

Purpose

The main function of the Welsh Partnership Business Forum Committee (WPFBC) will be to support the progress and delivery of the business of the NHS Welsh Partnership Forum (WPF) in the development of service change and modernisation, service delivery and workforce strategy. The WPFBC will manage and facilitate the business of the WPF and any associated Task and Finish Groups. The principle focus and purpose of the WPFBC is:

- **Agreeing the work plan for WPF and Task and Finish Sub Groups –** *highlighting the main issues and ensuring that appropriate work is made and implemented efficiently.*
- **Oversee the work programmes of task and finish sub groups**
- **Ensuring that national NHS Wales-wide agreements on workforce issues are communicated and used across all NHS Wales employers.**
- **Assisting in the implementation of a Workforce and OD agenda agreed in partnership**
- **To hold discussions and consider policies which best benefit the Workforce in Wales on a national approach.**
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The WPFBC will at all times demonstrate the guiding principles underpinning partnership in NHS Wales. These are set out in a supporting annex and are based on the values of team working, openness and honesty, mutual respect and recognition of individual contribution.

Membership

Members

The WPFBC membership comprises representation from each of the constituent parties - Welsh Government, NHS Wales Employers and trade unions/professional organisations. - *The constituent organisations are responsible for agreeing the nominations to the WPFBC and in so doing ensure that participants reflect the diverse nature of the NHS Wales.*

The WPFBC will have 3 Co-Chairs, the Workforce and OD Director Welsh Government, a representative from Workforce and Organisation Development Directors of and an elected Chair from the Trade Unions. The WPFBC Chairs will chair on a rotational basis.

Further members from each of the constituents may attend the WPFBC as agreed by the chairs, this is not limited however members must be able to fully contribute to the meetings

Other Attendees

The WPF will also welcome an appointed representative from other departments and/or organisations to discuss agenda items or and hot topics that are relevant.

Meetings

The secretariat will provide the facilities and support needed to promote effective partnership working. This will include ensuring there is a schedule of meetings designed to progress the work programme and ensure papers are prepared, as is appropriate, to inform members on each side and to assist joint discussion and decision making.

There will be 3 meetings of the WPFBC year. Meetings will be held in Cardiff where possible – *in exceptional circumstances, meetings may need to be held virtually or elsewhere.*

All travel and accommodation expenses relating to the agreed annual schedule of meetings are to be met by the member organisations.

Co-Chairs may call extra meetings over and above the agreed schedule if extraordinary circumstances dictate.

Agenda, Minutes and Secretariat Duties

The secretariat duties for WPFBC will be carried out by Welsh Government.

Members of the WPFBC have the right to submit appropriate agenda items – *items are to be submitted to secretariat/joint chairs at least two weeks prior to the meeting.*

The meetings will be arranged and co-ordinated by the Welsh Government with the agenda and supporting papers circulated a minimum of seven working days before the meeting. Where this timeframe cannot be achieved, papers will be circulated ASAP. Last minute hot topics will be added to the agenda if agreed by the WPFBC Co-chairs as Any Other Business.

Minutes in the form of a brief note and actions points will be circulated and cleared by the Business Committee co-chairs for appropriate circulation. A formal record of notes will be agreed at the following Business Committee meeting.

Review

The WPFBC will review the procedures and terms of reference of the forum bi-annually and report formally on the outcome.