

Workforce Partnership Council Paper WPC (17) 09 17 November  
Minute and Actions Update

**Meeting of the Workforce Partnership Council (WPC)  
Thursday 17 November 2016  
Cathays Park, Cardiff  
Meeting Notes**

**1. Welcome and Opening Remarks**

1.1 The Cabinet Secretary for Finance and Local Government (CSFLG) welcomed everyone to the meeting. He introduced the Minister for Skills and Science attending for item 9 and Gill Lewis and Alison Phillips of the Public Services Staff Commission (PSSC) attending for item 5. Apologies and substitutions are recorded at the end of this meeting note.

**2. Welsh Government's Draft Budget**

2.1 The CSFLG confirmed the Welsh Government's draft budget was published on 18 October against a backdrop of successive cuts to the Welsh block grant and economic uncertainty following the EU referendum result. In advance of publishing the Budget, he had sought clarity from both the Chancellor and the Chief Secretary to the Treasury on the implications of the Autumn Statement for Wales but there remained a degree of uncertainty. The ambition had been to set plans for the three year horizon. However, as a result of the uncertainty, the Welsh Government had decided to publish a one-year revenue spending plan and four year capital plans (providing longer term certainty for the construction sector, businesses etc). He added that there remained scope for the capital budget to be reduced by the UK Government but he had taken a calculated risk.

2.2 The CSFLG emphasised the constructive work with Plaid Cymru to reach a Budget Agreement. The draft Budget combined both stability and ambition. He concluded that in terms of the revenue budget, the next 18 months had to be used to plan purposefully and actively for the future challenges but emphasised resources had been found to kick start the Welsh Government's key commitments.

2.3 Tina Donnelly expressed her members' concern about the inadequacy of the UK Government's budget settlement to the Welsh Government. Dominic MacAskill confirmed the trade unions broadly supported the Welsh Government's draft budget but questioned the appropriateness of referring to a £240 million 'boost' to the NHS and expressed concerns this may send mixed messages about the challenges that lie ahead. He asked whether the Welsh Government would consider publishing a parallel, needs-based budget to demonstrate what could have been achieved without the imposition of austerity measures by the UK Government.

2.4 The CSFLG noted the calls for a parallel needs based budget. He reaffirmed the Welsh Government's unambiguous rejection of austerity as a flawed economic model, and recognised that austerity was having a very real impact on the lives of people in Wales. He said it was the collective task to

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use the funding available to best effect. He acknowledged that whilst the £240 million boost to NHS funding met the Nuffield Report's recommendations, it did not address the wider issues identified in the Nuffield Report in relation to Wales' population being older, sicker and poorer than the majority of the UK.

2.5 Steve Thomas asked the CSFLG for an update on the apprenticeship levy. He also asked whether there had been any indications from the UK Government on increased funding for social care services. The CSFLG explained the overall funding provision in relation to the apprenticeship levy and the significant cuts to English apprenticeship programmes which, together with the £30m public sector providers were required to pay in to the levy, had offset any funding received. The Minister for Skills and Science confirmed the Welsh Government remains absolutely committed to supporting apprenticeships. She explained that Wales along with the other devolved administrations had called for clarity on the funding position and shared concerns about the introduction of the levy which directly conflicts with areas of devolved responsibility.

2.6 On social services funding, the CSFLG recognised there were reported pressures in this area in England. However, he had received no indication from the UK Government that there would be any increase in funding for this purpose in the Autumn Statement. In response to a question on Welsh Government reserves, Margaret Davies confirmed the Welsh Government is holding just over £220 million in revenue reserves (which included the usual practice of holding 1% in reserves for contingency purposes as well as some funding which was earmarked for specific purposes) and £98 million traditional capital in reserves, the majority of which was also earmarked.

2.7 Gareth Howells thanked the Welsh Government, on behalf of staff at the National Library for Wales, for its support in providing extra resources to the organisation.

### **3. European Transition**

3.1 The CSFLG introduced the paper, explaining that as the UK position is opaque on these matters, engagement in the agenda was challenging. He emphasised that Welsh Government is using all available machinery of government to emphasise key Welsh interests. This included his recent attendance at the Joint Ministerial Committee (JMC) on EU Negotiations on 9 November where he had made clear the Welsh Government's priority is for Wales to have full, unfettered access to the Single European Market, a position which attracted support from the Scottish Government. He concluded by emphasising the importance the Welsh Government was placing in all negotiations on the retention of important social, economic and environmental protections stemming from progress made at an EU level, including, in particular, employment rights.

