

# DIGITAL HEALTH AND CARE WALES

## ANNUAL REPORT OF THE LOCAL PARTNERSHIP FORUM 2022/23

Agenda Item	2.6iv
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Name of Meeting	SHA Board
Date of Meeting	30 March 2023

Public or Private	Public
IF PRIVATE: please indicate reason	N/A

Executive Sponsor	Chris Darling, Board Secretary
Prepared By	Julie Robinson, Corporate Governance Coordinator
Presented By	Chris Darling, Board Secretary

Purpose of the Report	For Approval
<b>Recommendation</b>	
SHA Board is being asked to: <b>APPROVE</b> the Annual Report of the Local Partnership Forum 2022/23	

# 1 IMPACT ASSESSMENT

<u>STRATEGIC OBJECTIVE</u>	Development of the new Digital Organisation
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CORPORATE RISK (ref if appropriate)	N/A
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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>HEALTH CARE STANDARD</u>	Governance, leadership and accountability
If more than one standard applies, please list below:	

<u>EQUALITY IMPACT ASSESSMENT STATEMENT</u>	Date of submission: N/A
Choose an item.	Outcome: N/A
Statement: Not applicable	

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

<b>RESEARCH AND INNOVATION IMPLICATION/IMPACT</b>	No, there are no specific research and innovation implications relating to the activity outlined within this report.

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

## 2 SITUATION/BACKGROUND

- 2.1 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 SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

### 3.1 Purpose of the Local Partnership Forum

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.

The meeting is conducted in private due to the sensitive nature of some of the discussions, however, a set of abridged minutes is uploaded to the DHCW website.

### 3.2 Membership

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
  - 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

### 3.3. Quorum

A minimum of 50% of Management Representatives and 50% of Staff-side Representatives must be in attendance for the meeting to be quorate.

### 3.4 Meetings and Attendance

The Committee met six times during the period 1 April 2022 to 31 March 2023. This is in line with its Terms of Reference. The Local Partnership Forum achieved an overall attendance rate of 50% for this period.

	05.04.22	07.06.22	09.08.22	04.10.22	06.12.22	07.02.23	Attendance
<b>Management Representatives</b>							
Helen Thomas / Claire Osmundsen-Little (Chair) *	✓	✓	✓	✓	✓	✓	100%
Andrew Fletcher (Chair)	✓	✓	✓	✓	✓	✓	100%
Chris Darling	✓	✓	X	X	✓	✓	67%
Sarah-Jane Taylor	X	✓	✓	✓	✓	✓	83%
Shikala Mansfield	✓	X	✓	X	✓	✓	67%
Gareth Evans	✓	X	✓	✓	X	✓	67%

<b>Staff Representatives</b>							
Paul Evans	✓	✓	✓	X	✓	✓	<b>83%</b>
Joe Donnelly (resigned 01.06.22)	X						<b>0%</b>
Tanya Bull (new member from 01.06.22)		X	X	X	X	X	<b>0%</b>
Karen Windsor	X	X	X	X	X	X	<b>0%</b>
Sam Crane	✓	X	X	✓	✓	✓	<b>67%</b>
Richard Munn	X	X	X	X	✓	X	<b>17%</b>
<b>Total</b>	<b>64%</b>	<b>45%</b>	<b>55%</b>	<b>45%</b>	<b>73%</b>	<b>73%</b>	<b>59.18%</b>

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

### 3.5 Local Partnership Forum Agenda Items

During the course of the year the Local Partnership Forum considered the following key items at its meetings:-

#### **Terms of Reference**

The Terms of Reference were reviewed and approved by the Advisory Group during the meeting in February 2023.

#### **Annual Cycle of Business**

As a formal advisory group to the SHA Board, an annual cycle of business was developed for 2023-24 and approved in February. 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. One specific workforce risk, Staff Vacancies was assigned to the LPF group to enable discussion. 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 2022/23 included the Cost of Living crisis, the pay review and the consultations on Industrial Action.

### **Policies**

A number of policies and procedures were reviewed and noted by LPF during the 2022-23 period as part of the formal consultation process. These were:

- POL-CG-016 Water Safety Policy
- POL-CG-005-DHCW Health and Safety Welfare Policy Procedure
- POL-CG-007 Handling Concerns and Complaints
- POL-CG-010 Disaster Recovery Policy
- POL-OSD-008 Principles & Standards of Privileged Access Management
- DHCW-POL-10 DHCW Validation Policy
- POL-CG-003 Policy on Policies
- WFOD-PO-016 Appraisal and Development Review Policy
- NEW Hybrid Working Policy
- POL-CG-006 Control of Contractors
- POL-CG-019 Waste Management Policy

### **Digital Workforce Review**

Following a request from Welsh Government to review the digital workforce in health in Wales a Digital Workforce Review was conducted and regular updates were received during the period.

### **Organisational Change**

Updates were received at each meeting during the period which outlined the progress being made on the Executive and Board Structure and New Ways of Working.

### **Health and Wellbeing Group**

The LPF were provided with regular updates on the work undertaken by the Group on behalf of the organisation.

### **Cyber Security**

During the period, the Local Partnership Forum were joined by the Assistant Director, Cyber Security who provided an update on the importance of staff engagement and awareness of cyber security, specifically phishing campaigns.

### **Staff Conference 2022/23 Lessons Learnt and Reflections**

The Local Partnership Forum received the Lessons Learnt and Reflection report on the 2022/23 Staff Conference held on 5<sup>th</sup> April in a virtual capacity.

### **Strategic Resourcing Group**

A Strategic Resourcing Group was created during 2022/23 which was established to review the gaps in recruitment and seek ways in which to reduce vacancies within the organisation. Updates on the work being undertaken by this group were provided to the LPF on a regular basis.

### **People and Professional Organisational Development Strategy**

The LPF were pleased to receive the SHA Board approved People and Professional Organisational Development Strategy at the October meeting.

### **Audits**

The Local Partnership Forum were pleased to receive the updated BS 7600 Valuing People Framework and BS7600/76005 Surveillance Audits and noted the progress made since previous audits were undertaken.

### **Estates Plan**

The Local Partnership Forum received the recently approved DHCW Estates Plan which provided an update on the recommendations for various aspects of the estate.

### **Transfer of Digital Programmes**

The Local Partnership forum were engaged during the transfer of Digital Programmes, Laboratory Information Network Cymru (LINC) and Radiology Informatics System Procurement (RISP) Programmes from the NHS Collaborative to Digital Health and Care Wales.

## **4 KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE**

- 4.1 The Local Partnership Forum is of the opinion that the draft Local Partnership Annual Report 2022/23 is consistent with its role as set out within the Terms of Reference. However, while the relevant Trade Union leads have been present, quoracy has been an issue from the Staff-side representatives and needs to be addressed in 2023/24.

## **5 RECOMMENDATION**

- 5.1 The SHA Board is asked to:  
**APPROVE** the Annual Report of the Local Partnership Forum 2022/23.

## **6 APPROVAL / SCRUTINY ROUTE**

Person / Committee / Group who have received or considered this paper prior to this meeting

PERSON, COMMITTEE OR GROUP	DATE	OUTCOME
Local Partnership Forum	7/02/23	Endorsed
Management Board	January 2023	Noted