

Present:			Apologies:
Welsh Government: Chantelle Jenkins Sara Whittam Martin Mansfield	NHS Wales Employers: Rachel Gidman Andrew Davies Rob Bailey Gareth Hardacre Angela Lewis	Trade Unions: Peter Hewin Tanya Bull Caroline Hurley Daryl Williams Adam Morgan Nathan Holman Erica Stamp Hugh McDyer (Chair) Richard Munn Aimee Williams Kelly Andrews	Nicky Hughes Angharad Steele Sue Green Sarah Simmonds Lisa Gostling Hywel Daniel Julie Rogers Vicky Richards Emma Coles Nicky Hughes Helen Arthur
			Secretariat Rob Bailey

1.	Welcome/Introductions	Actions
	Hugh McDyer welcomed the attendees of the business committee	
2.	Notes and actions of previous meeting	Actions
	All actions were complete, and the notes of the previous meeting were accepted as a true and accurate recording. It was agreed that the action – “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” be amended for further clarity. It was raised that the action assigned to Rachel Gidman be assigned to Cardiff and Vale UHB.	ACTION – Rob Bailey to alter wording on action relating to unsocial hours. ACTION – Rob Bailey to alter action assigned to Rachel Gidman to assign to Cardiff and Vale UHB
3.	Matters Arising	Actions
	All Wales Policy Audit - Anti-Racist Lens AD and AM updated the group on progress. It was noted that the full recommendations had now been received from Diverse Cymru and the partnership group was now working through with regard to how best to take them forward. It was also noted that consideration was being given to revising the group membership for the next phase of the work around implementation.	

	<p>NHS Privatisation</p> <p>Whilst it was recognised that the action relating to this issue was complete, it was agreed that the issue should remain on the agenda and be revisited in future.</p>	
4.	<p>Recruitment and Retention Premia Business Case – Update on Cardiothoracic Scrubs at Swansea Bay UHB</p>	<p>Actions</p>
	<p>A general discussion took place regarding the Recruitment and Retention Premia Business Case. TU colleagues expressed concerns with regard to the number of repeated requests for extensions to RRP in certain areas and how recruitment issues can be resolved in the long term. Options were proposed such as assessing the prospectus of a job redesign.</p> <p>Johnathan Gates (JG) & Jess Harris (JH) provided an update on the Swansea Bay RRP. The RRP was due to run for 5 years ended in October 2023. Clarity was provided regarding Cardiff and Vale's RRP for Cardiothoracic Scrubs it was due to run until 2026 but the paper stated it was due to run until 2027. JG stated he has worked with Cardiff and Vale UHB regarding this paper. JG provided an update regarding the challenges in recruitment, in terms of the demographics of the workforce, and the risks to patient harm should Swansea Bay be no longer able to provide this service due to the RRP not being renewed. It was agreed that the RRP be extended until October and that a joint presentation regarding future options including role redesign for this group of staff be given by Cardiff and Vale UHB and Swansea Bay UHB colleagues at the next meeting. RG gave a commitment to do this on behalf of Cardiff and Vale UHB.</p>	<p>ACTION – Cardiff and Vale UHB and Swansea Bay UHB to provide joint presentation on addressing future recruitment and retention issues for Cardiothoracic Scrub nurses at the October Business Committee.</p>
5.	<p>Recruitment and Retention Premia Business Case – Follow up paper on WBS Collection Drivers at Velindre NHS Trust</p>	<p>Actions</p>
	<p>Susan Thomas (ST) provided an update on the Recruitment and Retention Premia Business Case WBS Collection Drivers. Work is being taken forward with regard to service remodelling. It was noted that since the RRP has been in place no drivers have left the service and morale against drivers has improved.</p> <p>It was noted that NHS Scotland has WBS Collection Driver post at band 4. There was a discussion regarding whether this would be possible for NHS Wales. However, it was raised that Scotland drivers drive larger vehicles and can therefore be paid a higher amount. However, ST stated that role descriptions are being reviewed.</p> <p>It was agreed that the RRP could remain in until August 2024 with a review of the RRP in advance of that date to assess the progress made on revaluation of the job role and other alternative options.</p> <p>Post meeting note: - It was agreed that RRP will be reviewed and scrutinised at the Terms and Conditions Business Committee meetings.</p>	<p>ACTION – Velindre NHS Trust to provide an update on the RRP to the October business committee.</p> <p>ACTION – Andrew Davies to arrange for RRP to be presented to the Terms and Conditions Business Committee meetings for review in future</p>
6.	<p>Recruitment and Retention Premia Business Case – Perfusionist – Cardiff and Vale UHB</p>	<p>Actions</p>
	<p>Rachel Gidman (RG) provided an update on the recruitment and retention premia for Perfusionists in Cardiff and Vale UHB. She updated on the work that was currently being taken forward at organisational level to look at alternatives but flagged that this would take some time before completion. It was agreed that the RRP be extended until October and a report on progress and future plans would be presented in advance of that date.</p>	<p>ACTION – Rachel Gidman to provide an update on the plans Cardiff and Vale</p>