3.2 Margaret Thomas noted that the Wales TUC was represented on the European Advisory Group, though commented that the paper did not explicitly

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reference this. She welcomed the Welsh Government's zero tolerance of racism but asked for clarity on what Welsh Government was doing to tackle it. The CSFLG acknowledged the important role that trade unions were playing in the negotiations, and stressed his commitment to continue to work closely with them on this. He explained that migration would be discussed at the next meeting of the JMC and stressed the zero tolerance approach the Welsh Government takes towards racism, working with the police, trade unions and other public bodies.

3.3 Steve Thomas suggested that, in the run up to local government elections, a positive statement on migration be issued and stressed the key role of the Public Services Ombudsman in tackling this issue. Mike Payne referred to some of the racist abuse experienced within some communities in Cardiff and felt that any organisations that did not actively condemn racist behaviour should be exposed.

3.4 The CSFLG reiterated the First Minister's position that racism would not be tolerated and referenced his call on the UK government to confirm the right to remain for EU nationals. He offered to give further consideration to the making of positive statements against racism in partnership with other public bodies and organisations (including at a political level in the Assembly) and to give further consideration to the role of the Ombudsman.

**Action: The CSFLG to give further consideration to the making of positive statements against racism in partnership with other public bodies and organisations (including at a political level in the Assembly) in the run up to next year's local government elections. He would also consider the role of the Public Services Ombudsman in relation to racist incidents within local government.**

### **4. Trade Union Act 2016**

4.1 The CSFLG re-iterated the Welsh Government's commitment to rescind aspects of the UK Government's Trade Union Act. He confirmed that since the July meeting of the WPC a consultation outlining options to prevent agency workers covering industrial action had been circulated to members and that the deadline for responses was the 6 December. To conclude, he hoped to submit the Bill to the Llywydd shortly, with a view to the Bill being considered in the New Year and to have completed its passage through the Assembly by the summer.

4.2 Margaret Thomas outlined trade union expectations for early introduction of the Bill into the Assembly and welcomed the Welsh Government's policy position. She stressed that the Wales TUC would be responding to the consultation on behalf of the trade unions that collectively represent around 400,000 members in Wales, and should be weighted accordingly. She indicated that unions may also respond individually. The CSFLG explained that the legislative timetable was subject to negotiation and was not solely a decision for the Welsh Government. He agreed to update WPC members on

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the legislative timetable once it had been agreed. The CSFLG concluded by confirming the analysis of consultation responses by the Welsh Government gave appropriate weight to consultation responses from large organisations.

**Action: The CSFLG to update WPC members on the legislative timetable once it has been agreed.**

### **5. Public Services Staff Commission (PSSC) – Update**

5.1 The CSFLG introduced Gill Lewis, Chair of the PSSC and Alison Phillips, Chief Executive of the PSSC for this item. Gill Lewis explained she would provide a general update on workforce planning and that Alison Phillips would then provide an update on their work on senior remuneration. She confirmed the PSSC had completed its meetings with all relevant bodies within its remit and WPC sector and sub-groups. She added that following the July meeting of the WPC, all remaining matters regarding Non Guaranteed Hours Arrangements (NGHAs) had been resolved and the PSSC's guidance had been published on the 22 September with the endorsement of the Joint Secretaries. She concluded that Alison Phillips and Robin Jones had met with the Local Government Sector Group and had a productive discussion around local government reform. She thanked members for their cooperation, which had enabled them to progress the work.

5.2 Alison Phillips updated the meeting on the PSSC's interim report on senior remuneration, confirming significant progress had been made and extending her thanks to Dawn Owen (PSSC) for her extensive work on this. She confirmed their work on senior remuneration would continue to focus on disclosure and accessibility. She then asked the WPC for a steer on whether they were content with the direction of the PSSC's work, and indicated she would be happy to take detailed comments outside the meeting to inform the development of their final report

5.3 Margaret Phelan asked why sickness absence had been included at page 27 of the PSSC's paper on Transparency of Senior Pay. Alison Phillips explained its inclusion was due to the inconsistent approach taken by various public bodies in recording sickness, leading to partial data.

