

Present:			Apologies:
<b>Welsh Government:</b> Martin Mansfield Chantelle Jenkins Angharad Steele Sarah Whittam	<b>NHS Wales Employers:</b> Rachel Gidman Hywel Daniel Gareth Hardacre Sue Green In attendance Item 4. – Sue Price, Senior WOD Business Manager Velindre NHS Trust Item 5. - Jonathan Gates, Head of Nursing Stephanie Hornblower, HRBP Swansea Bay HB	<b>Trade Unions:</b> Vicky Richards Nicky Hughes Nathan Holman Tanya Bull Richard Munn	Julie Rogers Shelly Williams Annie Jones Adam Morgan Erica Stamp Helen Arthur Andrew Davies Shelley Williams Emma Coles Caroline Hurley Peter Hewin
			Secretariat
			Rob Bailey

1.	Welcome/Introductions	Actions
	Sue Green (SG) welcomed everyone to the meeting. SG confirmed that the meeting was due to be chaired by Welsh Government, however, due to sickness, neither Helen Arthur or Emma Coles were able to attend. As this was the first meeting since Rachel Gidman had been confirmed as Co Chair, Sue Green had agreed to Chair on behalf of employers.	
2.	Notes and actions of previous meeting	Actions
	The notes of the previous meeting were agreed as accurate for the meeting all actions were closed.	
3.	Matters Arising	Actions
	<ul style="list-style-type: none"> <li><b>Terms and Conditions Business Committee Minutes</b> The business committee terms and conditions minutes were attached for information only.</li> <li><b>Additional Covid-19 Guidance</b> The business committee agreed the “Additional guidance for use where individuals have tested positive for COVID-19 and are asymptomatic”.</li> <li><b>NHS Privatisation</b></li> </ul>	<p><b>ACTION – Additional Covid guidance to be published</b></p> <p><b>ACTION - Workforce Directors to provide written response regarding measures to ensure awareness of decisions regarding outsourcing to Staff</b></p>

	<p>It was noted that Workforce Directors would provide a written response to the proposal from staff side following their meeting on 17<sup>th</sup> November 2023.</p>	<p><b>side following the WODDs meeting on 17<sup>th</sup> November 2023</b></p>
<p><b>4.</b></p>	<p><b>Recruitment and Retention Business Case – Follow up paper on Welsh Blood Service (WBS) Collection Drivers at Velindre NHS Trust</b></p>	<p><b>Actions</b></p>
	<p>Following approval of a maximum 12 month RRP for Blood Collection Drivers in June 2023, Sue Price (SP) provided an update on the work requested by Business Committee as a condition of this approval. The paper summarised the 10 actions to move away from the RRP in the long-term. Whilst noting the work underway, the Committee expressed concern that the specific actions for the Trust to work with HEIW regarding the provision of training within NHS Wales and to undertake a further review of the role and banding had not been undertaken. SP stated that the Trust is exploring a workforce hybrid model for this role, as part of the RRP.</p> <p>The Business Committee reiterated that the RRP was approved until the end June 2024 on condition that there was a clear plan in place to enable removal of the RRP from 1<sup>st</sup> July. The Trust was asked to ensure that the actions set out in June 2023 were completed and to provide an update to this effect in February 2024.</p>	<p><b>ACTION – ALL to work with Sue Price to assist in the development of the workforce plan to enable removal of the RRP for for WBS Collection Drivers from 1<sup>st</sup> July 2024.</b></p> <p><b>Velindre NHS Trust to provide a further update on the plan to achieve this in February 2024</b></p>
<p><b>5.</b></p>	<p><b>Recruitment and Retention Business Case – Update on Cardiothoracic Scrubs at Swansea Bay UHB</b></p>	<p><b>Actions</b></p>
	<p>Jonathan Gates (JG) &amp; Stephanie Hornblower (SH) outlined the request for Business Committee to retain the RRP for Cardiac Theatre Scrub at Swansea Bay UHB.</p> <p>It was noted that this RRP had previously been approved for a 5 year term and was due to end on 30<sup>th</sup> October 2023.</p> <p>It was also noted during the discussion that Cardiff and Vale UHB also had an RRP in place for this group of staff and that this had been approved on a 10 year basis up until 2026.</p> <p>JG Swansea Bay UHB is one of the only two organisations in NHS Wales providing the level of cardiothoracic surgery (the other being Cardiff &amp; Vale UHB). There have been significant recruitment issues in this area and Swansea Bay UHB have lost a significant number of registered nurses over the last 18 months. The Health Board has worked with HEIW to develop a bespoke recruitment campaign and has taken a range of other actions as part of its remedial plan. However, the risks would remain whilst the RRP remained in the other unit in Cardiff and Vale.</p> <p>A constructive discussion took place in which the challenges facing these services were acknowledged. However, whilst the work undertaken by Swansea Bay was recognised, the Business Committee was concerned at the length of time these RRPs had been in place, without an apparent joint plan agreed to address the issue in a creative and collaborative way.</p>	<p><b>ACTION – Rachel Gidman to work with Jonathan Gates and Stephanie Hornblower to develop a joint proposal for transition away from the RRP for Cardiac Theatre Scrub Staff.</b></p> <p><b>Swansea Bay and Cardiff and Vale to submit the joint proposal to Business Committee February 2024.</b></p>

