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| **Present:** | | | | **Apologies:** | |
| **Welsh Government:**  Judith Paget  Darren Lewis  Emma Coles  Amber Courtney  Elin Gwynedd  Chantelle Herbert  Annie Jones  Martin Mansfield  Sara Whittam  Nick Wood | **NHS employers:**  Alex Howells  Amanda Milward  Andrew Davies  Angie Oliver  Colin Fitzpatrick  Huw George  Julie Rogers  Lesley Hall  Mark McIntyre  Rhiannon Windsor  Richard Tompkins  Sarah Abraham  Sarah Simmonds  Denise Parish  Ryan Cunningham  Jon Day  Claire Smith | **Trade Unions:**  Nicky Hughes (Chair)  Adam Morgan  Ceri Phillips  Sam Crane  David Bailey  Dawn Ward  Diana Scott-Brown  Gareth Howells  Jane Carroll | Kevin Tucker  Caroline Hurley  Nadia Probert  Michelle Parsonage  Nicola Milligan  Peter Hewin  Rachel Podolak  Steve Austin  Vicky Richards  Stephanie Wilkins  Jonathan Strachen-Taylor | Helen Arthur  Charlotte Cosserat  Anne Adamson  Natalie Stewart  Adrian Thomas  Alison Davies  Claire Vaughan  Michael Redman  Nick Lyons  Sue Green  Geoffrey Armstrong  Jan Tomplinson | Lucy Merredy  Richard Munn  Stefan Senese  Claire Roche  Martin Horton  Steve Moore |
| **Secretariat** | |
| Darren Lewis (WG) | |

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| **1.** | **Nicky Hughes to chair – *include clearing of previous WPF note & actions*** | **Actions** |
|  | Nicky Hughes (NH) chaired the meeting and welcomed the group. Apologies were noted.  Nadia Probert commented that she was noted as an attendee under both Employers and Trade Unions and requested to have this amended. Subject to this amendment the group were happy to agree the minutes.  There were no outstanding actions from the previous meeting. | **Secretariat to correct the attendees list on the previous WPF note** |
| **2.** | **Current Position** | **Actions** |
|  | Judith Paget (JP), Director General Health/NHS Chief Executive at Welsh provided a summary of the COVID infections in Wales in which she highlighted numbers had increased over recent weeks and as a result so have the number of COVID patients in hospitals. She added that the number of infections had reduced slightly last week, and she is hoping to see more of a reduction over the coming weeks.  JP added that vaccine is having a positive impact with admission rates remaining low despite the number of rising infections. However, there has been an increase in the number of staff absences due to COVID with 7.2% being absent from work, with it being the 3rd consecutive week the percentage has increased. It was explained that this has caused a lot of operational issues with the reduced number of staff. JP also shared that social care staff sickness figures are around 9.5%.  JP took questions from the group which included:  What mechanisms are in place to judge what services are unsafe and if we’re proactive to support staff that are scared?  JP confirmed the same arrangements are in place as previously and should staff have concerns they should discuss these with their employer.  What are the key drivers of the sickness absence of 7.2%? Have we seen that stress has become an increasing issue overtime?  JP responded that non-COVID sickness has been quite stable over the last couple of weeks. COVID sickness has been increasing and in the last week there has been a slight increase of non-COVID but not too significant.  If there were any plans for the future?  JP explained she felt that COVID may remain for some time and there is a plan to facilitate this. |  |
| **3.** | **NHS Wales – A Plan to Transform Planned Care Services and Reduce Waiting Times** | **Actions** |
|  | Nick Wood (NW), Deputy Chief Executive NHS Wales at Welsh Government shared a presentation on the plan to Transform Planned Care Services and Reduce Waiting Times. NW advised that the purpose of the plan is to focus on what is the best ways to improve these services and the benefits for patients this will have.  NW advised that where possible the team has engaged with employers and organisations, who have been very helpful on contributing to the plan. This plan will be reviewed on an annual basis.  This information was shared with group members in confidence and they were asked not to share details outside of this forum.  A summary of the plan is shared below:  Objectives:   * Focus on those with greatest clinical need * Increasing health service capacity * Transform the way we provide planned care   Outcomes:   * Equitable access to a quality service * Modernised planned care service * Quality drive and clinical pathways * Sustainable workforce   Key priorities for delivery:   * Transform outpatients * Prioritise diagnostics * Suspected cancer pathway * Patient prioritisation * Eliminating long waits at all states * Increased elective capacity * Better information and support for patients. |  |
| **4.** | **Vaccines** | **Actions** |
|  | Elin Gwynedd (EG), Deputy Director COVID-19 Vaccinations at Welsh Government presented a presentation on the vaccination programme in Wales.  EG added that the workforce for vaccination has been phenomenal and has been ahead of the world in some cases.  EG provided a summary on which groups have been vaccinated and who is forecasted to be vaccinated over the spring months. A summary was provided on the ‘nobody left behind’ campaign in which they are looking at areas with poor uptake vaccinations along with the rollout of the spring booster.  EG confirmed that the window for the spring booster is April-June. JVCI have not given much advice on the Autumn booster, but Welsh Government are currently planning for a cohort 1-9 (like previous jabs), and to plan for Sept/Dec. | **Elin to share presentation on vaccination status with secretariat to share with group.** |
