**Welsh Partnership Forum – Business Committee**

**Notes of the Meeting held on 8 June 2023**

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| **Present:** | | | **Apologies:** | |
| **Welsh Government:**  Emma Coles  Annie Jones  Martin Mansfield  Angharad Steele | **NHS Wales Employers:**  Hywel Daniel (pre-meet)  Andrew Davies  Sian Deen  Sue Green  Sue Price (part meeting)  Julie Rogers | **Trade Unions:**  Nicky Hughes Co- chair  Tanya Bull  Peter Hewin  Nathan Holman  Caroline Hurley  Richard Munn  Vicky Richards  Erica Stamp | Andrea Thomas  Sarah Simmonds  Helen Arthur  Gareth Hardacre  Sara Whittam  Vicky Richards  Chantelle Jenkins |  |
| **Secretariat** | |
| Rob Bailey | |

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| **BC8/6/1** | **Welcome/Introductions** | **Actions** |
|  | Nicky Hughes (NH) welcomed everyone to meeting and noted there was a limited attendance of Employer – Health Board representatives. |  |
| **BC8/6/2** | **Notes and actions of previous meeting** | **Actions** |
|  | The notes of the previous meeting were agreed as accurate with the amendment that Nathan Holman was in attendance. The actions had all been completed or were in hand. | Secretariat to amend |
| **BC8/6/3** | **Recruitment and Retention Business Case – Velindre NHS Trust** | **Actions** |
|  | Sue Price (SP) - Senior Workforce and OD Business Partner – Velindre NHS Trust presented for approval a Retention & Retention Premia Business Case for Collections staff within the Blood Collection Services.  The Case set out the challenges linked the nature of the role (i.e., the role includes the requirement to drive C1 and/or D1 category of vehicles. Concerns were raised regarding the risk that approving the request to pay the RRP for 24 months could impact on the impetus to identify a solution in the short to medium term. Following a constructive discussion, it was agreed that the RRP would be approved for a maximum 12-month period, subject to a detailed plan to address the challenges set out being presented to Business Committee at its meeting in October 2023.  Nathan Holeman (NH) raised the issue of outsourcing the training of C1 & C2 drivers and whether there could be an option to deliver this within NHS Wales. Julie Rogers agreed to explore the feasibility of this and feedback.  **Decision**: Recruitment and Retention Premia for Driver/Clinic Collection Assistants in Blood Collection Service approved for a maximum 12 month period with effect from 1 July 2023 | ACTION – Velindre NHST to submit a detailed plan for consideration at the next meeting  ACTION – HEIW to explore thefeasibility of delivering the required training within NHS Wales. |
| **BC8/6/4** | **Policy Schedule, Update and Proposed Amendments to Policy Development and Review Protocol** | **Actions** |
|  | Andrew Davies (AD) provided an update on Policies currently subject to review and Proposed amendments to Policy Development and Review Protocol  Following a constructive discussion, the Business Committee noted the update on policy development and review underway and **agreed** the following:   1. further policy review is put on hold pending the All-Wales Audit of Policies Through an Anti-Racist Lens. 2. All Wales W&OD policies remain extant until replaced by an updated version approved by the Welsh Partnership Forum. 3. Confirmation of policies remaining extant to be issued to organisations to ensure all are clear from a governance and assurance perspective. 4. The inclusion of a requirement for organisations to share relevant policy audit/reviews to support learning and improvement. 5. the revised All Wales Policy Development and Review Schedule Subject to amendment of the language from “triggers” and any further comments being provided to NHSW Employers by 28th June | ACTION - All to provide any additional comments on the revised Policy Development and Review protocol  ACTION - Andrew Davies to make the amendments discussed and reissue following 28th June |
| **BC8/6/5** | **Covid19 Sickness Transition Arrangements** | **Actions** |
|  | AD set out the context for the Covid-19 Sickness Absence Transitional Arrangements initially agreed in July 2022 and updated in December 2022.  In light of the revised guidance from Welsh Government and on the basis that the key element of the Transitional Arrangements would end on 30th June, the proposal was to withdraw this document with effect from 1st July.  It was acknowledged through discussions before and during the meeting that it remained critical that managers were provided with additional guidance relating to support for individuals with Long Covid and/or those with identified vulnerabilities. It was therefore agreed that new guidance would be developed, aligned to the Management of Attendance at Work Policy with a view to agreeing this through the Business Committee Terms and Conditions Group. | ACTION –  Current Guidance withdrawn by 30th June 2023  ACTION - New Guidance to be developed for review through Business Committee Terms and Conditions Group by 31 July 2023 |
| **BC8/6/6** | **Privatisation of NHS Services – Confirmation of request for Provision of a Record of Externally Core** | **Actions** |
|  | Richard Munn (RM) raised the issue of visibility of contracts outsourced to private companies by NHS Wales. A discussion took place regarding the need to be clear on the definition of “outsourced” or privatised” recognising that significant elements of services within NHS Wales are technically undertaken by contractors e.g. Primary Care, General Practice.  It was also noted that it was important to recognise the remit of this Group and of the Welsh Partnership Forum and the need to ensure that any information collated was pertinent to this remit.  In order to try to secure progress in this matter, it was agreed that a small task and finish group would be formed to identify the scope of the information requested in line with the remit of the WPF.  In the meantime, Emma Coles (EC) would investigate what information is held centrally and what would need to be requested and discussed at employing organisation level. | ACTION – Rob Bailey to arrange a meeting of a task and finish group re NHS Privatisation  ACTION – Emma Coles to seek to identify information held centrally regarding outsourced services |
| **BC8/6/7** | **Staff Welfare Project – Update and Next Steps** | **Actions** |
|  | Martin Mansfield (MM) provided an update on the Staff Welfare Project and referred to the response from the Minister for Health and Social Services. This response confirmed the inclusion of the proposals put forward in partnership in the tripartite workplan (WPF WorkPlan) and the National Workforce Implementation Plan (NWIP). It further confirmed that the Welsh Government will monitor delivery at organisational employer level through the Integrated Medium-Term Plan (IMTP), Joint Executive Committee (JET) and Integrated Quality Planning & Delivery (IQPD) Process.  In order to support employer organisations, NHS Wales Employers will ensure that Health Boards, Trusts etc are clear on the programme of work and the measures to be taken forward through the Local Partnership arrangements.  The Business Committee noted this update. | ACTION - NHS Wales Employers to provide information to Employer Organisations on the Staff Welfare project and clarify the organisational responsibilities at an appropriate point. |
| **BC8/6/8** | **Update on Pay Deal Awards 2022/2023, non-pay element** | **Actions** |
|  | Annie Jones confirmed the position regarding the Pay Award for Agenda for Change Staff for 2022/23 and 2023/24 for the purposes of the record. It was noted that the non-pay elements of the package agreed were now being incorporated into the WPF Workplan which was being developed in partnership | See item 10 |
| **BC8/6/9** | **Welsh Partnership Forum Agenda** | **Actions** |
|  | Andrew Davies advised colleagues that the next meeting of the Welsh Partnership Forum (WPF) will be in Swansea.  Andrew Davies asked for opinions regarding holding the next meeting in North Wales. The view was that whilst it would be good to hold one of the meetings in North Wales, it did require the majority of the membership to travel (rather than the minority). It was agreed that if, following feedback from all members, a meeting would be held in North Wales, that this would be the summer meeting.  Rob Bailey agreed to set up an agenda setting meeting for the Welsh Partnership Forum.  It was requested that changes to pensions were added to the draft Welsh Partnership Forum agenda. | ACTION – Rob Bailey will collate opinions regarding the location for thenext two meetings of the WPF  ACTION – Rob Bailey to arrange an agenda setting meeting.  ACTION – Rob Bailey to add “Pension Changes” to the draft WPF agenda. |
| **BC8/6/10** | **WPF Workplan, Outcomes from WPF Workshop 17th November, WPF forward look 2023** | **Actions** |
|  | The draft WPF workplan was discussed and it was agreed that further work needs to be undertaken to ensure the work is prioritised and a robust plan is in place to deliver the objectives within it. The plan would be further developed through the Terms and Conditions Group and circulated to members with a view to being able to submit to WPF for approval. | ACTION – Rob Bailey to set up meeting to discuss the prioritisation of the WPF Workplan |
| **BC8/6/11** | **Asbestos NHS Estates** | **Actions** |
|  | For information |  |
| **BC8/6/12** | **New JD Template and Guidance** | **Actions** |
|  | For information |  |
| **BC8/6/13** | **Feedback From Terms and Conditions Business Committee** | **Actions** |
|  | Work with colleagues to create a highlight report. |  |
| **BC8/6/14** | **Feedback From Medical and Dental Business Group** | **Actions** |
|  | Work with colleagues to create a highlight report. |  |
| **BC8/6/15** | **Any Other Business** | **Actions** |
|  | No other business was raised. |  |

