

Present:			Apologies:
Welsh Government: Amy Andrews Annie Jones Chantelle Jenkins Gill Knight Helen Arthur Jessica Khoshooee Marin Mansfield Sara Whittam	NHS Wales Employers: Andrew Davies Gareth Hardacre Helen Watkins James Bishop Kirsty White Rachel Gidman – Chair Sarah Simmonds Sue Green	Trade Unions: Adam Morgan Darryl Williams Nathan Holman Nicky Hughes Tanya Bull	Employer side: Andrea Thomas Emma Coles Hywel Daniel Staff side: Caroline Hurley Erica Stamp Peter Hewin Vicky Richards
			Secretariat
			James Bishop

1.	Welcome/Introductions	Actions
	RG welcomed attendees and noted apologies.	
2.	Agree the notes of the meeting held 26th June 2024 and review progress of the actions on the action log	Actions
	BC Colleagues noted no comments or amendments to the notes and action log of the previous meeting.	
3.	Matters Arising:	Actions
	<p>TU colleagues requested updates on the following under AOB: -</p> <ul style="list-style-type: none"> I. H&S champions. II. The JE Policy III. The Overpayments Policy 	

4.	RRPs	Actions
	<p>I. Perfusionist (C&V)</p> <ul style="list-style-type: none"> ▪ Request to extend the RRP to September 2025 was discussed at the T&C Business Committee in September. <p>II. WBS Collection Drivers (Velindre)</p> <ul style="list-style-type: none"> ▪ Being picked up through OCP, with a request is to extend the RRP to the 8th June 2025. <p>III. Cardiothoracic Scrub (SBUHB & C&V)</p> <ul style="list-style-type: none"> ▪ Joint proposal with aligned RRP's to extend to 31st August 2025. BC colleagues noted the exit plan is in place but will need to see progress on how it will be delivered. Noted that updates on staff consultation, EQIAs and progress reports will be needed. <p>TU Colleagues noted the need for an exit plan and emphasised that from September 2025 the RRP payments will need to cease. AD will request updates at BC and T&C BC meetings in February and March to monitor progress.</p> <p>WPF Business Committee agreed to extend the RRP's as follows: -</p> <ul style="list-style-type: none"> i) Perfusionists (C&V) – end of September 2025 ii) WBS Collection Drivers (Velindre) – 8 June 2025 iii) Cardiothoracic Scrubs (C&V and SBU) – end of August 2025 	<p>(AD/JB) – Request RRP Updates and add to Feb/March 2025 BC and T&C Agenda</p>
5.	Claiming Back of AL if Sick – Updated Guidance	Actions
	<p>AD noted that the issue was raised at WPF in July as an AOB item. AD presented a proposed amendment to the Managing Attendance at Work policy –WPF – Sickness during a period of annual leave, for agreement.</p> <p>Business Committee agreed the proposed amendment. It was noted that the amendment will be issued to the Service with immediate effect and included in the updated Managing Attendance at Work policy when reissued.</p>	<p>(AD) – Issue amendment to service and include in the updated Managing Attendance at Work policy.</p>
6.	Flexible Pensions Policy – For Ratification	Actions
	<p>SG noted that the Flexible Pensions Policy has been agreed by both MDBG and BC members. Work on the guidance flowchart is currently underway and will be shared with colleagues over the coming weeks.</p> <p>SG noted thanks to Pensions colleagues for their dedicated work and support in developing the policy.</p>	