5.4 Alison Ward confirmed employers were generally content with the paper but felt senior remuneration needed a wider discussion. Margaret Thomas questioned the inclusion of low paid workers in a document about senior remuneration and confirmed the unions would welcome the opportunity for greater involvement in contributing to the report.

5.5 In concluding, the CSFLG thanked the PSSC for their work on this and welcomed the trade unions' commitment to working with the PSSC.

**Action: WPC members to share their thoughts on the interim report with the PSSC.**

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### **6. Non Guaranteed Hours Arrangements (NGHAs)**

6.1 The CSFLG thanked WPC members for helping to shape the NGHA guidance document. He noted the views shared with him by the trade union and employers' sides. He then invited members to note his decision to publish the guidance under the general powers available to Welsh Ministers under s60 of the Government of Wales Act 2006, enabling the guidance to be issued immediately and start to have an impact. He proposed a two year review period to see whether the guidance had been effectively embedded.

6.2 Margaret Thomas felt that two years was too long and suggested a review after one year. David Evans supported this proposal given the relative infrequency of WPC meetings. Alison Ward offered support for CSFLG's proposed approach but emphasised the WPC should be used to review implementation of the guidance at a strategic level, and not on a case by case basis. The CSFLG confirmed he was content to review the evidence on implementation after 1 year. A decision on next steps would be taken in the light of that evidence

**Action: Welsh Government officials to work with the Joint Secretaries to agree an approach to reviewing take-up of the NGHA guidance, and inform members of progress in advance of the last meeting of the WPC in 2017.**

### **7. UK Government Response to Consultation on Reforms to Public Sector Exit Payments**

7.1 The CSFLG introduced James Owen, Welsh Government Deputy Director, Expert Services and People for this item. He began by outlining the UK Government's actions regarding public sector exit payments of which there are three components: the introduction of a cap of £95K on the value of exit payments made to individual public sector employees; the recovery of exit payments made to employees earning over £80k who leave the public sector but then return within 12 months; and changes to the terms surrounding public sector exit payments. He explained the Welsh Government was still awaiting further detail from the UK Government on their proposals for implementation.

7.2 Darren Williams expressed disappointment about how the Cabinet Office had managed the situation in relation to the Civil Service. He asked if the provisions in England could be disallowed in Wales. Gareth Howells confirmed the unions had attended over sixty meetings with the Cabinet Office but that little progress had been made.

7.3 Alison Ward emphasised the complexity of elements of the paper. For example, bullet point 6 sounded contradictory, suggesting that there were two different sets of regulations which had the same impact on the individual. She asked if further clarification could be provided by the Welsh Government. This request was supported by Steve Thomas. The CSFLG confirmed this subject

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is fast moving and many of the complexities still need to be worked through with the UK Government. Once the final position was clear, the Welsh Government would consider how any exemptions to the conditions might apply in Wales. James Owen confirmed he would provide a written brief but that timing would be dependent upon progress made within Whitehall. He confirmed however, that there was little scope for separate conditions to be applied to the Civil Service in Wales compared to those in England.

**Action: James Owen to provide a written brief to the WPC on arrangements around public sector exit payments once the final position at UK Government level was clear.**

### **8. Senior Remuneration**

8.1 The CSFLG explained this item would be discussed before item 7 on Public Sector Exit Payments as it fitted more appropriately with the items previously discussed. He then invited Margaret Phelan to present her paper. She began by outlining trade union concerns over current levels of senior remuneration. Recognising this would need to be discussed in more depth at a further meeting of the WPC, she explained the trade unions were particularly interested to learn why Welsh Government felt some of the Public Accounts Committee (PAC) recommendations could be open to legal challenge.

8.2 Alison Ward agreed that this was an important issue, explaining that due to the timing of the decision to include this paper on the agenda, she had not had the opportunity to take employers' views on the issues raised. She supported the suggestion that a further discussion should take place at the next WPC. The CSFLG thanked Margaret Phelan for her paper and asked for a note to be circulated before the next meeting of the WPC outlining the Welsh Government's views on the PAC recommendations and other issues raised in the paper. Drafting officials should ensure that this was circulated with enough time for the employer and trade unions' lawyers to consider its content.

8.3 The Minister for Skills and Science added that aspects of the Hazelkorn Review, currently being considered by the Cabinet Secretary for Education, were pertinent to this discussion and that her views should be sought in this context.

