

Present:			Apologies:
Welsh Government: Emma Coles (Chair) Annie Jones Sara Whittam Chantelle Jenkins Jessica Khoshooee	NHS Wales Employers: Sue Green Andrew Davies James Bishop Kirsty White Andrea Thomas Katie Bevan Hywel Daniel Gareth Hardacre	Trade Unions: Adam Morgan Tanya Bull Darryl Williams Erica Stamp Kelly Andrews Vicky Richards	Rachel Gidman Peter Hewin Amber Courtney Martin Mansfield Liz Rogers Helen Arthur Angela Lewis Sarah Simmonds Nicky Hughes Paul Seppman Caroline Hurley Angharad Steele Gillian Knight
			Secretariat
			James Bishop

1.	Welcome/Introductions	Actions
	Emma Coles welcomed the attendees of the business committee.	
2.	Agree the notes of the meeting held on 22 nd February 2024 and review progress on the actions on the action log	Actions
	All actions were complete, and the notes and minutes of the previous meeting were accepted as a true and accurate recording. It was agreed that the action from business committee in February - "ACTION – Gareth Hardacre to review information governance issues with Caroline Hurley" has been completed, however, GH is awaiting the necessary information from CH.	(GH/CH) "ACTION – Gareth Hardacre to review information governance issues with Caroline Hurley" – GH awaiting information from CH
3.	Matters Arising: WPC Voluntary Protocol for Recognising Continuous Service	Actions

	<p>AD provided a verbal update on the WPC voluntary protocol for recognising continuous service, following an update given by AD at the Business Committee in February. AD advised that following the Business Committee's proposal that it be made mandatory within the NHS in Wales, he had subsequently sought agreement from employer organisations.</p> <p>AD agreed to formulate the protocol for mandatory recognition of continuous service and prepare the revised protocol for further review and approval.</p>	<p>(AD) WPC Voluntary Protocol for Recognising Continuous Service Approved and AD agreed to issue to the service</p>
4.	<p>CPD/36-Hour Week Feasibility Studies – Glyn Jones</p>	<p>Actions</p>
	<p>Glyn Jones (HEIW) attended and provided a verbal update on the feasibility studies for the CPD and 36-hour workweek, highlighting ongoing work and the temporary resources that had been put in place. Engagement with health boards and trusts continues, and the financial model is being developed with input from Betsi Cadwaladr University Health Board and Aneurin Bevan University Health Board.</p> <p>A desktop review of CPD requirements across healthcare professions is complete, and efforts are underway to gather input from service professionals. The project group meets monthly and aims to produce the feasibility report by the end of September. Trade union colleagues emphasised the need for regular updates and engagement with the pension's agency. SG confirmed that pensions can be adjusted for whole-time equivalent figures separately for Wales.</p> <p>Glyn Jones asked TU colleagues about the desired level of involvement, to ensure the findings of the feasibility studies were balanced. Trade union colleagues stressed the need to consider the benefits to staff in terms of health and wellbeing/work/life balance etc and for these to be included as part of the findings. Glyn Jones assured consideration of relevant factors and willingness to share research findings, ensuring the study remains balanced and considers both financial and non-financial impacts. He also agreed to share the project update reports that are routinely produced with Business Committee colleagues.</p>	<p>(GJ) To share project updates as a matter of routine with Business Committee colleagues and ensure that the Feasibility Studies' findings were presented by the end of September.</p>
5.	<p>Pay Review Body</p>	<p>Actions</p>
	<p>Emma Coles provided a verbal update on the recent cabinet-level discussions regarding the Pay Review Body (PRB). Emma explained that the cabinet has decided that no advice would be provided or announcements made regarding the PRBs across the entirety of the Welsh Government until after the general election.</p> <p>Trade union members expressed concern, noting that they have already been waiting for updates and decisions on the PRB for some time. Colleagues from Welsh Government responded that the cabinet decision affects the entire public sector and is beyond the control of individual departments. Another cabinet discussion will be held before time frames are provided, focusing on the public sector as a whole.</p> <p>Trade union members will be kept informed of any developments.</p>	<p>(EC) Ensure TU colleagues are kept up to date following future cabinet discussions.</p>

