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<th>COMMITTEE</th>
<th>LOCAL PARTNERSHIP FORUM</th>
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| PURPOSE   | The LHB/Trust Local Partnership Forum (LPF) is the formal mechanism where NHS Wales’s employers and trade unions, professional bodies (hereafter referred to as staff organisations) work together to improve health services for the people of Wales. 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, the Board will engage with staff organisations in the key discussions at the LHB/Trust Board, LHB/Trust Partnership Forum and Locality/Divisional level.

The purpose of the LHB/Trust LPF will be to:

- Establish a regular and formal dialogue between the Board’s Executive and the Trade Unions on matters relating to workforce and health service issues.

- Enable employers and staff organisations to put forward issues affecting the workforce.

- Provide opportunities for staff organisations and managers to input into organisation service development plans at an early stage.

- Consider the implications on staff of service reviews and identify and seek to agree new ways of working.

- Consider the implications for staff of NHS reorganisations at a national or local level and to work in partnership to achieve mutually successful implementation.

- Appraise and discuss in partnership the financial performance of the organisation on a regular basis.

- Appraise and discuss in partnership the Board services and activity and its implications.

- Provide opportunities to identify and seek to agree quality issues, including clinical governance, particularly where such issues have implications for staff.

- Communicate to the partners the key decisions taken by the Board and senior management.
• Consider national developments in NHS Wales Workforce & Organisational Strategy and the implications for the Board including matters of service re-profiling.

• Negotiate on matters subject to local determination.

• Ensure staff organisation representatives are afforded reasonable paid time off to undertake trade union duties

• To develop in partnership appropriate facilities arrangements using A4C Facilities Agreement as a minimum standard.

In addition the LPF can establish Local Partnership Forum sub groups to establish ongoing dialogue, communication and consultation on service and operational management issues specific to Divisions/Directorates/Service areas. Where these sub groups are developed they must report to the LHB/Trust PF.

**MEMBERSHIP**

All members of the LPF are full and equal members and share responsibility for the decisions of the LPF. The NHS organisation shall agree the overall size and composition of the LPF in consultation with those Trade Unions it recognises for collective bargaining. Trade Union Non-Officer Members/Non-Executive Directors will be expected to attend the LPF in an ex-officio capacity. As a minimum, the membership of the LPF shall comprise:

**Management Representatives**

Management will normally consist of the following members of management representatives.

- Chief Executive
- Finance Director
- General Managers/Divisional Managers (as locally identified)
- Director of Workforce and OD
- Workforce and OD staff (as locally identified)

Other Executive Directors and others may also be members or may be co-opted dependant upon the agenda.

**Staff Representatives**

The Board recognises those Trade Unions listed in Appendix 3 for the representation of members who are employed by the organisation.

Staff representatives must be employed by the organisation and accredited by their respective organisations for the purposes of bargaining. If a representative ceases to be employed by the Board or ceases to be a member of a nominating organisation then he/she will automatically cease to be a member of the LPF. Full time officers of the Trade Unions may attend meetings subject to prior notification and agreement.

Members of the Forum who are unable to attend a meeting may send a
**Member Appointments**

The Staff Organisation Chair, Vice Chair and Secretary will be elected from the Forum annually. Best practice requires these three officers to come from different trade unions.

**Chairs**

The Management and Staff Organisation Chair will chair the LPF. This will be done on a rotational basis. In the absence of the Chair(s) the Vice Chair(s) will act as Chair. The Chairs shall work in partnership with each other and, as appropriate, with the Chairs of the Board’s other advisory groups. Supported by the Board Secretary, Chairs shall ensure that key and appropriate issues are discussed by the Forum in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.

**Joint Secretaries**

Each side of the LPF should appoint/elect its own Joint Secretary. The Management and Staff Organisation Secretary will be responsible for the preparation of the agendas and minutes of the meetings held, and for obtaining the agreement of the Management and Staff Side Chairs.

The Director of Workforce and OD will act as Management Secretary and will be responsible for the maintenance of the constitution of the membership, the circulation of agenda and minutes and notification of meetings.

**DUTIES**

The LHB/Trust LPF will provide the formal mechanism for consultation, negotiation and communication between the staff organisations and management. The TUC principles of partnership will apply. These principles are attached at Appendix 1.

**GENERAL PRINCIPLES**

The Partnership Forum accepts that partnerships help the workforce and management work through challenges and to grow and strengthen their organisations. Relationships are built on trust and confidence and demonstrate a real commitment to work together.