**Action: An item on transparency of senior remuneration to be included on the next WPC agenda – to include advice from the Cabinet Secretary for Education.**

**Action: Welsh Government officials to circulate a note to the WPC in response to the trade unions' paper.**

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## **9. Workforce Planning and Mobility**

9.1 The Minister for Skills and Science outlined the three key areas of work being taken forward by the Workforce Planning and Mobility Subgroup (WPM) – which had last met on 19 October: the People Exchange Cymru pilot; workforce mobility; and workforce planning.

9.2 The evaluation of the PEC Pilot ran from 1 May – 31 July. The Minister explained that as a result of the evaluation a Communications Strategy would now be developed to support the rollout of PEC. The Minister also explained her intention of writing to those devolved public sector bodies that were not yet utilising PEC. Margaret Phelan suggested Welsh Government officials continue to liaise with the HE HR Directors network to establish a meeting to engage about the most effective way of using PEC.

9.3 In terms of the workforce planning and mobility paper, the Minister informed members that the WPM was exploring the scope to include the education sector in PEC. As with all other sectors, the education sector would have flexibility and autonomy in determining whether or not to signpost opportunities to PEC. Hence, the reference in the paper to PEC as the “primary location for advertising [education] vacancies “should be revised accordingly.

9.4 Appendix B summarised further work undertaken since the last meeting on the Workforce Mobility scenarios. Detailed legal advice sought at the behest of the WPC suggested strongly that elements of scenario 2 could potentially be unlawful. The WPM Subgroup had therefore decided that work should only be progressed on Scenario 1. The next steps were to draw-up a workforce mobility protocol and a settlement agreement, and to further develop this scenario into a workable scheme.

9.5 The third element was the identification of good practice and development of guidance on workforce planning for devolved public services. The PSSC was taking this forward, working with the WPM Subgroup. A draft paper had been considered by the WPM Subgroup, which was now being further developed by the PSSC. Hence, a substantive discussion on Appendix C had been deferred.

9.6 The Minister thanked both the PSSC and members of the WPM for all their work on this, and congratulated them on significant progress. Alison Ward, endorsed by Margaret Thomas, expressed thanks to the Minister for her leadership on this.

9.7 The CSFLG thanked the WPC for the endorsement of the work being undertaken by the WPM and the PSSC and urged all members to continue to engage in discussion with the PSSC on this agenda.

**Action: The Workforce Planning and Mobility Sub-group to develop a PEC communications strategy.**

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**Action: The Minister for Skills and Science to write to those devolved bodies not currently utilising PEC.**

**Action: Welsh Government officials to liaise with the HE and HR Directors network to establish a meeting to explore the most effective ways of using PEC.**

**Action: Welsh Government officials to amend paragraph 7, bullet point one of Appendix 1 to “the Education sector to explore opportunities for using PEC to signpost vacancies”**

**Action: The Workforce Planning and Mobility Sub-group to further develop Scenario 1 and develop a WPM protocol and settlement agreement.**

**Action: Workforce Planning and Mobility Sub-group to present a paper on workforce planning at the next WPC.**

### **10. Living Wage**

10.1 The CSFLG introduced Judith Cole, Welsh Government Deputy Director, Local Government Finance Policy Division, for this item to provide an update on the work of the Technical Working Group on the Living Wage in Local Government. She began by clarifying that her paper related to the Living Wage Foundation’s calculation of the living wage not that of the UK Government’s National Living Wage. She explained the cost of implementing the Living Wage in Local Government ranged from £31m to £85 million but that these were considered to be an over-estimate rather than an under-estimate. She confirmed these figures had been calculated on the basis of those directly employed by local government.

10.2 Judith explained the Living Wage had been estimated for future years based on the Office of Budget Responsibility’s (OBR) projections. It had been calculated on the Living Wage Foundation’s expectation that the LW rate would increase more than general wage growth. The Technical Group had also modelled for possible future changes in the UK Government’s National Living Wage and taken into account the effect of this legal requirement and agreed pay rises. In conclusion, it was recognised that individual local authorities were at different stages on the living wage journey. They would need to consider the shared aspiration to implement the living wage against the climate of budget reductions and service pressures in their area. Steve Thomas offered to share collective learning around implementing the Living Wage.

