

Present:			Apologies:
Welsh Government: Annie Jones Sara Whittam Angharad Steele Judith Paget Chantelle Jenkins Emma Coles Anton Emmanuel	NHS Wales Employers: Alex Howells (Chair) Greg Dix Claire Smith Catherine Goodwin Will Oliver Pushpinder Mangat Sue Green Andrew Davies Andrea Thomas Sarah Simmonds Huw George Hywel Daniel Fahmin Khanum	Trade Unions: Andrea Prince - UNISON Stefan Senese - Unite George Puckett - Unite Daryl Williams - Unite Pam Francis - GMB Aimee Williams - RCN Adam Morgan - CSP Tanya Bull - UNISON Nicky Hughes - RCN Caroline Hurley - SOR Dawn Ward - UNISON Nathan Holman - GMB Jonathan Strachan- Taylor - GMB Peter Hewin - BAOT Steve Austin - BDA Nadia Probert - UNISON Vicky Richards - RCM	Helen Arthur Martin Mansfield Ruby James Jan Tomlinson Phil White Angela Lewis Alison Ramsey Julie Rogers Nicola Prygodzicz Rachel Gidman Gareth Hardacre Gareth Evans Neil Lewis Hannah Evans Nicola Milligan Richard Munn Geoffrey Armstrong
			Secretariat Rob Bailey

1.	Welcome/Introductions	Actions
	Alex Howells welcomed everyone to the meeting and mentioned that a number of colleagues were either retiring or changing roles and would therefore not be attending future meetings. She thanked Will Oliver, Richard Munn, Julie Rogers, Hugh McDyer and Rob Bailey for their contributions to partnership working over the years.	

2.	Current Position – NHS Wales	Actions
	<p>JP presented a written update and welcomed feedback on the style and content.</p> <p>In response to some concerns raised about the pressure on GP services, JP advised that some health boards offered in hours urgent primary care services, but this had not yet been rolled out across NHS Wales.</p> <p>She also advised that A Healthier Wales was undergoing a refresh and would be shared with the new minister. She also updated on the development of the Joint Commissioning Committee which would be established from 1 April 2024. In response to issues raised by TU colleagues, she confirmed that the same principles with regard to commissioning from the private sector applied and this would only be actioned as a last resort.</p> <p>She also confirmed that bespoke arrangements may need to be put in place to ensure the appropriate level of engagement between the NHS Executive and TUs.</p>	
3.	Health and Wellbeing Framework	
	<p>Claire Smith (HEIW) and Catherine Goodwin (WAST) gave a presentation on the development and timeline for the launch of the Staff Health and Wellbeing – a Best Practice Guide for NHS Wales and demonstrated its application at organisational level. It was noted that the guide would be launched at an event on 22 April and hosted on the Gwella leadership portal.</p> <p>Colleagues were supportive of the best practice guide and felt that it complemented organisations' ambitions in this area. The need to align with organisational staff survey results and action plans was recognised in order to measure outcomes and success. Colleagues also recognised the need to take collective responsibility in delivering the necessary cultural change in this important area of staff welfare.</p>	
4.	Workforce Race Equality Standard	
	<p>Anton Emmanuel (Welsh Government) updated on progress towards the development of a Workforce Race Equality Standard for health and social care in Wales. He advised colleagues that data collection was ongoing, and it would be useful to have a fuller discussion at the next WPF meeting in July when a fuller picture would be available. He gave some examples of where data and KPI could be used to improve representation from Black and Minority Ethnic communities, e.g. in recruitment, senior level appointments, as well as addressing the disparity in the application of disciplinary and other processes. He also recognised the need to share and learn from best practice as well as give some further thought to how to support organisations to improve in this area.</p>	<p>AD to agenda a further discussion on WRES for the July meeting.</p>