	<p>On this basis, colleagues from Swansea Bay and Cardiff and Vale were asked to work together to develop a joint plan to remove the requirement for the RRP's moving forward. In the intervening period, the Committee agreed that the Swansea Bay RRP would be extended to 31<sup>st</sup> March 2024 and that Cardiff and Vale needed to work on the basis that its RRP would end at the same time as Swansea Bay (and not in 2026 as previously agreed). The joint plan and proposal for transition from the RRP should be presented to Business Committee in February 2024.</p>	
<b>6.</b>	<b>WPF Workplan</b>	<b>Actions</b>
	<p>a) Process for Managing and Monitoring Workplan</p> <p>Martin Mansfield (MM) provided an update on the process for managing and monitoring the workplan. MM asked the business committee for endorsement on the approach. MM stated that he wanted to ensure that there were resources available for the non-pay elements of the workplan. MM stated that the plan would be for WPF and Business Committee meetings to focus on three or four substantive actions from the agreement to ensure progress against all elements of the plan. Additionally, MM proposed a “deep dive” into an individual non-pay element in each Terms and Conditions meeting.</p> <p>In addition, it was suggested that Local Partnership Forums are contacted as part of a stock take to ascertain understanding, awareness of and progress against the workplan at local level. n. MM stated tripartite leads will need to provide exception updates on their respective non-pay elements where there has not been progress.</p> <p>b) 36-hour week update</p> <p>The 36-hour week update was provided for noting only.</p> <p>A clear and constructive discussion took place in which Trade Union colleagues made clear a level of concern regarding delays in progressing some of the key non pay actions and Nicky Hughes (NH) in her capacity as RCN representative reflected that these delays were disappointing given the assurances given to members. She and colleagues provided a number of examples where, whilst recognising the agreement regarding completion of the actions by 31<sup>st</sup> March 2024 rather than the dates in the original agreement, there had been little or no progress to date.</p> <p>The views of trade union partners were acknowledged and all members were clear on the continued commitment to deliver the terms of the agreement. It was agreed that the tripartite co ordinating group would develop a communication that could be used to highlight those areas where good progress had bene made as well as those areas with work still to be done. This communication would be agreed through the Business Committee T&amp;Cs group.</p>	<p><b>ACTION – NHS Wales Employers to co ordinate a request to LPFs regarding a stock take of the non-pay elements.</b></p> <p><b>ACTION – Tripartite leads to develop communication on non-pay elements regarding progress</b></p>
<b>7.</b>	<b>Reduction in the use of Agency Staff</b>	<b>Actions</b>
	<p>Martin Mansfield (MM) and Sue Green (SG) updated on the work to date regarding this workstream. MM confirmed that the Welsh Health Circular was under development and that Helen Arthur (HA) is developing a TOR for a tripartite group to work on the reduction in the use of agency staff.</p>	<p><b>ACTION - Helen Arthur to develop a TOR for the tripartite group on the reduction in the use of agency staff.</b></p>