10.3 Dominic MacAskill suggested that, in exchange for an additional funding allocation paid for out of the £220m reserve referenced earlier, the Welsh Government should make it a requirement that local government pay the



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Living Wage to all employees. Alison Ward indicated that she had not been made aware that this proposal would be put forward by the trade unions and that Employers would need to consider their position. She emphasised the very significant pressures faced by local authorities at this time, reflected in the final bullet point in the paper.

10.4 The CSFLG indicated that he would continue to consider this issue, in the context of a range of other local government finance issues including discussion through the Finance sub group with Local Government. He thanked Steve Thomas for his suggestion that the WLGA could help with collective learning around implementation of the living wage.

10.5 The CSFLG thanked the Technical Working Group on the Living Wage for their work.

**Action: The WLGA to share collective learning around implementation of the living wage.**

**Action: The CSFLG to continue to give consideration to the trade union proposals for funding to support payment of the living wage in local government.**

### **11. Code of Practice on Ethical Employment in Supply Chains**

11.1 The CSFLG reiterated his disappointment at not being able to launch the Code at the Procurex Wales Conference, not least because there were a number of significant organisations including private sector employers keen to sign up to it. He confirmed the Code was close to completion and that a rapid Task and Finish Group had been established to bring work to a conclusion. The first meeting of that group was scheduled to take place on 16 December, and the Joint Secretaries had been invited to attend, or to identify a representative.

11.2 Mike Payne welcomed this progress. However, he highlighted a number of ongoing concerns about a Welsh Government contracted company which was not engaging with trade union representatives in the spirit of social partnership. The CSFLG expressed concern over this as it was Welsh Government understanding that this matter had been successfully resolved. He asked officials to meet Mike Payne as a matter of urgency in order to resolve the issue.

11.3 The CSFLG concluded the discussion by emphasising the importance of the Code and the need for all employers, including the Welsh Government, to adhere to it.

**Action: Welsh Government officials to meet Mike Payne to resolve ongoing issues around the referenced contracted company.**

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### **12. Public Services Staff Commission (PSSC) Discussion Item**

12.1 The CSFLG explained the purpose of this item was for members to note his decision to refresh the operation of the social partnership approach. He explained that his decision had been taken in the light of a letter he had received from the TUC in the summer (shared with WPC members), and of the views expressed on this matter by the employers.

12.2 In summary, the CSFLG had concluded that there was a need for a wider review of how the WPC was organised and went about its business, including strengthening the flow of communications between parties, and looking at how the Council was able to call on the advice it needed to deliver this critical agenda. The decision to bring current arrangements to a conclusion in March 2018 was based on the need for the PSSC to deliver its current work programme – including providing advice on the restructuring of local government. He added that he was keen to strengthen the trade union sides' input into the Commission's work.

12.3 Margaret Thomas asked the CSFLG to clarify his intention that the WPC would remain the 'primary reference point' and would provide "strategic direction" to the PSSC, as described in his recent letter to the TUC.

12.4 Alison Ward indicated that she had not had sight of the letter to the TUC. She explained that, although employers would have liked the PSSC to continue, they clearly respected and would support the decision of the CSFLG on this important issue. She added that the word "direct" had a range of meanings – but that it did not mean "instruct" in this context.

12.5 The CSFLG thanked members for their contributions and explained that, in terms of direction, the legal position was unambiguous: it was his role to take the advice of the WPC and relay that to the PSSC in the context of a shared agenda. He assured members that there was no separation between the WPC's advice to him and his to the PSSC – just as they had demonstrated at this meeting.

12.6 The CSFLG agreed to consider whether the minutes of this meeting would suffice in terms of communicating this decision.

**Action: The CSFLG agreed to consider Margaret Thomas's request to write to confirm his position or whether the minutes of this meeting would suffice in terms of communicating this decision.**

### **13. Sector Reports/AOB**

13.1 The minute of the previous meeting was agreed. CSFLG asked if there were any issues with this or the sector reports. Tina Donnelly drew attention to the Health Sector report and commented that she had been disappointed that there had been no advance notice of the Cabinet Secretary of Health, Social Care and Sport's announcement of his intention to create a single body

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for health education and training in Wales. Julie Rogers confirmed the announcement was the culmination of 3 years of work, work undertaken in partnership with those in the sector and with extensive consultation and engagement. Julie added that there remained a substantial amount of work to be undertaken on the detail of the new arrangements, and there was a firm commitment to maintaining an on-going dialogue with partners (which had been well received by the recent partnership forum business committee). Finally, it was noted that the Cabinet Secretary for Health, Well-being and Sport would be attending the next meeting of the Health Partnership Forum in December and there would be an opportunity for further discussion there.