5.	Escalation Framework NHS Executive	
	<p>Given that Jeremy Griffith was unable to attend the meeting due to completing priorities relating to industrial action, it was agreed to defer the item and arrange a meeting between JG and TU colleagues within the next few weeks.</p>	<p>EC to facilitate a meeting between JG and TU colleagues within the next few weeks.</p>
6.	Strategic Nursing Workforce Plan consultation	
	<p>Nicola Lewis (HEIW) attended and gave a presentation on the development of the plan in relation to the shape and make up of the nursing workforce in 2034.</p> <p>She advised colleagues that the plan would soon be subject to a 6-week consultation period with a view to publishing in late summer/early autumn 2024.</p> <p>Employer and staff side organisations were encouraged to respond to the consultation. The group also recognised the need to bear in mind any learning from surveys and other pieces of work in relation to other related staff groups as there could be a mutual impact on workforce plans.</p>	
7.	LPF Review Workshop	
	<p>AM led a workshop in relation to the development of shared objectives at PF level as part of the review. He agreed to write up the group contributions and feed into the overarching review.</p>	<p>AM to write up the group contributions and feed into the overarching review.</p>
8.	Delivery of 2022/24 Collective Agreement	
	<p>EC updated on the current position and advised that the WHC and final Milestone Review report would be published/circulated by 5 April.</p> <p>NH advised colleagues that the situation was much better placed than a few weeks previously with a plan/timeline in place for feasibility studies in relation to the 36-hour week and CPD priorities.</p> <p>With regard to staff seeing some of the benefits of the priorities which have already been implemented, e.g. the development of an All-Wales Flexibility policy, colleagues felt that the issuing of the WHC would help embed the priorities at local level.</p>	<p>EC/MM to ensure that the WHC and final Milestone Review are issued by 5 April.</p>

9.	Job Evaluation Update	
	<p>AT updated colleagues on the job evaluation and job description review. She advised colleagues that a tripartite group has been established and a joint statement agreed. It was noted that a draft job evaluation policy is under development and will soon be issued for comments. A questionnaire had also been issued to organisations to gain an understanding of capacity issues and governance arrangements at local level.</p> <p>It was also noted that a number of All Wales job descriptions had been developed and suggestions had been made for further ones. These will be agreed at the WPF Business Committee and will then be contractual and reviewed every 3 years. AT encouraged organisations to use All Wales job descriptions and advised that this would be mandated once the policy is agreed.</p> <p>Colleagues recognised the need for proper resourcing in this area.</p> <p>It was also recognised that job profiles were UK wide and under the auspices of the NHS Staff Council and were continually reviewed. She encouraged colleagues to make her aware of any issues so that she could feed back.</p> <p>The group also noted the impact on Band 1 and Band 2 spine points of the increase in the living wage and that their concerns had been highlighted as part of the pay review body evidence.</p>	
10.	NHS Staff Survey	
	<p>Fahmin Khanum (HEIW) attended and updated on the 2023 staff survey including response rates and headline findings. She advised colleagues that the detailed analysis of findings would be released to organisations in April. She also advised colleagues that the next survey was due to be undertaken in September 2024. Colleagues expressed some concern in relation to the short period of time for organisations to implement any learning from the 2023 survey results before the 2024 survey was undertaken.</p> <p>A group table-top exercise to identify the top 3 issues/priorities arising from the headline data was undertaken and notes fed back to FK.</p>	
11.	Pension Flexibilities Policy	
	<p>SG advised colleagues that the draft policy was almost complete and would be shared with WPF Business Committee and Medical and Dental Business Group colleagues in the next couple of weeks with a view to publishing/circulating in early spring.</p> <p>Colleagues welcomed the update and felt that the new policy was key in facilitating access to the newly available pension flexibilities. SG also drew colleagues' attention to the NHSBSA's webinars in this area which colleagues may want to promote with members and staff.</p>	