		Perfusionist RRP at the October Business Committee.
7.	Collective Agreement 2022/24	Actions
	a) Formal Milestone Review	
	Martin Mansfield (MM) stated that there will be further discussion on this item as the next Terms and Conditions Business Committee (28 th). He tabled a high-level outline of the proposed Welsh Health Circular and advised that this would also be discussed further at that meeting.	
8.	Pensions Flexibilities Policy	Actions
	Andrew Davies (AD) advised that this policy was almost complete, and the intention was to present to the full Welsh Partnership Forum in March for agreement.	
9.	Job Evaluation/Job Description Policy Statement	Actions
	The group noted the policy statement and review group action plan.	
10.	WPC Voluntary Protocol for Recognising Continuous Service	Actions
	AD advised colleagues that the WPC voluntary protocol had been issued and that he had brought it to the Business Committee meeting following agreement with the WPC secretariat to bring this and similar protocols through the NHS Welsh Partnership mechanisms in order to give them a better footing. Colleagues suggested giving further consideration to mandating the protocol across NHS Wales and it was agreed to discuss with organisations and discuss further at the next meeting.	ACTION – AD to discuss mandating the protocol with NHS organisations. ACTION – Rob Bailey to include WPC Voluntary Protocol for Recognising Continuous Service in the next business committee agenda.
11.	Revised Respect and Resolution Policy	Actions
	The changes to the revised respect and resolution policy were presented for agreement. The Business Committee agreed the policy. ES noted that policies need to be approved by the Medical and Dental Business Group before being applicable to medical and dental staff. AD agreed to amend the wording, accordingly, and to arrange for the revised policy to be presented for approval at the next meeting of the MDBG.	ACTION – Andrew Davies to alter Respect and Resolution Policy FAQs to state only Agenda for Change staff are affected by the policy until it is approved by the Medical and Dental Business group approve the document. ACTION – Sue Green to provide the revised Respect and Resolution Policy to the

		Medical and Dental Business Group.
12.	Draft Welsh Partnership Forum Agenda	Actions
	The Committee agreed the draft agenda for the meeting on 21 March and TU colleagues agreed to lead on the LPF review item.	ACTION – Rob Bailey to identify a TU lead for the LPF review agenda item.
13.	AOB	Actions
	<p>Selling and Carrying over of Annual Leave</p> <p>Nathan Holman (NH) stated there have been some issues of consistency with regard to the carry-over of annual leave and requested a further discussion about this matter at a future meeting.</p> <p>Receiving Information from Workforce and OD</p> <p>Caroline Hurley (CH) raised some issues with regard to receiving confidential information from Workforce and OD departments in relation to investigations. GH agreed to review information governance requirements and feedback to CH.</p>	<p>ACTION – Rob Bailey to include an agenda item on the selling and carrying over of annual leave in the next terms and conditions meeting</p> <p>ACTION – Gareth Hardacre to review information governance issues and feedback to Caroline Hurley.</p>

Action Log

Action	Responsibility	Status	Due Date
ACTION – Rob Bailey to alter wording on action relating to unsocial hours	Rob Bailey	Completed	26/06/2024
ACTION – Rob Bailey to alter action assigned to Rachel Gidman to assign to Cardiff and Vale UHB	Rob Bailey	Completed	26/06/2024
ACTION – Cardiff and Vale and Swansea Bay to provide joint presentation on Cardiothoracic Scrubs at the October meeting.	Cardiff & Vale/Swansea Bay	Colleagues invited to present at the August T&C Committee to allow for fuller scrutiny.	26/06/2024
ACTION – Velindre NHS Trust to provide an update on the RRP to	Velindre NHS Trust	Colleagues invited to present at the July T&C Committee to allow for fuller scrutiny.	26/06/2024

the October business committee.			
ACTION – Andrew Davies to bring RRP's to the Terms and Conditions Business Committee meetings for review.	Andrew Davies	Agreed a new process whereby organisations present in fuller detail at the T&C Business Committee meetings to allow for fuller scrutiny.	26/06/2024
ACTION – Rachel Gidman to provide an update of the Cardiff and Vale Perfusionist RRP to the October Business Committee	Rachel Gidman	Colleagues invited to present at the August T&C Committee to allow for fuller scrutiny.	26/06/2024
ACTION – Andrew Davies to request sign off of the Pensions Flexibility policy and business committee members to respond	Andrew Davies	To be actioned	26/06/2024
ACTION – Andrew Davies to alter Respect and Resolution Policy FAQs to state only Agenda for Change staff are affected by the policy until it is approved by the Medical and Dental Business group approve the document.	Andrew Davies	Actioned and revised policy and FAQs approved at full WPF on 21 March.	26/06/2024
ACTION – Sue Green to present the revised Respect and Resolution Policy to the Medical and Dental Business Group.	Sue Green	Actioned and agreed at May meeting.	26/06/2024
ACTION – Rob Bailey to find a lead for the LPF workshop agenda item.	Rob Bailey	Completed. Adam Morgan led a session at the full WPF meeting on 21 March.	26/06/2024
ACTION – Rob Bailey to include an Agenda Item on the selling and	Rob Bailey	Completed and discussed at March T&C Business Committee meeting.	26/06/2024

carrying over of annual leave in the next terms and conditions meeting			
ACTION – Gareth Hardacre to review information governance issues with Caroline Hurley.	Gareth Hardacre	Actioned.	26/06/2024