

# Welsh Partnership Forum Business Committee (BC)

## Terms of Reference

### **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 through social partnership. The WPFBC will manage and facilitate the delegated business of the WPF and will develop work itself. The WPFBC will report into WPF through a regular written report and escalating items for approval and/or decisions. The WPFBC will also delegate to and received work from 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 which will be for ratification at WPF.
- Overseeing 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.
- Acting as the arbitrator, through the agreed process and mechanism, when local issues are unresolved or there are disagreements on policy interpretation as per the agreed guidance on escalation process
- Providing an overarching co-ordination function to the work of local partnership forums and to be a conduit for the sharing of best practice.
- Working in partnership to develop and agree, and assist in the implementation of a Workforce and OD agenda
- Holding discussions on and considering policies which best benefit the Workforce in Wales on a national approach.
- Where appropriate and required, acting as the negotiating body on behalf of the WPF.
- Reviewing and approving Recruitment and Retention Payment Premiums.

**N.b. All matters relating to medical and dental staff will be discussed and handled through the Medical and Dental Business Group.**

### **Membership**

#### **Members**

The WPFBC membership comprises representation from each of the constituent parties - Welsh Government, NHS Wales Employers and trade unions/professional organisations. The trade union representatives to the WPF Business Committee comprise the Staff Side Chair, Secretary, Vice Chair and six elected members from the constituent unions. Elections to the WPF Business Committee Staff Side are

conducted biennially at the staff side general meeting. The Staff Side will confirm any changes to representatives following the general meeting.

The WPFBC will have 3 Co-Chairs, the Workforce and OD Director / Deputy 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.

#### Quorum

The committee will be considered quorate if all three parties are represented and a third of the current membership is present.

#### 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 in person meetings of the WPF Business Committee per year. In exceptional circumstances, meetings may need to be held virtually.

The Business Committee will also meet virtually on a monthly basis in the form of the T&C Business Committee to deal with any urgent business and matters that cannot wait until the next formal Business Committee.

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 NHS Employers Wales.

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 NHS Employers Wales 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.

As a general rule, any other business items identified after the agenda and papers have been circulated should be avoided and can only be added to the agenda with the permission of the joint chairs. The joint chairs will decide collectively if the matters require Business Committee consideration or should be dealt with at organisational level.

Minutes, including a recording of any decisions made, and associated actions points will be taken and circulated. 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 on a biennial basis and report formally on the outcome.