	BC colleagues agreed to ratification of the policy and noted that it had been issued to the Service for implementation in early October	
7.	Band 2 & 3 Workstream - Terms of Reference of Partnership Group and Agreed Framework	Actions
	<p>SG presented the draft terms of reference and recognised the need to ensure they have gone through the BC governance process.</p> <p>BC colleagues were informed that a tripartite working group has been established, and progress is being made.</p> <p>SG informed BC Colleagues that work is ongoing on agreeing a set of All Wales JDs for a number of posts as well as a framework for implementing All Wales JDs and she anticipated that these would be presented to the WPF on 20 November for agreement.</p> <p>WPF Business Committee approved the draft terms of reference.</p>	(SG) – Present All Wales JDs and Framework for implementation to WPF in November.
8.	Bank - Terms of Engagement and Terms of Reference	Actions
	<p>AD updated colleagues on the tripartite work and progress to date and the terms of reference were presented to BC colleagues for agreement. It was noted work on the revised worker terms of engagement is underway. AD noted the intention of the work is to develop consistent pay rates for bank staff across Wales as well as other non-pay incentives.</p> <p>AM highlighted the Employment Rights Bill going through parliament, and how this piece of work aligns with potential outputs from the bill and questioned if there is a way to be progressive in the approach to bank work, rather than acting in response. AD noted that Legal and Risk are closely involved with ensuring alignment and adherence. SG noted that is where incentivisation is crucial, and the intention is to hold a workshop at WPF to discuss what would make a bank contract attractive while ensuring a progressive approach is taken at the WPF in November.</p> <p>WPF Business Committee agreed the group's terms of reference.</p>	
9.	2024/2025 Pay Award	Actions
	<p>I. Update from TU Colleagues on Membership Consultations. NH informed BC colleagues that membership consultations are underway and will conclude by the end of the month. RCM and SOR have concluded. An update will be provided when the outcome is shared publicly. NH(GMB) agreed to chase the GMB update.</p> <p>II. Formal ratification – New intermediary step pay point for Band 8A and above.</p> <p>WPF Business Committee ratified the decision to include intermediary pay steps for Band 8A and above.</p>	<p>(NH) – To share outcome of 2024/2025 Pay Award Membership Consultation when available.</p> <p>(GH) – Inform BC colleagues of outcome of IBM discussion.</p>

	<p>AJ informed colleagues that a pay circular will be drafted and will reference to a set of FAQs which would be developed in partnership. It was agreed that those individuals to whom it would be applied retrospectively would progress automatically whilst in future progress would need to align with the All Wales Pay Progression policy. It was noted that IBM are likely to implement the change in January. GH informed colleagues lobbying is being done to implement the change sooner and will inform colleagues of the outcome.</p> <p>III. With regard to the application of the pay award to bank workers, HA agreed to discuss with colleagues whether the pay circular could be reissued to reflect this or alternatively agreed to consider issuing a letter referencing the expectation that it would be applied to bank workers, to support W&OD Director colleagues.</p>	
10.	WPF Workplan – For sign off	Actions
	<p>AD reminded colleagues the WPF Workplan has been to T&C BC and that a workshop was held at WPF in July. The Workplan has been brought to BC for formal agreement and the rolling nature of the plan was noted.</p> <p>Colleagues were informed a review of BC, WPF and MDBG terms of reference has started and that updated drafts would be presented to the T&C Committee at the end of October.</p> <p>It was agreed that the workplan will be uploaded to the Partnership Hub.</p> <p>WPF Business Committee agreed the WPF workplan.</p>	<p>(AD) – Take BC, WPF and MDBG terms of reference amendments to T&C as part of the engagement process.</p>
11.	CPD/36-hour week - Feasibility Studies Update	Actions
	<p>Glyn Jones attended and delivered a presentation, on the CPD/36 work week item as part of the 23/24 pay negotiations, GJ noted that the purpose of the presentation is not to provide recommendations or advice but is intended as a presentation of what was found during the fact finding exercises undertaken by HEIW.</p> <p>Employer and TU colleagues thanked GJ for the presentation and for talking through the methodology. Colleagues agreed there was still a lot more work that needed to be undertaken, and discussions around priorities and lessons learned from Scotland's implementation of the 36-hour week would be needed to inform what next steps should be taken. TU colleagues felt that the CPD priority could be progressed in a shorter timeframe.</p> <p>TU Colleagues raised some concern that the views of those who will be affected have not fully been taken into account and what beneficial impacts it will have.</p>	<p>(Employer / TU) – Provide 36 hour/CPD written collective contributions to WG colleagues by Monday 11th November.</p>

	BC Colleagues agreed that time would be needed for Employers and TUs to consider next steps and provide collective views on both issues. A workshop with regard to the 36-hour week study was suggested but it was agreed that in the first instance formal TU and Employer responses should be submitted to WG colleagues by 11 th November 2024.	
12.	Update on WHC Report and OH next steps	Actions
	<p>Occupational Health -</p> <p>MM updated colleagues on the latest position with regard to the tripartite workstream and advised that formal feedback on the work to date and preferred next steps had been sought from both TUs and Employers. This feedback would now be incorporated into a report for Judith Paget to consider. MM/HA agreed to update SG on the timeframe for the development of the report and decision.</p> <p>Welsh Health Circular (2024) 017 –</p> <p>It was agreed that a letter should be sent on behalf of the WPF Business Committee to LPF joint chairs asking them to provide local organisational assurances against the various aspects of the non-pay agreement and particularly phase 3 reporting requirements by January 2025. It was agreed that the development of a template for completion would ensure consistency.</p>	<p>(MM/HA) agreed to update SG on the timeframe for the development of the report and decision.</p> <p>(MM/AM/AD) - Draft a letter on behalf of the WPF Business Committee to LPF joint chairs asking them to provide local organisational assurances against the various aspects of the non-pay agreement and particularly phase 3 reporting requirements by January 2025</p>
13.	WPF agenda to be discussed	Actions
	<ol style="list-style-type: none"> I. TU Colleagues requested a Band 4 update, JB to add to November WPF agenda. II. BC colleagues agreed WRES item would be brought to WPF in March. III. HEIW Educational Training Plan item to be taken off the agenda and brought back for WPF in 2025. 	<p>(JB) – Add Band 4 update to November WPF agenda, move WRES and ETP to WPF agenda in March 2025.</p>