	Nicky Hughes (NH) stated she will confirm staff side membership of this working group next week.	<b>ACTION – Nicky Hughes to confirm staff side membership of the working group on the reduction in the use of agency staff.</b>
<b>8.</b>	<b>Whole System Escalation Plan</b>	<b>Actions</b>
	NH has had a conversation with Gill Knight regarding the draft escalation plan. The paper is yet to be circulated and is currently not for circulation. MM stated he will provide an update regarding the whole system escalation plan to the next full Welsh partnership forum.	<b>ACTION - Martin Mansfield will provide an update on the Whole System Escalation Plan to the next Business Committee.</b>
<b>9.</b>	<b>Draft All Wales Flexible Working Policy – For Agreement</b>	<b>Actions</b>
	Agreed	<b>ACTION - NHSWE to work to publish the Draft All Wales Flexible Working Policy subject to WPF final approval</b>
<b>10.</b>	<b>Audit of All Wales Policies Through an Anti-Racist Lens</b>	<b>Actions</b>
	<p>Chriss Dunn (CD) and Ele Hicks (EH) from Diverse Cymru provided an update regarding the Audit of All Wales Policies Through and Anti-Racist Lens. The summary report was provided to the Business Committee with a further full report to be provided to the Full Welsh Partnership Forum.</p> <p>The findings of the review suggested that most issues arise from the interpretation of the policies rather than the policies themselves. Issues were also mentioned with regards to ESR on how data is collected that is does not reflect the ways in which staff self-identity.</p> <p>There was some discussion with regards to non-disclosure agreements and settlement agreements. SG asked that the reference to NDAs is clarified by WG prior to the WPF.</p>	<b>ACTION – WG to clarify the inclusion of non-disclosure agreements prior to the WPF.</b>
<b>11.</b>	<b>Draft Welsh Partnership Forum Agenda</b>	<b>Actions</b>
	<p>The draft Welsh Partnership Forum Agenda was shared with the full business committee other than the items already raised on the agenda.</p> <p>NH raised the following item to the agenda: 1) Local Partnership Forum Standardisation.</p> <p>Julie Rogers (JR) raised the following items prior to the meeting: 1) CPD strategy</p>	

	<p>2) An update on the NHS Staff Survey response rate</p> <p>3) The Compassionate Leadership Pledge &amp; leadership and talent update</p>	
<b>12.</b>	<b>Any other business</b>	<b>Actions</b>
	<p><b>Flexible Retirements</b></p> <p>NH raised the issue of flexible retirements referencing the need for a standardised approach. SG confirmed that the development of an all-Wales policy on Pensions Flexibilities was underway through a tripartite group and would be submitted to Business Committee in the new year.</p> <p><b>Clock Changes</b></p> <p>Richard Munn (RM) raised the issue of inconsistency of where a staff member is working during a shift where the clocks go back whether they are paid that extra hour during the shift. Gareth Hardacre (GH) believed that this was paid e extra hour gets paid and doesn't get taken away when clocks go forward but will confirm and inform the business committee.</p> <p><b>Living Wage</b></p> <p>Tanya Bull (TB) raised that the uplift on living wage will mean a rise in pay for band 3 and band 2 staff. Chantelle Jenkins (CJ) responded that Welsh Government are aware and that this won't come into effect until May 2024. CJ will provide information regarding the uplift in pay on living wage.</p> <p><b>Overpayment Issues</b></p> <p>Nathan Holman (NH) stated that members have received letters from bailiffs regarding overpayments they were not aware of. GH, RG and NH agreed to meet to discuss this issue.</p> <p><b>Sick Pay Unsocial Hours</b></p> <p>RM raised the issue of staff who frequently work unsociable hours are being paid unsociable hours sick pay two months in arrears due to an issue with the way in which ESR pays staff. GH RM &amp; SG agreed to discuss the issue of ESR sick pay unsociable hours. SG stated that she will speak to workforce directors in the interim to ask that any staff member with a hardship issue escalates it directly to a workforce director for a hardship payment.</p>	<p><b>ACTION – Gareth Hardacre to provide clarity to the business committee on payment for staff working when clocks go back an hour.</b></p> <p><b>ACTION – Chantelle Jenkins to provide information regarding the uplift in pay regarding the real living wage for band 2 and band 3 staff.</b></p> <p><b>ACTION – Gareth Hardacre and Nathan Holman and Rachel Gidman to meet to discuss overpayment issues.</b></p> <p><b>ACTION – Gareth Hardacre, Richard Munn and Sue Green to meet to discuss this issue sick pay during unsocial hours.</b></p> <p><b>ACTION – Sue Green to discuss hardship payments regarding unsociable hours sick pay with workforce directors.</b></p>

