**Full Welsh Partnership Forum Swansea.com Stadium 13/07/2023**

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| **Present:** | | | | | **Apologies:** | |
| **Welsh Government:**  Annie Jones  Chantelle Jenkins  Judith Paget  Helen Arthur  Martin Mansfield | **NHS Wales Employers:**  Andrew Davies  Sian Deen  Hywel Daniel  Gareth Hardacre  Sarah Simmonds  Neil Lewis  Mark Hackett  Fahmin Khanum  Julie Nallon  Alex Howells  Pushpinder Mangat  Angie Oliver  Claire Roche  Louise Wright  Will Oliver  Sarah Simmonds  Alison Ramsey  Martin Riley | **Trade Unions:**  Nicky Hughes – RCN  Amanda Milward – RCN  Helen Williams – RCN  Caroline Hurley – SOR  Erica Stamp- BMA  Tanya Bull – UNISON  Adam Morgan – CSP  Peter Hewin – BAOT  Ruby James – BAOT  Iona Collins – BMA  Lucy Merredy – BMA  Richard Munn – Unite  Gareth Howell – HCSA  George Puckett - Unite  Stephen Austin – BDA  Nadia Probert - UNISON  Stefan Sense – UNISON  Dawn Ward – UNISON  Ian James – GMB  Jonathan Strachan-Taylor - GMB |  | Sara Whittam  Emma Coles  Gillian Knight  Angharad Steele  Andrea Thomas  Huw George  Rachel Gidman  Sue Green  Vicky Richards – RCM  Nicola Milligan - Unite  Alison Pawley - Unite  Sam Crane - MiP  Geoffrey Armstrong - FCS  Sam Aitkenhead - BOA  Jan Tomlinson - UNISON | |  |
| **Secretariat** | | |
| Rob Bailey | | |

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| **WPF13/7-0** | **Welcome/Introductions** | **Actions** |
|  | Judith Paget (JP), (Welsh Government) Director General Health & Social Services Group, chaired the meeting and welcomed the group. Apologies were noted. |  |
| **WPF13/7-1** | **Notes and actions of previous meeting** | **Actions** |
|  | Notes from the 17th of November 2022 were accepted as true and accurate and all actions were complete. |  |
| **WPF13/7-2** | **Current Position (Including NHS Executive)** | **Actions** |
|  | JP provided an update on the current position, highlighting the significant challenges the NHS is facing. The NHS Executive launched on the 1st of April and is heading into phase 2 of its launch. During phase 2 the Finance Unit and Improvement Cymru will be moving into the NHS executive. During phase 3 the NHS Executive will move into business as usual.  JP noted that regarding the financial position there are health boards in Wales that are facing significant financial pressures.  It was recognised that there is a balance to be struck in terms of cost-saving plans and the determinantal effect on the workforce, as some cost-saving measures may lead to higher vacancy rates.    There was a discussion regarding how Covid-19 sickness absence will be recorded. Clarity was provided regarding staff who test positive for Covid-19 that are fit to work and the need for a risk assessment to be undertaken at local level and that it will be treated similarly to other infectious illnesses.  There was a discussion regarding staff shortages in the NHS, suggestions were raised regarding staff working part-time and utilising the migrant workforce. |  |
| **WPF13/7-3** | **National Workforce Implementation Plan** | **Actions** |
|  | Helen Arthur (HA) provided a written update on the National Workforce Implementation Plan and the first few meetings of the National Workforce Implementation Board. The plan brings together a range of action and stakeholders and has been developed to address the significant workforce demands within NHS Wales.  It was noted that the next meeting of the Strategic Workforce Implementation Board will be held on 31 August, where members will be taking part in a deep dive on:   * + Future profession specific workforce plans   + CPD   HA agreed to review the membership of the group following further requests for direct involvement. | **Helen Arthur to review membership of the National Workforce Implementation Board** |
| **WPF13/7-4** | **HEIW Education and Training Plan (ETP)** | **Actions** |
|  | Pushpinder Mangat (PM) gave a presentation with Martin Riley (MR), which provided an overview of the Education and Training Plan (ETP). The purpose of the ETP is to offer training and education recommendations that address the requirements for the healthcare workforce supply, on behalf of the NHS Wales system. It was noted that there has been an increase in students and trainees in recent years. The presentation went on to detail the work conducted on workplace apprenticeships within Aberystwyth University, Swansea Bay University Health Board and Hywel Dda Health Board. There were discussions regarding recruiting and retaining staff such as offering flexible working.  The WPF supported the plan. |  |