12.	Respect and Resolution Policy	
	<p>PH presented the proposed changes to the policy and supporting FAQs. SS thanked PH for his leadership of the review of the policy.</p> <p>The WPF agreed the proposed changes to the policy and revised FAQs for issuing to the Service.</p>	
13.	NHS Staff Council Update	
	<p>The group noted the update following the meeting held on 13 March 2024. AM drew colleagues' attention to the pregnancy loss policy recently implemented in NHS England. It was agreed that the development of a similar policy for NHS Wales should be considered as part of the WPF workplan for 2024/25.</p> <p>The group noted the call for evidence for separate pay spine points for nurses. It was noted that it was not directly relevant to Wales, but it was important to be aware of the direction of travel. Given it was not directly relevant to NHS Wales, RCN Wales colleagues advised that RCN Wales was unlikely to be responding to the call for evidence.</p>	
14.	Medical & Dental Business Group Update	
	<p>Colleagues noted the update following the meeting held on 20 February 2024.</p> <p>SG advised colleagues that a new Programme Manager for Medical and Dental had been appointed by NHS Wales Employers and would be in post from early June.</p> <p>SG also advised colleagues that the occupational health tripartite group had continued to meet to scope the work and develop a set of draft quality standards; she also advised that work was ongoing to identify any gaps and the actions required to deliver these standards across Wales. It was noted that a more detailed update would be presented by Welsh Government colleagues to the July meeting.</p>	<p>SW to provide an update on the partnership work in relation to occupational health services at the July meeting.</p>
15.	Business Committee Update	
	<p>Colleagues noted the update report following the meeting held on 22 February 2024.</p>	

16.	Previous WPF Minutes & Actions	
	<p>The notes of the previous meeting held on 16 November 2023 were agreed as a correct record.</p> <p>DW raised Unite’s concerns in relation to the lack of progress in relation to the collective grievance at Public Health Wales. It was noted that DW, HG and SG had met over lunch to agree a way forward and it was noted that DW and HG would remain in contact with a view to resolving the matter. SG agreed to provide any support required to resolve the matter in a timely manner.</p> <p>Following concerns raised in relation to the application of on call arrangements in certain organisations, it to seek further clarification on the concerns and then, if appropriate, consider in partnership including in the WPF workplan for 2024/25.</p>	<p>DW/HG to take forward with a view to resolving in a timely manner with support from SG as required.</p> <p>AD/SG to seek further clarification in relation to the concerns about the application of the on-call arrangements with a view to referencing an action in the WPF workplan for 2024/25.</p>
17.	AOB	
	<p>Health Visitor Industrial Action at CTM UHB</p> <p>DW raised Unite’s concerns in relation to the commitment to resolve the matter. It was agreed that a partnership approach is required to try and resolve the matter and SG agreed to facilitate a meeting between CTM UHB’s management colleagues and Unite representatives.</p> <p>Social Partnership Conference(s)</p> <p>AS fed back on the inaugural Social Partnership Conference held in St Asaph on the 15 March. A further South Wales conference is being planned and the details will be published shortly.</p>	<p>SG to facilitate a meeting between CTM UHB’s management colleagues and Unite representatives.</p>

Action Log

Action	Responsibility	Status	Due Date
Agenda a further discussion on WRES for the July meeting.	AD	Included on the agenda.	17 July
Facilitate a meeting between Jeremy G and TU colleagues on the development of the Escalation Framework.	EC	To be arranged.	30 April
Write up the group contributions on LPF priorities and feed into the overarching review.	AM	Completed. Further discussions being held in partnership regarding a further workshop later in 2024/early 2025.	30 April
Ensure that the WHC and final Milestone Review relating to the Collective Agreement 2022/24 are issued.	EC/MM	Issued on 5 April 2024.	5 April
Provide an update on the partnership work in relation to occupational health services at the July meeting.	SW/MM	Included on the agenda.	17 July
Take forward the issue of the collective grievance with Public Health Wales with a view to resolving in a timely manner with support from SG as required.	DW/HG	Agreement reached with UNITE to pause progression of the grievance process, discussions are ongoing with the aim of resolving informally.	30 April

<p>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.</p>	<p>AD/SG</p>	<p>Further discussions held with TU colleagues and review of the application of the Harmonising On Call Arrangements included in the WPF workplan.</p>	<p>17 July</p>
<p>Facilitate a meeting between CTM UHB's management colleagues and Unite representatives to address the issues leading to health visitor industrial action.</p>	<p>SG</p>	<p>Several meetings held facilitated by NHS Wales Employers. Discussions now moving forward between CTM UHB and Unite colleagues.</p>	<p>30 April</p>