

Present: 17th July			Apologies:
<p>Welsh Government:</p> <p>Annie Jones Chantelle Jenkins Emma Coles Jessica Khoshooee Judith Paget (Chair) Martin Mansfield Sara Whittam</p>	<p>NHS Wales Employers:</p> <p>Andrew Davies Angie Oliver Claire Osmundsen-Little Fahmin Khanum Gareth Hardacre Greg Dix James Bishop Kirsty White Lisa Llewellyn Marie Davies Rachel Gidman Ruth Alcolado Sophie Fuller Sue Green Tom Lawson</p>	<p>Trade Unions:</p> <p>Adam Morgan - CSP Alison Pawley – Unite Caroline Hurley - SoR Darryl Williams – Unite Dawn Ward – Unison Jan Tomlinson – Unison Jenny Lavington – CSP Jonathan Strachan-Taylor - GMB Lenient Okpogor – RCN Louise Wright - CSP Nadia Probert – Unison Nathan Holman – GMB Nicky Hughes - RCN Pamela Franas – GMB Peter Hewin - BAOT Rodney Berman - BMA Stefan Senese - Unison Vicky Richards – RCM</p>	<p>Welsh Government Angharad Steele</p> <p>NHS Alex Howells Andrea Thomas Angela Lewis Geoffrey Armstrong Hannah Evans Huw George Hywel Daniel Jackie Davies Neil Lewis Nicola Pygodzicz Sarah Simmonds</p> <p>Trade Union Members Dianne Scott - RCP Julie Richards – RCM Tanya Bull – Unison</p>
			Secretariat
			James Bishop

1.	WPF17/07-1 Judith Paget to chair	Actions
	<p>JP welcomed colleagues and noted apologies to date.</p> <p>JP acknowledged that discussions around discrimination and pregnancy loss may be sensitive to some colleagues, and informed members that discussions will be handled with sensitivity and colleagues could leave the room if they felt it necessary.</p>	
2.	WPF17/07-2 - Identify any other business to be discussed	Actions
	<p>NH – TU colleagues raised in the pre-meet the need for a discussion around annual leave and self-certification of sickness.</p>	
3.	WPF17/07-3 Current Position (Including NHS Executive)	
	<p>JP advised colleagues that the Cabinet is currently discussing the programme for government, focusing on key delivery priorities. Although not yet published, top healthcare priorities include addressing long waiting times, particularly for orthopaedic procedures. JP outlined the government's priorities for the first thousand days and highlighted the Cabinet's attention on delayed transfers of care and ambulance delays. A paper on these issues will be presented to the Cabinet in September, with ongoing work in this area.</p> <p>It was noted that despite investment in the NHS, financial challenges remain a top priority. JP acknowledged that some organisations are still experiencing financial difficulties and have escalated issues. The Welsh Government is committed to supporting organisations to achieve better financial positions without traditional bailouts, emphasising a collective effort to address financial challenges.</p> <p>The NHS Executive programme has now transitioned to business as usual, receiving positive feedback from the NHS for its contributions and support. It continues to support planning, quality, safety, improvement, and financial issues. It was noted that Tech Cymru is being transferred in from ABUHB in September.</p> <p>It was also noted that the Cabinet Secretary has sent a letter regarding the pay review bodies recommendations to TU Business Committee colleagues, stating that consideration and publication will be delayed until after the summer recess to allow for a clearer position across government departments. JP shared that regular discussions are ongoing. TU colleagues expressed disappointment that members did not receive pay increase in April and raised concerns about the impact on staff and noting the impact on pay discussion for 2025/26. JP thanked colleagues and acknowledged concerns.</p>	
4.	WPF17/07-4 Education and Commissioning Plan 2025/26	
	<p>HEIW colleagues delivered the presentation on the development of the Education and Commissioning Plan 2025/26. TL emphasised the need for ongoing commissioning and improved data, thanking colleagues for their feedback and engagement to date. He highlighted the importance of sharing information and the progress of the CCT dashboard and</p>	(All Colleagues) – Feedback on Education and