| **WPF 13/7-5** | **National Retention Programme and Plans** | **Actions** |
|  | Alex Howells (AH) provided a presentation on the National Retention Programme Plan  The objectives of the programme are:   * To increase awareness and understanding of retention amongst line managers * To share, develop and spread best practice supported by a QI approach. * To provide targeted support and resources for employers to develop clear retention improvement plans. * To demonstrate progress on retention through a clear set of metrics and Board level reporting   The principles of the programme are that:   * Majority of retention issues and actions are generic across the whole workforce rather than profession specific. * Retention is an umbrella term for many things – HEIW, employers and other partners already have work underway in these areas. * Retention is critically linked to the work on compassionate leadership and cultures. * Retention needs to be locally driven but supported through a national framework.   Some concerns were raised with regard to the provision of flexible working opportunities in some organisations and the impact that this had on staff retention. More use of surveys and exit interviews were suggested as methods for understanding why staff are leaving organisations**.** |  |
| **WPF 13/7-6** | **NHS Wales Staff Survey** | **Actions** |
|  | Fahmin Khanum (FK) and Rhiannon Windsor (RW) gave a presentation and provided a written update on the development of this year’s NHS Wales Staff survey and stated that the plan was to launch in September. It was noted that the staff survey will need to focus on KPIs and will need to link in with the National Retention Programme Plan. Methods to improve engagement with staff were suggested. Some challenges were also highlighted, e.g. the need for protected time to complete surveys.  The WPF endorsed the proposals set out in this paper and colleagues agreed to feedback on the Draft NHS Wales Survey Question set included at Appendix 1. | **Andrew Davies to provide feedback on the Draft NHS Wales Survey Question set.** |
| **WPF13/7-7** | **WPF Workplan and Updates** | **Actions** |
|  | Martin Mansfield (MM) provided an update on the draft WPF workplan. Each workstream will have tripartite leads identified who will be responsible for overseeing progress and updating the Business Committee. It was also noted that a generic terms of reference template would also be developed alongside a role descriptor for the tripartite leads.  Andrew Davies (AD) stated that the workplan will be published on the Welsh Partnership hub once developed and that update reports will be brought to the next WPF and updates will be provided on a monthly basis to the T&Cs business committee.  Dawn Ward (DW) noted that there needs to be a bigger focus on Equality Diversity and Inclusion (EDI) in the workplan.  The WPF agreed to approve the WPF Workplan. | **AM/MM/AD to review the workplan in light of comments made and identify tripartite leads.** |
| **WPF13/7-8** | **Speaking up Safely Framework** | **Actions** |
|  | Hywel Daniel (HD) presented the draft Speaking Up Safely Framework. The framework details the responsibilities of organisations, their executive teams and boards, along with those of managers and individual members of staff (and volunteers) in creating a culture in which ‘Speaking Up’, alongside timely and appropriate responses to any concerns raised, is supported within a safe environment. This framework will be supported in its implementation by a series of toolkits.  It was noted that the draft Framework would be branded and launched as a Welsh Government initiative.  There was a discussion regarding standardised training for investigating officers. Concerns were raised that speaking up often results in a fear of retribution.  Colleagues were very supportive of the draft Framework and subject to a few small suggestions with regard to wording, agreed the Speaking up Safely Framework. And noted that it would now be presented to the Welsh Government’s EDT prior to publication. | **Hywel Daniel to update the Speaking up Safely Framework regarding typos and wording.** |
| **WPF13/7-9** | **General Policy update** | **Actions** |
|  | **The WPF noted the written policy update.** |  |
| **WPF13/7-10** | **NHS Staff Council Update** | **Actions** |