13.2 Gareth Howells, on behalf of the Devolved Sector Group, highlighted the loss of highly skilled, specialist staff in museums and across other sectors that are extremely difficult to replace due to their specialist qualifications and experience. This would pose a significant staffing problem longer term. He asked for a full discussion on this issue at the next WPC.

13.3 Margaret Phelan highlighted that the minute of the July meeting records activity under the Two Tier Code as being complete. As there are still concerns around the use of zero hours contracts, highlighted earlier in the meeting, she felt this did not accurately reflect the situation.

13.4 Margaret Thomas asked for an update on work around Community Asset Transfer at the next meeting of the WPC. She added that the trade unions will meet early in the New Year to discuss the way forward with the WPC in light of the CSFLG's intention to review it.

**Action: Welsh Government officials to ensure the issue of replacing highly skilled, specialist staff is placed on the agenda of the next WPC meeting.**

**Action: Welsh Government officials to ensure an update is provided at the next meeting of the WPC on progress against any outstanding issues regarding the Two Tier Code.**

**Action: Welsh Government officials to ensure an update is provided at the next meeting of the WPC on Community Asset Transfer guidance.**

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**WPC Meeting Actions: 17 November 2016**

Action	Owner	Status
1. The CSFLG to give further consideration to the making of positive statements against racism in partnership with other public bodies and organisations (including at a political level in the Assembly) in the run up to next year's local government elections. He would also consider the role of the Public Services Ombudsman in relation to racist incidents within local government.	<b>CSFLG</b> Maureen Howell	A copy of the statement has been provided as a paper to note for this meeting.
2. The CSFLG to update WPC members on the legislative timetable once it has been agreed.	<b>CSFLG</b> Paul Webb	The Joint Secretaries were made aware of the Business Statement that included notice of the Bill Legislative Statement by officials.
3. WPC members to share their thoughts on the draft Guidance on Senior Remuneration with the PSSC.	<b>CSFLG</b> WPC members/PSSC	The Staff Commission published its guidance on 21 December 2016 with the support of the Joint Secretaries of the WPC.
4. Welsh Government officials to work with the Joint Secretaries to agree an approach to reviewing take-up of the NGHHA guidance, and inform members of progress in advance of the last meeting of the WPC in 2017.	<b>CSFLG</b> Judith Cole	Discussions on-going with the Joint Secretaries.
5. James Owen to provide a written brief to the WPC on arrangements around public sector exit payments once the final position at UK Government level was clear.	<b>CSFLG</b> James Owen	A letter and technical briefing note was issued by the CSFLG on 25/1. This letter and note act as the paper for agenda item 4.

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6. An item on transparency of senior remuneration to be included on the next WPC agenda – to include advice from the Cabinet Secretary for Education.	<b>CSFLG</b> James Owen/WPC Secretariat	A paper has been provided to cover this action and action 7 below on the agenda (Item 3).
7. Welsh Government officials to circulate a note to the WPC in response to the trade unions' paper.	<b>CSFLG</b> James Owen	See update for action 6 above.
8. The Workforce Planning and Mobility Sub-group to develop a PEC communications strategy.	<b>Minister for Skills and Science</b> Paul Webb	This is being developed with Communications colleagues, to finalise a draft for the Minister and WPM Subgroup to consider.
9. The Minister for Skills and Science to write to those devolved bodies not currently utilising PEC.	<b>Minister for Skills and Science</b> Paul Webb	This is being developed, with officials ensuring the letter links with the developing Communications strategy.
10. Welsh Government officials to liaise with the HE and HR Directors network to establish a meeting to explore the most effective ways of using PEC.	<b>Minister for Skills and Science</b> Paul Webb	Officials have been invited to provide an update on PEC to the HE HR Directors network's next meeting on 30/6/17.
11. Welsh Government officials to amend paragraph 7, bullet point one of Appendix 1 to "the Education sector to explore opportunities for using PEC to signpost vacancies"	<b>Minister for Skills and Science</b> Paul Webb	This has been amended.
12. The Workforce Planning and Mobility Sub-group to further develop Scenario 1 and develop a WPM protocol and settlement agreement.	<b>Minister for Skills and Science</b> Paul Webb	Policy and legal services colleagues are continuing work on the workforce mobility protocol, utilising case studies and draft settlement agreement templates.
13. Workforce Planning and Mobility Sub-group to present a paper on	<b>Minister for Skills and Science</b>	Workforce Planning and Mobility subgroup discussed workforce