**Action Log**

| **Ref,** | **Action** | **Responsibility** | **Due Date** | **Update** | **Status** |
| --- | --- | --- | --- | --- | --- |
| BC8/6/3a | Velindre NHST to submit a detailed plan for consideration at the next meeting | Velindre NHST | 27/10/2023 | Complete | Propose close action |
| BC8/6/3b | HEIW to explore the feasibility of delivering the required training within NHS Wales rather than external for C1 & C2 drivers | HEIW | 27/10/2023 | HEIW currently funds the paramedic graduates to complete the C1 programme as part of their studies through our education contracts. HEIW would need to understand more relating to the demand for category C2 licenses to be able to consider this more fully. | Action for discussion |
| BC8/6/4a | All to provide any additional comments on the revised Policy Development and Review protocol | All | 28/06/2023 | Complete | Propose close action |
| BC8/6/4b | Andrew Davies to make the amendments discussed and reissue following 28th June | Andrew Davies | 31/07/2023 | Complete | Propose close action |
| BC8/6/5a | Current Guidance withdrawn by 30th June 2023 | Andrew Davies | 30/06/2023 | Complete | Propose close action |
| BC8/6/5b | New Guidance to be developed for review through Business Committee Terms and Conditions Group | Andrew Davies/Sue Green | 31/07/2023 | Complete | Propose close action |
| BC8/6/6a | Rob Bailey to arrange a meeting for a task and finish group re NHS Privatisation | Rob Bailey | 31/07/2023 | Complete | Propose close action |
| BC8/6/6b | Emma Coles to seek to identify information held centrally regarding outsourced services | Emma Coles | 27/10/2023 | Complete | Propose close action |
| BC8/6/7 | NHS Employers to provide information to Employer Organisations on the Staff Welfare project and clarify the organisational responsibilities at an appropriate point. | Andrew Davies | 31/07/2023 | Complete | Propose close action |
| BC8/6/9a | Rob Bailey will collate opinions regarding the location for the next two meetings of the WPF | Rob Bailey | 13/07/2023 | Complete | Propose close action |
| BC8/6/9b | Rob Bailey to arrange an agenda setting meeting | Rob Bailey | 13/07/2023 | Complete | Propose close action |
| BC8/6/9c | Rob Bailey to add “Pension Changes” to the draft WPF agenda | Rob Bailey | 13/07/2023 | Complete | Propose close action |
| BC8/6/10 | Rob Bailey to set up meeting to discuss the prioritisation of the WPF Workplan | Rob Bailey | 13/07/2023 | Complete | Propose close action |