**Action Log**

Action	Responsibility	Status	Due Date
Additional Covid guidance to be published	NHSWE	Complete	22/02/2024
Workforce directors to respond to Staff Side Proposal regarding paper on Privatisation by the 16th November in the Full Welsh Partnership forum.	Workforce Directors	Complete	16/11/2023
ALL to work with Sue Price to assist in the development of the workforce plan on the RRP for WBS Collection Drivers	Business Committee/Sue Price	Complete	22/02/2024
Velindre NHS Trust to provide a further update on the plan to achieve this in February 2024	Sue Price	Complete	22/02/2024
Rachel Gidman to work with Jonathan Gates and Stephanie Hornblower to develop a joint proposal for transition away from the RRP for Cardiac Theatre Scrub Staff.	Rachel Gidman/Johnathan Gates/Stephanie Hornblower	Complete	22/02/2024
Swansea Bay and Cardiff and Vale to submit the joint proposal to Business Committee February 2024.	Swansea Bay & Cardiff & Vale	Complete	22/02/2024
NHS Wales Employers to co ordinate a request to LPFs regarding a stock take of the non-pay elements	NHS Wales Employers	To be actioned	22/02/2024

Tripartite leads to develop bullet points on non-pay elements regarding progress	Tripartite leads	Complete	22/02/2024
Helen Arthur to develop a TOR on the reduction in the use of agency staff.	Helen Arthur	Complete	22/02/2024
Nicky Hughes to confirm staff side membership of the working group on the reduction in the use of agency staff.	Nicky Hughes	Complete	22/02/2024
Martin Mansfield will provide an update on the Whole System Escalation Plan to the next Business Committee.	Martin Mansfield	Complete	22/02/2024
NHS Wales Employers to work to publish the Draft All Wales Flexible Working Policy subject to WPF final approval	NHS Wales Employers	Complete	22/02/2024
WG to clarify the inclusion of non-disclosure agreements prior to the WPF	Welsh Government	Complete	22/02/2024
Gareth Hardacre to provide clarity to the business committee on payment for staff working when clocks go back an hour.	Gareth Hardacre	Complete	22/02/2024
Chantelle Jenkins to provide information regarding the uplift in pay regarding the real living	Chantelle Jenkins	Complete	22/02/2024

wage for band 2 and band 3 staff.			
Gareth Hardacre and Nathan Holman and Rachel Gidman to meet to discuss overpayment issues.	Gareth Hardacre/Nathan Holman/Rachel Gidman	To be actioned	22/02/2024
Gareth Hardacre, Richard Munn and Sue Green to meet to discuss this issue of loss of payment for unsocial hours when a member of staff is sick.	Gareth Hardacre/Richard Munn/Sue Green	To be actioned	22/02/2024
Sue Green to discuss hardship payments regarding unsociable hours sick pay with workforce directors.	Sue Green	To be actioned	22/02/2024