6.	Welsh Partnership Forum Workplan	Actions
	<p>AD advised colleagues that an initial review of the workplan had been undertaken by MM/AM and himself. It was noted that much of the WPF workplan will be taken forward by other groups, committees and workstreams. It was agreed that a workshop at the WPF in July would be useful in identifying priorities and subsequent timeframes.</p> <p>Trade union colleagues expressed some concern around the interpretation of short-term protection arrangements included within the OCP in some organisations. It was noted that a workstream was being set up and TU colleagues were invited to provide representation to join the partnership group.</p> <p>Colleagues also felt that given the review of the current OCP was unlikely to happen for some time, it may be useful to begin conversations about the potential development of an All-Wales redeployment policy out with the current one included as an appendix in the OCP.</p>	<p>(MM/AD/AM) Arrange a workshop session on priorities and timeframes within the WPF workplan at the WPF on 17 July.</p> <p>(TB/AM) Nominate representatives to join the partnership group liking at the interpretation of short-term protection.</p> <p>(SG/AD) Hold initial discussions on the need for and possible development of an All-Wales Redeployment policy.</p>
7.	WHC (2024) 017 - Update following organisational responses to part 1 submitted on 31 May 2024	Actions
	<p>The committee received an update following the organisational responses to part 1 of the Welsh Health Circular (2024) 017, which were submitted on 31 May 2024. It was noted that an update as well as the reports and responses from organisations have been shared with business committee members to provide a level of assurance. TU colleagues felt that, whilst the majority of actions contained within the Collective Agreement 2022/24 had been implemented, staff were still to realise some of the benefits.</p> <p>It was noted that phase 2 reporting was required by 31 July, and this would potentially be more informative as it entailed baseline reporting on a number of key elements. It was recognised that these reports would require a greater element of scrutiny at future T&C Business Committee meetings.</p>	<p>(AD/JB) Include phase 2 reports on future T&C Business Committee agendas allowing time for scrutiny.</p>

8.	Occupational Health Services	Actions
	<p>SW updated on the work of the tripartite group and provided a reminder of how the work on occupational health services has developed. Collaboration with occupational health leads in health boards and trusts as well as TU colleagues has led to an agreement on core specification and minimum standards.</p> <p>There is also a requirement for an organisational baseline assessment and action plan to ensure the delivery of the minimum standards/KPIs by the end of July in line with WHC (2024) 017 as well as a separate organisational assessment against the SEQOHS standards by November.</p> <p>It was noted that the tripartite group would meet again at the end of July in advance of providing an update to the Strategic Workforce Implementation Board.</p> <p>SG recognised the positive conversations to date but also highlighted the need for further consideration and development in a number of areas; the need to build reporting against the Key Performance Indicators/Minimum Service Standards into the OH system; consideration of the development of a case for the establishment of a <u>centrally resourced</u> Clinical Network to support and co-ordinate the actions set out for performance and quality reporting; workforce planning, recruitment and education and oversight and escalation.</p> <p>TU colleagues raised concerns regarding the use of the private sector in this field.</p> <p>It was agreed that a further update should be provided to the WPF on 17 July.</p>	<p>(MM/SW) A further Occupational Health Services update to be provided to the WPF on 17 July.</p>
9.	Pensions Flexibilities Policy	Actions
	<p>SG thanked the partnership group for their work on the Pensions Flexibilities Policy. The policy is currently ready but on hold pending legal advice sought by NHS Employers England, with information expected the following Monday.</p> <p>There was a discussion on whether the legal advice is needed with regard to splitting contracts. The consensus was that the policy can move forward as it currently stands. SG suggested proceeding with presentation to the Welsh Partnership Forum and making adjustments if the forthcoming legal advice indicates any changes are necessary.</p> <p>The committee agreed that the draft policy should be presented to the WPF on 17 July.</p>	<p>(SG) To present final Pensions Flexibilities Policy to WPF</p>
10.	Job Evaluation Policy	Actions
	<p>AT provided a verbal update on the consultation process for band 5/6 role profiles, which remains open. She also updated the committee on developments in England and Scotland, it was noted that the draft job evaluation policy has been circulated to stakeholders for comment. Amendments have been made, and comments were sought from the group on including technical information relevant to the policy. Trade union colleagues agreed that including the technical details is practical, whilst it was also noted Tanya Bull had one additional point to discuss with Andrea separately.</p> <p>The committee agreed that the draft policy should be presented to the WPF on 17 July.</p>	<p>(AT) To prepare the job evaluation policy for presentation to the Welsh Partnership Forum on 17 July for agreement.</p> <p>(TU/SG/AD) TU colleagues to nominate colleagues and</p>