	<p>highlighted the continued need for education and training. TL provided context on broader issues affecting professional groups and discussed the need for scenario planning as requested by the Welsh Government. He outlined three approaches to scenario planning, stressing the importance of understanding the cumulative impact of different options. It was noted that the deadline for feedback from colleagues is 19th July.</p> <p>RB raised concerns about the lack of specialty training posts for those completing foundation training. TL acknowledged these concerns, noting that all factors, including the pipeline and funding, are being considered. He emphasised the importance of prioritising patient needs and retaining talent in Wales.</p> <p>PH expressed concern with occupational therapy placement numbers and highlighted the need for effective horizon scanning to influence future planning. LL mentioned ongoing conversations with social care partners to identify needs, placement opportunities, and vacancies.</p> <p>SG discussed the need to reference placeholder roles, such as locally employed doctors and occupational health physicians.</p>	<p>Commissioning Plan 2025/26 due by 19th July 2024.</p>
<p>5.</p>	<p>WPF17/07-5 Workforce Race Equality Standard</p>	
	<p>SW presented the high level findings on behalf of Anton Emmanuel.</p> <p>It was noted that at the previous meeting, AE had provided an update on the actions needed once data is available for the Workforce Race Equality Standard (WRES). A summary of this update was provided after the meeting.</p> <p>The data presentation process for the national WRES report was explained. From an organisational perspective it was noted a report will be sent to the Chief Executive, with a meeting scheduled in September to further review organisational data. The final report will be submitted to the Cabinet Secretary and publication planned for September.</p> <p>Work is ongoing with organisations to strengthen actions, with the annual reporting cycle starting again in April. In October, the same data will be run for contracted staff to provide a broader understanding, including social care staff.</p> <p>TU colleagues inquired about how the data will be accessible to TU representatives. It was clarified that TU reps are on the WRES steering group, and the national report will be sent to them. Organisation-specific reports will be held by the respective organisations, with TU engagement expected at local level. TU colleagues also asked if geographical factors had been considered, specifically rurality, and it was noted that this would be commented on in the national report.</p> <p>It was also noted that a joint national plan has been created in partnership with TUs. The WRES steering group has brought together various voices to address what is being done at the national level. It was also noted that reports need to be presented to local partnership forums.</p>	

6.	WPF17/07-6 Occupational Health Services	
	<p>MM presented a written update and outlined progress made through the tripartite group, with the next meeting scheduled for 26th July.</p> <p>It was noted that WHC (2024) 017 includes baseline reporting requirements by 31 July, and a fuller report will be presented at WPF in November.</p>	<p>(MM/SW) - to provide OHS update at November WPF meeting.</p>
7.	WPF17/07-7 WPF Workplan 2024/25 & 2025/26	
	<p>A workshop was held where colleagues were asked for feedback on the draft WPF Workplan 2024/25 & 2025/26. Outputs have been recorded and taken forward to inform the review of the workplan. The draft WPF Workplan will be presented for sign off at the WPF Business Committee in October.</p>	<p>(AM/AD/MM) – Collate and integrate feedback from WPF Workplan 2024/25 & 2025/26 Workshop and take to BC for sign off.</p>
8.	WPF17/07-8 Review of All Wales Disciplinary Policy	
	<p>AM and RW delivered a presentation on the review of the All-Wales Disciplinary Policy and emphasised the importance of the policy promoting a culture of learning, accountability, and transparency to minimise harm to employees. It is anticipated that updating the policy will save time and money, reduce investigations, foster learning, and ensure alignment with other policies. They also drew colleagues’ attention to the development of an overarching Managing Standards, Performance and Behaviours at Work policy which would also include reference to the need for a management review to be undertaken. TU colleagues expressed some concern about some managers having the necessary skillset to undertake these reviews. AM/SG/RW to feedback to the partnership policy review group.</p> <p>AM noted that reference to repeated misconduct needed to be included in the flowchart. The review used evidence to develop guiding principles aimed at reducing formal investigations and ensuring timely completion. A lot of activity is already underway, with a final draft expected to be presented to the WPF in November.</p> <p>TU colleagues emphasised the need for guidance on conducting investigations alongside police inquiries.</p> <p>Colleagues noted that the capability policy is also under review and needed to be interface with the new policy.</p> <p>RG highlighted clarity required around OD and emphasised the importance of clear, concise, fair, and equitable language in the policy.</p> <p>The item will be revisited at WPF in November.</p>	<p>(AM/SG/RW) – Use feedback regarding Management Review process to inform the Review of All Wales Disciplinary Policy.</p>

