the Local Partnership Forum Effectiveness Survey will input to the LPF Annual Report to the SHA Board to include addressing areas where further improvements can be made to the operating of the Local Partnership Forum.
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6 RECOMMENDATION

Recommendation	Local Partnership Forum is being asked to
NOTE the content of the report and DISCUSS the findings.	