The principles of true partnership working between Trades Union and Management are as follows:

- TU’s and management show joint commitment to the success of the organisation with a positive and constructive approach
- They recognise the legitimacy of other partners and their interests and treat all parties with trust and mutual respect
- They demonstrate commitment to employment security for workers and flexible ways of working
- They share success – rewards must be felt to be fair
• They practice open and transparent communication – sharing information widely with openness, honesty and transparency
• They must bring effective representation of the views and interests of the workforce
• They must demonstrate a commitment to work with and learn from each other

All members must:
• be prepared to engage with and contribute fully to the Forum’s activities and in a manner that upholds the standards of good governance set for the NHS in Wales;
• comply with their terms and conditions of appointment;
• equip themselves to fulfil the breadth of their responsibilities by participating in appropriate personal and organisational development programmes; and
• promote the work of the LPF within the professional discipline he/she represents.

A Code of Conduct is attached as Appendix 2.

### MEETINGS

**Quorum**

Every effort will be made by all parties to maintain a stable membership. There should be 50% attendance of both parties for the meeting to be quorate.

If the meeting is not quorate no decisions can be made but information may be exchanged. Where joint chairs agree extraordinary meeting may be scheduled within 7 calendar days notice.

Consistent attendance and commitment to participate in discussions is essential. Where a member of the LPF does not attend on 3 consecutive occasions, the Joint Secretaries will write to the member and bring the response to the next meeting for further consideration and possible removal.

**Management of Meetings**

Meetings will be held bi monthly but this may be changed to reflect the need of either staff organisations or management.

The business of the meeting shall be restricted to matters pertaining to Board Wide strategic issues. Local operational issues should be raised at the Sub Local Partnership Forums and will not be considered unless it is agreed that such issues have LHB/Trust wide implication.

The minutes shall normally be distributed 10 days after the meeting and no later than 7 days prior to meeting. Items for the agenda and supporting papers should be notified to the Management Secretary as early as possible, and in the event at least two weeks in advance of the meeting.
| **Local Partnership Forum ToR Mar 2010** | **The LPF has the capacity to co-opt others onto the forum or its subgroups as deemed necessary by agreement.** |
| **SUB-COMMITTEES** | **When is considered appropriate, the Forum can decide to appoint a subcommittee, to hold detailed discussion on a particular issue(s). Nominated representatives to subcommittees will communicate and report regularly to the LPF.** |
| **APPLICABILITY OF STANDING ORDERS** | **The requirements for the conduct of business as set out in the LHB’s Standing Orders are equally applicable to the operation of the LPF.** |
| **REVIEW** | **These terms of reference and operating arrangements shall be reviewed annually by the LPF with reference to the Board.** |
| **DATE OF ACCEPTING THE TERMS OF REFERENCE AND APPROVAL** | **Date:** |
|  | **Chair of Local Partnership Forum signature** |
|  | **Vice Chair of Local Partnership Forum signature** |
Appendix 1

Six Principles of Partnership Working

- a shared commitment to the success of the organisation
- a focus on the quality of working life
- recognition of the legitimate roles of the employer and the trade union
- a commitment by the employer to employment security
- openness on both sides and a willingness by the employer to share information and discuss the future plans for the organisation
- adding value – a shared understanding that the partnership is delivering measurable improvements for the employer, the union and employees
Appendix 2

Code of Conduct

A code of conduct for meetings sets ground rules for all participants:

- Respect the meeting start time and arrive punctually
- Attend the meeting well-prepared, willing to contribute and with a positive attitude
- Listen actively. Allow others to explain or clarify when necessary
- Observe the requirement that only one person speaks at a time
- Avoid ‘put downs’ of views or points made by colleagues
- Respect a colleague’s point of view
- Avoid using negative behaviours e.g. sarcasm, point-scoring, personalisation
- Try not to react negatively to criticism or take as a personal slight
- Put forward criticism in a positive way
- Be mindful that decisions have to be made and it is not possible to accommodate all individual views
- No ‘side-meetings’ to take place
- Respect the Chair
- Failure to adhere to the Code of Conduct may result in the suspension or removal of the member.
Appendix 3

List of Recognised Trade Unions

- British Medical Association (BMA)
- Royal College of Nursing (RCN)
- Royal College of Midwives (RCN)
- UNISON
- UNITE
- GMB
- British Orthoptic Society
- Society of Radiographers
- British Dental Association
- Society of Chiropodists and Podiatrists
- Federation of Clinical Scientists
- Chartered Society of Physiotherapy (CSP)
- British Dietetic Association
- British Association of Occupational Therapists (BAOT)