9.	WPF17/07-9 Speaking Up Safely Update	
	<p>It was noted that Nicola Williams (Executive Director of Nursing, Allied Health Professionals and Health Science, Velindre University NHS Trust) has been appointed as SRO for Speaking Up Safely within NHS Wales.</p> <p>Some concern was raised about the governance of this initiative and its placement within the broader organisational framework. The risk of confusion due to overlapping related initiatives was noted.</p> <p>NW advised that she reported to the steering group, emphasising as priorities the need to establish firm governance arrangements, link in with sexual safety work, support managers, consider the development of a community of practice and develop a communication plan to ensure that consistent messages were delivered to all staff. Feedback on these next steps was requested.</p> <p>PH inquired about responsibility for consistency. JP emphasised the need for consistency and emphasised the need for NW and her group to develop a consistent approach through a strong governance system.</p>	(All) - to provide feedback to NW on the Speaking Up Safely steering group priorities.
10.	WPF17/07-10 NHS Wales Staff Survey Update	
	<p>FK presented an update on the NHS Wales Staff Survey, acknowledging concerns and offering to discuss with colleagues. The survey had a 20% completion rate and was open for six weeks. It was noted that reporting issues had caused delays, with data expected in April arriving in July. Data reporting and analysis has since been brought in-house to HEIW. The summary report will be available on August 5, 2024. Efforts are underway for earlier data release next year.</p> <p>Some colleagues expressed concern regarding the completion rate. Potential reasons were discussed as to why uptake was low, including the number of questions, staff time constraints to complete the survey and a lack of access to IT. FK mentioned that the questionnaire design has been changed to mirror England's approach and they are working with local survey leads and have conducted feedback and reporting sessions. She assured colleagues that comments are being considered and improvements are being made.</p> <p>GH noted that the time of year the survey is conducted has an impact on HB responses, as new cohorts of junior doctors joining may lack the time in post to want to provide feedback. Colleagues also felt that quarterly pulse surveys may be more beneficial. Colleagues recognised that it was too late to change the date of this year's survey (Autumn) but felt that consideration needed to be given to undertaking the surveys in Spring in future.</p>	
11.	WPF17/07-11 Flexible Pensions Policy	
	<p>SG advised colleagues that flexible pensions policy has been amended following comments from tripartite pensions policy group and is now near completion.</p>	(SG) - to present the draft policy to the Business

