GIG CYMRU NHS WALES | Iechyd Cyhoeddus Cymru Public Health Wales	**Name of Meeting** Board **Date of Meeting** 26 November 2026 **Agenda item:** 4.3

Local Partnership Forum Terms of Reference	
Executive lead:	Neil Lewis, Director of People and Organisational Development
Author:	Karen Fitzgibbon, Head of People and OD Operations

Approval/Scrutiny route:	Business Executive Team - 7 October 2026 People and Organisational Development Committee – 15 October 2026 Board

Purpose

The purpose of this paper is to present the revised Local Partnership Forum Terms of Reference to the People and Organisational Development Committee for consideration.

Recommendation:

APPROVE	CONSIDER	RECOMMEND	ADOPT	ASSURANCE
☒	☒	☒	☐	☐

The Board is asked to:

- **Consider** the revised Local Partnership Forum Terms of Reference; and
- **Approve** the revised Terms of Reference

Link to Public Health Wales Strategic Plan Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives This report contributes to the following:	
Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
Strategic Priority/Well-being Objective	Choose an item.
Strategic Priority/Well-being Objective	Choose an item.

Summary impact analysis	
Equality and Health Impact Assessment	An EQHIA is not required for this paper.
Risk and Assurance	Appropriate Terms of Reference support effective governance, accountability and partnership working between management and recognised Trade Unions.
Health and Social Care (Quality and Engagement) (Wales) Act	The revised Terms of Reference support effective governance, leadership and engagement through established partnership arrangements.
Financial implications	There are no financial implications arising from the updated Terms of Reference.
People implications	Effective partnership working with Trade Union colleagues through the Local Partnership Forum is a key element of effective governance and support to our staff.

1. Purpose/ Situation

Local Partnership Forum joint Chairs and members have reviewed and updated the Local Partnership Forum Terms of Reference.

The purpose of this paper is to present the revised Local Partnership Forum Terms of Reference to the People and Organisational Development Committee for consideration.

The Committee is asked to consider the revised Terms of Reference and recommend them to the Board for approval.

2. Background

The Local Partnership Forum provides the formal mechanism through which Public Health Wales management and recognised Trade Unions work together on strategic workforce matters. It enables consultation, negotiation and communication on workforce issues arising from the organisation's strategic priorities and plans.

Following a request from the Welsh Partnership Forum, the Terms of Reference were reviewed during Quarter 2, 2026/27, against the model Terms of Reference contained within Standing Orders.

Local Partnership Forum members were also asked by Welsh Partnership Forum to consider stronger links with the Welsh Partnership Forum, an operating protocol or memorandum of understanding to support the running of meetings, meeting cycles and awareness of the dispute resolution process.

3. Description/ Assessment

The revised Terms of Reference retain the existing purpose and remit of the Local Partnership Forum while strengthening and clarifying its operating and governance arrangements.

The principal updates include:

- a clearer two-way relationship with the Welsh Partnership Forum and relevant national partnership structures;
- provision for supporting guidance which covers practical meeting arrangements and expected behaviours;
- clearer escalation arrangements where matters cannot be resolved;
- further clarification of arrangements where a meeting is not quorate;

- strengthened expectations relating to attendance and active participation, including deputy arrangements, and the process for addressing prolonged non-attendance.

The Terms of Reference also confirm that they will be reviewed annually, in line with Standing Orders. Joint Chairs will diarise this for Quarter 1 of 2027/28 and include in the annual workplan for the Local Partnership Forum (under development).

4. Recommendation

The People and Organisational Development Committee considered the revised Local Partnership Forum Terms of Reference at its meeting on 15 October 2026 and recommended them to the Board for approval without amendment.

The Board is asked to:

- **Consider** the revised Local Partnership Forum Terms of Reference; and
- **Approve** the revised Terms of Reference

Appendix 1 – Revised Local Partnership Forum Terms of Reference