



DIGITAL HEALTH AND CARE WALES

ANNUAL REPORT OF THE LOCAL PARTNERSHIP FORUM 2024-25

Agenda Item	2.4
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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	Local Partnership Forum is a Private Meeting

Executive Sponsor	Chris Darling, Director of Corporate Affairs/Board Secretary
Prepared By	Alison Bedford, Corporate Governance Coordinator
Presented By	Chris Darling, Director of Corporate Affairs/ Board Secretary

Purpose of the Report	For Endorsement
Recommendation	Local Partnership Forum is being asked to
ENDORSE the Annual Report of the Local Partnership Forum 2024/25 for APPROVAL to the SHA Board.	

WC:
APP:
TOTAL:

1 IMPACT ASSESSMENT

STRATEGIC MISSION	Provide a platform for enabling digital transformation
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CORPORATE RISK (ref if appropriate)	N/A
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QUALITY IMPACT ASSESSMENT (ref if appropriate)	
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<u>WELL-BEING OF FUTURE GENERATIONS ACT</u>	A Globally Responsible 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>	N/A
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<u>DOMAIN OF QUALITY</u>	N/A
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If more than one enabler / domain applies, please list below:	
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<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 / Forum / Group who have received or considered this paper prior to this meeting		
PERSON, FORUM OR GROUP	DATE	OUTCOME

Acronyms			
DHCW	Digital Health and Care Wales	SHA	Special Health Authority
WASPI	Wales Accord on the Sharing of Personal Information	AUP	Acceptable Use Policy

3 SITUATION / BACKGROUND

- 3.1 In accordance with best practice and good governance, the Local Partnership Forum produces an Annual Report to the SHA Board which sets out how the Advisory Group has met its Terms of Reference during the financial year.
- 3.2 The DHCW Local Partnership Forum (LPF) is the formal mechanism where Digital Health and Care Wales (DHCW) as an employer, and the trade unions work together to improve health services for the people of Wales by representing the interests of the workforce of DHCW. It is the forum where key stakeholders will engage with each other to inform, debate and seek to agree local priorities on workforce and health service issues.

At the earliest opportunity, DHCW members will engage with Trade Unions in the key discussions within the SHA at the Board, LPF and Directorate levels.

4 SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 4.1 All members of the LPF are full and equal members and share responsibility for the decisions of the LPF. The size and overall composition of the LPF is agreed in partnership and in line with the requirements of the DHCW Establishment Order. The Trade Union member of the Board will be expected to attend the LPF in an ex-officio capacity. As a minimum, the membership of the LPF comprises of:
- **Chair:** Associate Board Member – Trade Union and Chief Executive Officer
 - **Management Representatives:**
 - Chief Executive / Executive Director of Finance, Deputy Chief Executive Officer
 - Director of Corporate Affairs/Board Secretary
 - General Managers from Directorates (as locally identified)
 - Director of People, Workforce and Organisational Development
 - Other Executive Directors and others may also be members or may be co-opted dependent upon the agenda
 - **Staff Representatives**

Staff representatives must be employed by DHCW. Staff representatives will usually consist of:-

 - Trade Union Stewards
 - Trade Union Regional Representatives
 - Other Staff Representatives
- 4.2 A minimum of 50% of Management Representatives and 50% of Staff-side Representatives must be in attendance for the meeting to be quorate.
- 4.3 The Committee met four times during the period 1 April 2024 to 31 March 2025. This is in line with its Terms of Reference. The Local Partnership Forum achieved an overall attendance rate of 57.5% for this period.

	06.06.24	05.09.24	05.12.24	06.03.25	Attendance
Management Representatives					
Helen Thomas / Claire Osmundsen-Little (Chair) *	✓	✓	X	X	50%
Andrew Fletcher (Chair)	✓	✓	✓	✓	100%
Chris Darling	✓	✓	X	✓	75%
**Sarah-Jane Taylor (Until 09/24)	X	✓	X	X	25%
**Samantha Morgan (from 11/24)	X	X	✓	✓	50%
Joanne Jamieson	✓	✓	✓	✓	100%
Staff Representatives					
Paul Evans	✓	✓	✓	✓	100%
Zachery Edwards	X	X	✓	X	25%
Tanya Bull	X	X	✓	X	25%
Pete Lowe	X	X	X	X	0%
Paul Seppman	X	X	✓	X	25%
Total	50%	60%	70%	50%	57.5%

*The Chief Executive Officer, or in the absence of, the Deputy Chief Executive shall be in attendance as a Management Representative.

** The Director of People and Organisational Development changed during the financial year.

4.3 During the financial year 2024/25 the Local Partnership Forum reviewed the following key items at its public meetings:

4.3.1 Standing items presented at each Forum throughout the year are as follows:-

Terms of Reference

The Terms of Reference were reviewed and approved by the Advisory Group during the meeting in March 2025.

Annual Cycle of Business

As a formal advisory group to the SHA Board, an annual cycle of business was developed for 2025-26 and approved in March 2025. In addition, the LPF review the Advisory Group forward workplan at each meeting.

Corporate Risk Register

The risk register was a standard agenda item and is considered at each meeting. Fixed Term Resource Funding and Sustainable Major Programmes were discussed. Updates were received at each meeting to discuss this along with the actions being taken to address and mitigate the risk.

Workforce Performance Report / Dashboard

The workforce report and dashboard were received and discussed at each meeting. In addition, members received updates in relation to ESR, Statutory and Mandatory training, Appraisals and Exit Interviews.

Financial Performance

At each meeting, the LPF were presented with a detailed finance report, in addition the LPF received a detailed update on the end of year financial performance.

Union Update

The Trade Unions provided updates at each meeting. Matters under consideration during 2024-25 included the pay review.

Policies

A number of policies and procedures were reviewed and noted by LPF during the 2024-25 period as part of the formal consultation process.

4.3.2 In addition, the following items were presented to the Forum for oversight:

- Digital Workforce Review
- Organisational Change
- Health and Wellbeing Group
- Flexible Working
- Strategic Resourcing Group
- Building Our Future
- People and Professional Organisational Development Strategy
- Study Leave Course Conditions
- Social Partnership Duty
- Audits
- Estates Plan
- Transition to Cloud

5 KEY RISKS / MATTERS FOR ESCALATION TO BOARD / COMMITTEE

- 5.1 The Local Partnership Forum is of the opinion that the draft Local Partnership Forum Annual Report 2024/25 is consistent with its role as set out within the Terms of Reference and that there are no matters the Forum is aware of at this time that have not been disclosed appropriately.

6 RECOMMENDATION

Recommendation	Local Partnership Forum is being asked to
<p>ENDORSE the Annual Report of the Local Partnership Forum 2024/25 for APPROVAL to the SHA Board.</p>	