	SG requested that the WPF delegates authority for agreeing the policy to the Business Committee. WPF agreed to delegate authority to agree the policy to the Business Committee.	Committee for agreement at the earliest opportunity.
12.	WPF17/07-12 Job Evaluation Policy	
	SG requested that the WPF delegates authority for agreeing the policy to the Business Committee. WPF agreed to delegate authority to agree the policy to the Business Committee.	(SG) - to present the draft policy to the Business Committee for agreement at the earliest opportunity.
13.	WPF17/07-13 Pregnancy Loss Support Policy	
	AD advised members that the request for an All-Wales Pregnancy Loss Support Policy was made at the March WPF meeting. AD thanked colleagues, particularly VR and ES, for their contributions and reminded everyone of the enhanced provision of 10 days leave for the person suffering the loss and 10 days for their partner. Additionally, noting the positive reception received from organisations to appointing a Pregnancy Loss Support Champion. WPF agreed the policy for circulating to the Service for implementation. JP emphasised the need for careful consideration regarding the launch due to the sensitive nature of the policy.	(AD/JB/CTMUHB) – Liaise with CTM UHB to distribute the lessons learned on implementing the Pregnancy Loss Support Policy.
14.	WPF17/07-14 NHS Staff Council Update	
	Content noted – No comments.	
15.	WPF17/07-15 Business Committee Update	
	Content noted – No comments.	
16.	WPF17/07-16 Medical & Dental Business Group Update	
	Content noted – No comments.	
17.	WPF17/07-17 Previous WPF Minutes & Actions 21st March 2024	
	The notes of the last meeting held on 21 March were agreed as a correct record with the following amendments: The action point to “Seek further clarification in relation to the concerns expressed by some TU colleagues with regard to the application of the on-call arrangements with a view to referencing, if appropriate, an action in the WPF workplan for 2024/25” should also be included in the meeting notes as well.	

	<p>Noted that Louise Wright had given apologies for the meeting.</p> <p>Noted that Stefan Senese represented Unison and not Unite.</p>	
18.	WPF17/07-18 Any Other Business Chair	
	<p>Annual leave and self-certification of sickness – TU colleagues flagged the inconsistent interpretation of the Managing Attendance at Work policy, in relation to the need to provide a fit note in order to reclaim annual leave when sick. SG agreed to look into the matter.</p>	<p>(SG) - to look into the requirement within the MAAW policy to provide a fit note in order to reclaim annual leave when sick.</p>
19.	WPF17/07-19 Future WPF Meetings for 2024/25 20th November 2024	
	<p>JP – Thanked colleagues for attendance and informed attendees of the date of the next WPF - (20th November 2024).</p> <p>Meeting Closed.</p>	

Action Log

Action	Responsibility	Status	Due Date
Feedback on Education and Commissioning Plan 2025/26 due by 19th July 2024.	All Colleagues	Completed	19/07/2024
To provide OHS update at November WPF meeting.	Martin Mansfield Sara Whittam	<u>Status update</u> – OH relevant returns from WHC 017 part 2 were considered by the Business Committee and additional collective views provided by the Employer and Union sides respectively. A report on progress to date including options for next steps, reflecting social partner, input has been provided to NHS Chief Executive with an expectation that additional work will be commissioned to develop this area further. The social partners will continue to input and the Business Committee and full WPF will receive further updates.	20/11/2024
Collate and integrate feedback from WPF Workplan 2024/25 & 2025/26 Workshop and take to BC for sign off.	Adam Morgan Andrew Davies Martin Mansfield	Workplan updated and presented to BC on the 16 th October 2024 for approval.	16/10/2024
Use feedback regarding Management Review process to inform the Review of All Wales Disciplinary Policy.	Adam Morgan Sue Green Rhiannon Windsor	Meeting held on 7 th November and further draft developed. Update included on the agenda.	20/11/2024
To provide feedback to NW on the Speaking Up Safely steering group priorities.	All Colleagues	Completed.	20/11/2024
To present the draft flexible pensions policy to the Business	Sue Green Business Committee	Flexible pensions policy agreed and issued for implementation on the 4 th October 2024 and ratified at WPF BC on the 16 th October.	16/10/2024

Committee for agreement at the earliest opportunity.			
To present the draft job evaluation policy to the Business Committee for agreement at the earliest opportunity.	Sue Green Business Committee	On agenda for approval.	16/10/2024
To look into the requirement within the MAAW policy to provide a fit note in order to reclaim annual leave when sick.	Sue Green	Amendment agreed in partnership and presented to BC on the 16 th October 2024 and issued to the service.	20/11/2024