|  | NH provided a verbal update on the NHS Staff Council, where pay and non-pay matters, home working, mileage rates, pensions and job evaluation were discussed. It was noted that in the future there will be a written update of NHS Staff Council discussions presented to the full Welsh Partnership Forum.  Colleagues noted that the NHS Staff Council decision on the amendment within ESR to the calculation of work-related sick pay entitlement needed to be formally communicated to WPF members. AD agreed to action. | **NHS Employers to provide a paper update of the NHS Staff Council to the next WPF.**  **AD to provide a formal communication relating to the NHS Staff Council decision on the amendment within ESR to the calculation of work-related sick pay entitlement.** |
| **WPF13/7-11** | **Business Committee Update** | **Actions** |
|  | NH provided a short update following the Business Committee held on 8 June 2023.  There was a discussion regarding the new approach to policy reviews which now focused on issues raised rather than a time-based periodic review. It was noted this could lead to policies not being reviewed if there were not clearly defined issues that would trigger a review. AD noted that the partnership hub could offer a method for collating feedback if necessary and that further consideration would be given to the issues raised.  It was suggested that version control should be brought into policies instead of the date of review and to have an issue log working on an escalation level which would trigger a review.  The WPF noted the report. | **Andrew Davies to develop a mechanism for reviewing policies through the partnership hub.** |
| **WPF13/7-12** | **Medical & Dental Business Group Update** | **Actions** |
|  | BMA colleagues requested more detail with regards to the Medical and Dental Business Group update and to how issues have been progressed.  The WPF noted the report. | **Sian Deen to work with Lucy Merredy to provide more detail on the Medical and Dental Business Group update** |
| **WPF13/7-13** | **Pension Reforms Update** |  |
|  | Annie Jones (AJ) gave a brief update regarding the pension reforms and the written report was noted. |  |
| **WPF13/7-14** | **Any other business** | **Actions** |
|  | **Selling and Carry Over of Annual Leave During Covid-19**  AD agreed to share the document with Ian James but stated that the arrangements had come to an end and normal arrangements have applied with effect from 31 March 2023.  **NHS privatisation**  Richard Munn emphasised the importance of holding discussions in this area and colleagues noted that the partnership meeting is being rearranged for August.  **Annex 21 – Guidance**  Richard Munn raised the issue that Annex 21 of the NHS Terms and Conditions of Service is not being applied consistently in some professions/  AD and George Puckett agreed to raise with Andrea Thomas (post meeting note – a guidance document had been agreed at the WPF meeting on 17 November 2022 and this has now been recirculated).  **All Wales Occupational Health Review**  HA provided an update on progress and advised colleagues that a data gathering exercise was underway. | **Andrew Davies to provide guidance on selling of annual leave due to Covid-19 to Ian James**  **Andrew Davies and George Puckett to raise issue of Annex 21 guidance with Andrea Thomas.** |

**Action Log**

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| **Action** | **Responsibility** | **Status** | **Due Date** |
| Helen Arthur to review membership of the workforce implementation plan group | Helen Arthur | Complete | 16/11/2023 |
| Adam Morgan/Martin Mansfield/Andrew Davies to review the workplan in light of comments made and identify tripartite leads. | Adam Morgan/Martin Mansfield/Andrew Davies | Complete | 16/11/2023 |
| Hywel Daniel to update the Speaking up Safely Framework regarding typos and wording | Hywel Daniel | Complete | 16/11/2023 |
| NHSW Employers/Trade Union Colleagues/Welsh Government to provide a paper update of the NHS Staff Council to the next WPF | NHS Wales Employers/Trade Unions/Welsh Government | In Progress | 16/11/2023 |
| Andrew Davies to provide a formal communication relating to the NHS Staff Council decision on the amendment within ESR to the calculation of work-related sick pay entitlement. | Andrew Davies | Complete | 16/11/2023 |
| Andrew Davies to develop a mechanism for reviewing polices through the partnership hub | Andrew Davies | Complete | 16/11/2023 |
| Sian Deen to work with Lucy Merredy to provide more detail on the Medical and Dental Business Group update | Sian Deen | Complete | 16/11/2023 |
| Andrew Davies to provide guidance on selling of annual leave due to Covid-19 to Ian James | Andrew Davies | Complete | 16/11/2023 |
| Andrew Davies and George Puckett to raise issue of Annex 21 guidance with Andrea Thomas. | Andrew Davies/Andrea Thomas | Complete | 16/11/2023 |