| **5.** | **Occupational Health Review** | **Actions** |
|  | Sara Whittam (SW), Health, Wellbeing and Contracts Senior Policy Manager presented a presentation.  In the presentation SW provided a summary on the current position which entails significant developments to Occupational Health services. In addition, SW added the response to the pandemic and the widespread return to work has highlighted the importance of Occupational Health and Wellbeing services.    SW explained the next steps which involve reviewing the responses from NHS organisations and to develop options for a short medium long term project plan for wider ambition.  Trade unions added that they were disappointed at the speed of this review. | **Sara to share presentation on Occupational Health Review status with secretariat to share with group.** |
| **6.** | **Workforce Race Equality Standard (WRES)** | **Actions** |
|  | SW gave a presentation on current situation on WRES. This included a summary of the actions of the scoping group such as, to deliver a WRES for Wales which supports progress against goals and actions in the Race Equality Action Plan. SW also touched on the WRES Indicators:  **Leadership** – lack of visible role models in positions of power.  **Progression** – experience of gaining jobs and opportunities  **CPD + Training** – experience of being part of the workplace  **Discipline + Capability** – experience of being part of the workplace  **Bullying, Harassment + Discrimination** – experience of racism in every-day life; and experience of being part of the workplace  SW advised of current work being carried out by the 3 sub-groups, they are as follows:  **Subgroup 1**: Engagement with Stakeholders: sharing draft indicators with key groups to gather feedback  **Subgroup 2**: Data requirements: preliminary assessment of existing sources of data, gaps in data collation, issues and potential solutions.  **Subgroup 3:** Implementation:   * + Who is best placed to lead on the implementation phase of the WRES for Wales?   + Our capacity across Wales to implement the WRES for Wales? * High level implementation plan- identify key milestones for the WRES Priority Action described within the Race Equality Action Plan, to ensure timely delivery. * What additional resource will be needed to implement the WRES in Wales in a phased way described in the implementation plan? | **Sara to share presentation on Workforce Race Equality Standard status with secretariat to share with group.**  **Sara to share the membership lists of Workforce Race Equality Standard scoping groups** |
| **7.** | **Staff Survey** | **Actions** |
|  | Rhiannon Windsor (RW) Head of Organisational Development and Inclusion at HEIW presented this item.  RW advised that the paper circulated outlines the current position where HEIW took opportunity to listen and reflect on experiences from the 2020 staff survey to inform our proposition for the 2022 staff survey.  RW also advised that HEIW recognise the value in the previous shortened questionnaire for 2020, unfortunately this did not translate into an increase in the overall response rate (19%).  RW added that HEIW are proposing they embark on the development of a more detailed question set for our 2022 survey this will also allow them to consider the measurement of our work on healthy working relationships, compassionate leadership and just culture amongst some. HEIW will however continue to measure the engagement index in order to see a correlation and comparison with previous surveys.  RW advised that in preparation for the launch of the staff survey later into the autumn and following the support from the Welsh Partnership Business Committee in February the work to establish and receive nominations for the Task and Finish groups and the overarching programme group is now being finalised. HEIW will be bringing all nominated stakeholders together in the coming weeks to define vision and key roles for this work. |  |
| **8.** | **Health and Social Care Workforce Strategy** | **Actions** |
|  | Alex Howells (AH), Chief Executive at HEIW provided a presentation on Health and Social Care Workforce Strategy. This included a summary of the context of the Workforce Strategy for Health and Social Care, and the medium-term implementation planning such as Demand and Supply.  Members were then split into the below breakout rooms to discuss the below topics and what needs to be taken into consideration for implanting this in the workforce strategy.   * Breakout room 1 – Workforce Supply / Seamless – Facilitators: Ryan Cunningham & Angie Oliver * Breakout room 2 – Education and Learning – Facilitators: Denise Parish & Alex Howells * Breakout room 3 – Attraction and Recruitment – Facilitators: Jon Day & Claire Smith * Breakout room 4 – Engaged, Motivated – Facilitators: Helen Thomas & Rhiannon Windsor * Breakout room 5 – Digital – Facilitators: Sian Richard & Julie Rogers   HEIW agreed to share all notes from each breakout room with WPF attendees. | **Facilitators to provide a brief update from each Health and Social Care Workforce Strategy breakout meeting to share with the group.** |