	Trade union colleagues raised the issue concerning band 2/3 healthcare support workers, and their deployment at organisational level. It was agreed to have a separate discussion with a view to taking forward the issue at an All-Wales level. TU colleagues to nominate colleagues and SG/AD to arrange.	SG/AD to arrange a meeting to discuss Band 2/3 HCSWs and their deployment.
11.	All Wales Pregnancy Loss Support Policy	Actions
	<p>AD presented the draft policy for agreement which had been developed based on the NHS England Framework and the CTM UHB policy.</p> <p>It was also noted that subsequent work has been undertaken on the equality impact assessment, with plans to present the policy to the Welsh Partnership Forum for approval, contingent on committee agreement. The proposed policy includes provisions for 10 days of leave for pregnancy loss for both the bereaved individual and their partner and suggests appointing an organisational champion for the Pregnancy Loss Support Policy. Comments and feedback from TU colleagues have been collated through ES and VR.</p> <p>It was noted that CTM UHB have undertaken a lessons learned exercise following the application of their own local policy, which will benefit discussion at the Welsh Partnership Forum. Colleagues will present these lessons learned on implementation at the WPF or at the next available forum.</p> <p>The committee agreed that the draft policy should be presented to the WPF on 17 July. Trade unions recommended that a trigger warning is placed on this item for the AWPF.</p>	<p>(AD) Present the Pregnancy Loss Support policy to the Welsh Partnership Forum for approval.</p> <p>(CTM UHB/HD) Colleagues to present the PLSP lessons learnt following implementation at the WPF.</p>
12.	Policy Production Proposal	Actions
	<p>AD presented the Policy Production Proposal, and discussed current challenges in the policy design process, noting issues with expertise and resource constraints. Additionally, the existing method of making policy changes have been described as “clunky” and inefficient, suggesting a move away from using InDesign for policy documents.</p> <p>The proposed solution entails developing a more professional and user-friendly approach, potentially Interactive PDF.</p> <p>During the discussion, AM emphasised the importance of policies being editable for accessibility reasons only while also considering options for locking them down to ensure consistency and security. There was a consensus on the need for all policies to maintain a uniform look and consistent branding.</p> <p>The committee agreed to stop using InDesign for policy production and review in future and to explore the use of a simpler more document focused approach.</p>	<p>(AD/JB) Explore a simpler more document focused approach to policy production and design.</p>

13.	Update to NHS Staff Council	Actions
	It was noted that the update to NHS Staff Council has been circulated to committee members for information.	
14.	Draft Welsh Partnership Forum Agenda – 17th July 2024	Actions
	Business Committee members had no comments in relation to draft Welsh Partnership Forum agenda.	
15.	To be notified in advance	Actions
	AM requested minutes and actions be distributed within two weeks of meetings to enable timely circulation to local partnership forums.	(JB) To ensure minutes circulated within two weeks of Business Committee.

Next meeting dates of the Business Committee: 16th October 2024

Action Log

Action	Responsibility	Status	Due Date	Comments
(GH/CH) "ACTION – Gareth Hardacre to review information governance issues with Caroline Hurley" – GH awaiting information from CH	Gareth Hardacre / Caroline Hurley	Completed	16/10/2024	
(AD) WPC Voluntary Protocol for Recognising Continuous Service Approved and AD agreed to issue to the service	Andrew Davies	Completed	16/10/2024	Issued on 28 June.
(GJ) To share project updates as a matter of routine with Business Committee colleagues and ensure that the Feasibility Studies' findings were presented by the end of September.	Glyn Jones	Completed	30/09/2024	On agenda
(EC) Ensure TU colleagues are kept up to date following future cabinet discussions.	Emma Coles	Completed	16/10/2024	
(MM/AD/AM) Arrange a workshop session on priorities and timeframes within the WPF workplan at the WPF on 17 July.	Martin Mansfield / Andrew Davies / Adam Morgan	Completed	17/07/2024	On agenda
(TB/AM) Nominate representatives to join the partnership group liking at the interpretation of short-term protection.	Tanya Bull / Adam Morgan	Completed	16/10/2024	Nathan Holman, Paul Seppman and Peter Hewin are the TU representatives.
(SG/AD) Hold initial discussions on the need for and possible development of an All-Wales Redeployment policy.	Sue Green / Andrew Davies	Completed	16/10/2024	Partnership group set up. TU reps are Nicky Hughes, Nathan Holman, Daryl Willaims and Tanya Bull.

(AD/JB) Include phase 2 reports on future T&C Business Committee agendas allowing time for scrutiny.	Andrew Davies / James Bishop	Completed	16/10/2024	
(MM/SW) A further Occupational Health Services update to be provided to the WPF on 17 July.	Martin Mansfield / Sara Whittam	Completed	17/07/2024	
(SG) To present final Pensions Flexibilities Policy to WPF	Sue Green	Completed	17/07/2024	Policy issued on 4 October.
(AT) To prepare the job evaluation policy for presentation to the Welsh Partnership Forum on 17 July for agreement.	Andrea Thomas	In Progress	17/07/2024	
(TU/SG/AD) TU colleagues to nominate colleagues and SG/AD to arrange a meeting to discuss Band 2/3 HCSWs and their deployment.	TU Colleagues / Sue Green / Andrew Davies	Completed	31/07/2024	TU reps are Kelly Andrews, Daryl Williams, Tanya Bull, Dawn Ward and Vicky Richards.
(AD) Present the Pregnancy Loss Support policy to the Welsh Partnership Forum for approval.	Andrew Davies	Completed	17/07/2024	Policy issued on 4 September.
(CTM UHB/HD) Colleagues to present the PLSP lessons learnt following implementation at the WPF.	CTM UHB Colleagues / Hywel Daniel	Completed	17/07/2024	Discussions held with CTM colleagues and advice/directions given to other organisations.
(AD/JB) Explore a simpler more document focused approach to policy production and design.	Andrew Davies / James Bishop	Completed	16/10/2024	
(JB) To ensure minutes circulated within two weeks of Business Committee.	James Bishop	Completed	10/07/2024	