14.	Any other business	Actions
	<p>I. H&S Champions – NH noted that some HB H&S Champions, have not had facilities times made available. SG requested NH to share which organisations this is applicable to and will flag it with them.</p> <p>II. JE Policy – It was noted that the intention is to present to WPF in November for agreement.</p> <p>III. Overpayments – AD advised that PH’s email regarding the establishment of minimum standards has been shared with GH and LP and a response would be provided in due course.</p> <p>IV. NHS Estates – Colleagues discussed if the condition of NHS estate needed to be added as a standing item going forward. RG noted the need to communicate to local forums what work is being done by HBs. HA noted that the Capital team has gone out to HBs to focus on specific issues and will ask the Capital team to come to a WPF/BC session and inform colleagues of the work undertaken.</p>	<p>(NH) – Share relevant H&S Champions facilities times concerns with SG.</p> <p>(SG) – Take JE policy to WPF in November.</p> <p>(GH/LP) – Provide response to PH’s email on overpayment minimum standards when available.</p> <p>(HA) – Liaise with capital team to come to future BC/WPF to inform colleagues of work undertaken.</p>
15.	Next meeting dates of the Business Committee:	Actions
	<p><u>Full WPF</u></p> <ul style="list-style-type: none"> • 20th November 2024 (Confirmed) • 19th March 2025 (Provisional date) • 16th July 2025 (Provisional date) • 19th November 2025 (Provisional date) <p><u>Full Business Committee</u></p> <ul style="list-style-type: none"> • 26th February 2025 (Provisional date) • 25th June 2025 (Provisional date) • 15th October 2025 (Provisional date) 	

Next meeting dates of the Business Committee: 26th February 2025

Action Log

Action	Responsibility	Status	Due Date	Comments
Request RRP Updates and add to Feb/March 2025 BC and T&C Agenda	Andrew Davies James Bishop	Completed	26/02/2025	Completed
Issue amendment to service and include in the updated Managing Attendance at Work policy.	Andrew Davies	Completed	26/02/2025	Completed
Present All Wales JDs and Framework for implementation to WPF in November.	Sue Green	Completed	20/11/2024	Completed
To share outcome of 2024/2025 Pay Award Membership Consultation when available.	Nicky Hughes	To be completed	30/11/2025	
Inform BC colleagues of outcome of IBM discussion.	Gareth Hardacre	To be completed	29/4/2025	
Take BC, WPF and MDBG terms of reference amendments to T&C as part of the engagement process.	Andrew Davies	Completed	26/02/2025	Completed and on agenda for approval
Provide 36 hour/CPD written collective contributions to WG colleagues by Monday 11 th November.	Employer / TU Colleagues	Completed	11/11/2024	Completed
MM/HA agreed to update SG on the timeframe for the development of the Occupational Health report and decision.	Martin Mansfield / Helen Arthur	To be completed	30/11/2025	
Draft a letter on behalf of the WPF Business Committee to LPF joint chairs asking them to provide local organisational assurances against the various aspects of the non-pay agreement and particularly phase 3	Martin Mansfield / Adam Morgan / Andrew Davies	Completed	31/01/2025	Letter issued 8/11/2024

Add Band 4 update to November WPF agenda, move WRES and ETP to WPF agenda in March 2025.	James Bishop	Completed	20/11/2024	Completed
Share relevant H&S Champions facilities times concerns with SG.	Nicky Hughes	To be completed	29/4/2025	
Take JE policy to WPF in November.	Sue Green	Completed	20/11/2024	Completed
Provide response to PH's email on overpayment minimum standards.	Gareth Hardacre / Lindsay Payne	To be completed	29/4/25	
Liaise with capital team to come to future BC/WPF to inform colleagues of work undertaken.	Helen Arthur	Completed	26/3/2025	Completed/Attended WPF on 26 March