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Partnership Working Sub-Committee Draft Terms of Reference and Operating Arrangements

Date: 7 November 2024

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DRAFT

Review Date: Annually

1. Introduction

In line with Section 4 of the Local Partnership Forum (LPF) Terms of Reference, the LPF shall establish a Partnership Working Sub-Committee.

The LPF approved the creation of this Sub-Committee at its meeting on 14 November 2024.

The detailed terms of reference and operating arrangements set by the LPF in respect of this Sub-Committee are detailed below.

These Terms of Reference and operating arrangements are to be read alongside the Terms of Reference for the LPF.

2. Purpose

The purpose of the Partnership Working Sub-Committee is to:

- Implement on behalf of the LPF the Partnership Working Arrangements approved by the Board on 25 May 2023.
- **Approve** on behalf of the LPF, the appointment of Staff Representatives to attend Board and the regular Committees of the Board.
- **Approve** on behalf of the LPF, the appointment of a Staff Representative joint Chair and a Vice joint Chair of the LPF (who will also be the Chair / Vice Chair of this Sub-Committee).

- Provide **Assurance** to the LPF around Staff Representation at Board and Board Committees.

3. Delegated Powers

Remit

The Sub-Committee's role is to elect and nominate Staff Representatives from the LPF Staff Representative membership to attend Board and Board Committees meetings to participate in and contribute to the work of the Board.

The Sub-Committee will also elect from the LPF Staff Representative membership the Staff Representative joint Chair and Vice joint Chair of the LPF (who will also be the Chair and Vice Chair of this Sub-Committee).

The Sub-Committee will actively manage Staff Representation at Board and Board Committees, reporting to and providing assurance to the LPF.

The Sub-Group has the ability to amend the Staff Representation it appoints, should the need arise.

Assurance

- The Sub-Committee will provide **Assurance** to the LPF around Staff Representation at Board and at Board Committees.

Delegated Decisions

The Sub-group will support the LPF by **approving** as appropriate:

- The election and appointment of Staff Representatives from the LPF Staff Representative membership to attend Board and Board Committees meetings.
- The election and appointment of the Staff Representative joint Chair and Vice joint Chair of the LPF (who will also be the Chair and Vice Chair of this Sub-Committee).
- Amendments to the above should the need arise.

4. Sub-committees/Groups

There will be no additional sub-committees or groups.

5. Access

The Sub-Committee will be supported by the Board Secretary and Head of the Board Business Unit and the Board Business Unit to ensure good governance.

6. Membership, Attendees and Quorum

6.1 Members

All Staff Representative members of the LPF will be members of the Sub-Committee.

6.2 Attendees

In attendance:

Others may be asked to attend the Sub-group to actively contribute at the discretion of the Sub-Committee Chair (or Vice Chair in their absence).

The Board Secretary and Head of Board Business Unit will provide administrative and governance support and, in the absence of an appointed Sub-Committee Chair or Vice Chair, will facilitate and coordinate the appointment to such roles by the Sub-Committee.

6.3 Quorum

At least **two** Staff Representative members from different recognised trade unions must be present to ensure quorum of the Sub-Committee, one of whom should be the Sub-Committee Chair or Vice Chair (but only if those roles have been appointed to).

The Board Secretary and Head of the Board Business Unit does not count towards quorum and nor would any other invitee.

7. Nominations and Voting

7.1 Nominations

Each recognised trade union may make one nomination for election to any role within the remit of the Sub-Committee. Such nominations are to be made at least 7 days prior to the Sub-Committee meeting where the appointment is to be made.

7.2 Voting

Voting on the election and appointment to roles within the remit of the Sub-Committee shall be limited to **one vote per recognised Trade Union**, to be made by a lead Staff Representative for that Trade Union.

The nominee with the most votes will be appointed. If there is a tie in the voting, the vote will be repeated until a nominee with the most votes can be appointed.

8. Frequency of Meetings

The Sub-Committee will meet every two years to appoint Staff Representatives to roles within the remit of the Sub-Committee. The Sub-Committee can meet on an ad-hoc basis to address any vacancies or to amend any appointments as is necessary.

At least 14 days notice of a meeting will be provided. Circulation of papers and an agenda will also take place at least 7 days prior to the meeting.

9. Reporting and Assurance Arrangements

Following any meeting, the Sub-Committee shall provide a written report to the next LPF meeting on its work in support of the Sub-Committee remit.

10. Applicability of the LPF Terms of Reference

The Sub-Committee will operate in compliance with the LPF Terms of Reference save as amended by these Terms of Reference.