| **9.** | **General Policy update** | **Actions** |
|  | Andrew Davies (AD) Policy and Development Manager at NHS Employers provided a general policy update to the group. A paper was attached outlining the policy updates.  The update covers the following policies:   * Healthier Relationships, Work and Workplaces * Organisational Change Policy * Managing Attendance at Work Policy * Speaking Up Safely * Flexible Working * Menopause Policy * Capability Policy * Disciplinary Policy * Policy Review Dates   AD asked the WPF group to note the update; agree that the review of the Menopause policy is deferred until later in 2022; agree that the review period for established policies is standardised at every 3 years; and approve the revised policy review timetable as outlined in Appendix 1.  The group agreed to the above recommendation. |  |
| **10.** | **NHS Staff Council Update** | **Actions** |
|  | AD provided an update on the NHS staff council meeting. AD added that the meeting focused on fuel price increases and cost of living, and what can be done with the mileage rates. As a result, a mileage summit took place.  AD confirmed that other areas such as flexible working and agile working were highlighted at the meeting and that they’re currently almost in the position of having guidance on these areas. |  |
| **11.** | **Social Partnership and Fair Work** | **Actions** |
|  | Amber Courtney (AC), Senior Policy Manager for Social Partnerships Engagement at Welsh Government presented a presentation on the Social Partnership and Fair Work.  In the presentation AC provided a summary of the vision of Social Partnership and Fair Work such as the ambition to become a nation of Fair Work, working together to ensure decent and dignified work that brings broader benefits for our communities, our economy, and our environment. AC also touched on the Social Partnership bill and that it will be creating a social partnership council, it will place a duty on public bodies in Wales to consult with social partners when developing and delivering their wellbeing goals and introduces socially responsible procurement duties.  AC advised that the social partnership bill is not due to be laid until after the summer recess.  AC requested that if any WPF members would like to contribute to the work on Social Partnership and Fair Work, to email [**socialpartnership@gov.wales**](mailto:socialpartnership@gov.wales) | **If those would like to contribute to the work on Social Partnership and Fair Work, please email** [**socialpartnership@gov.wales**](mailto:socialpartnership@gov.wales) |
| **12.** | **Staff Governance Framework** | **Actions** |
|  | Helen Thomas (HT), Assistant Director of Leadership and Succession HEIW presented this item.  The paper provided a summary staff governance framework. In HT’s update it was mentioned that a slide deck was developed and a range of virtual drop in events with the service to review this initial draft prior to a wider consultation. HT advised that the initial feedback was extremely helpful but unanimously indicated that the language was speaking to managers not our entire workforce, and as such, would be divisive rather than inclusive.  HT advised that this resulted in a redraft that was significantly more engaging which was presented and approved by the Business Committee as an alternative approach. HT has confirmed that this is currently being further developed in partnership and will be socialised through a range of groups for final feedback before going out to wider consultation this summer. |  |
| **13.** | **Any other Business** | **Actions** |
|  | It was raised that BMA concerns regarding for the tier 2 visas and the supervisory needs for them. Home office take the view that the sponsor has to have a supervisory over the individual.  Emma Coles explained Welsh Government are in discussions with DHSC and the Home Office regarding this. |  |
| **14.** | **Future Meetings** | **Actions** |
|  | NH advised the group of the future meeting dates and asked if there could be come consideration of the meeting to be back as an ‘in-person meeting’ |  |

**Action Log**

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| **Action** | **Lead** | **Status** |
| To correct the attendees list on the previous WPF note | Secretariat | Completed |
| Share the presentation on vaccination status with WPF group. | Elin Gwynedd & Secretariat | Completed |
| Share presentation on Occupational Health Review status with secretariat to share with group. | Sara Whittam & Secretariat | Completed |
| Share presentation on Workforce Race Equality Standard status with secretariat to share with group. | Sara Whittam & Secretariat | Completed |
| Share the membership lists of Workforce Race Equality Standard scoping groups | Sara Whittam | Completed |
| To provide a brief update from each Health and Social Care Workforce Strategy breakout meeting to share with the group. | HEIW Facilitators | On agenda for next meeting. |
| If those would like to contribute to the work on Social Partnership and Fair Work, please email socialpartnership@gov.wales | All members | Ongoing |