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workforce planning at the next WPC.	WPM Sub-group	planning in depth at the latest meeting on 19 January. An update is provided in the WPM paper.
14. The WLGA to share collective learning around implementation of the living wage.	<b>CSFLG</b> WLGA	This will be raised and approaches discussed at the next meeting of the HR Directors Group later in March - after the WPC.
15. The CSFLG to continue to give consideration to the trade union proposals for funding to support payment of the living wage in local government.	<b>CSFLG</b> Judith Cole	The CSFLG is writing to cover this item in advance of the WPC.
16. Welsh Government officials to meet Mike Payne to resolve ongoing issues around the referenced contracted company.	<b>CSFLG</b> James Owen	Welsh Government officials, including the Director of Corporate Services, met GMB Trade Union colleagues immediately after the WPC to discuss the issues raised. A further meeting was then facilitated between Welsh Government officials, the company in question and the GMB in December.
17. The CSFLG agreed to consider Margaret Thomas's request to write to confirm his position or whether the minutes of this meeting would suffice in terms of communicating this decision.	<b>CSFLG</b> Judith Cole	The CSFLG shared his letter to Martin Mansfield re the future of the PSSC with WPC members on the 21 November.

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18. Welsh Government officials to ensure the issue of replacing highly skilled, specialist staff is placed on the agenda of the next WPC meeting.	<b>CSFLG</b> James Owen/WPC Secretariat	Included in the Devolved Sector Group report circulated to all WPC members. DSG secretariat to raise with the Chair of the WPM in the context of their work on workforce planning.
19. Welsh Government officials to ensure an update is provided at the next meeting of the WPC on progress against any outstanding issues regarding the Two Tier Code.	<b>CSFLG</b> Paul Webb	Issues raised from the previous meeting now resolved. In April the annual monitoring exercise of the 2 Tier Code will begin and will be reported on at the July meeting of the WPC.
20. Welsh Government officials to ensure an update is provided at the next meeting of the WPC on Community Asset Transfer guidance.	<b>CSFLG</b> Richard Baker	Discussions are on-going in completing the Community Asset Transfer Guidance.

**List of Attendees - Workforce Partnership Council – 17 November 2016**

Cabinet Secretary for Finance and Local Government – Mark Drakeford – (Chair)

Minister for Skills and Science – Julie James

**Trade Unions**

Julie Cook - Wales TUC (Joint Secretary)

Margaret Thomas - Unison

Dominic MacAskill - Unison

Donna Hutton - Unison

Gareth Howells - Prospect

Peter Hewin - BAOT

David Evans - NUT

Rex Phillips - NASUWT

Mike Payne - GMB

Althea Phillips - GMB

Margaret Phelan – UCU Cymru

Tina Donnelly – RCN

Darren Williams – PCS (Substitute)

Kevin Tucker – SCR

Cerith Griffiths - FBU

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## **Employers**

Alison Ward -Torfaen County Borough Council (Joint Secretary)  
Steve Thomas - WLGA  
Jonathan Lloyd - WLGA  
Ceri Davies - Pembrokeshire County Council  
Joanne Oak – Care Council for Wales  
Simon Smith – CFO - North Wales Fire and Rescue Services  
Richard Tompkins - NHS  
James Owen - Welsh Government  
Zenny Saunders - Welsh Government

## **PSSC (standing invitation)**

Gill Lewis - (Chair)  
Alison Phillips - (CEO)

## **Supporting Officials – Welsh Government**

Paul Webb – Devolved Services Reform  
Jo Trott – Devolved Services Reform  
Judith Cole – Reforming Local Government  
Julie Rogers – HSS Workforce Development  
Margaret Davies – Strategic Budgeting  
Neil Surman – Higher Education Division  
Piers Bisson – European Transition  
Nick Sullivan – Value Wales  
Andrew Johnson – Welsh Government

## **Observers**

Sarah Lilley – Welsh Government  
Elizabeth Richards - Welsh Government  
Clare Lewis - Welsh Government  
Chris Hartwell - Welsh Government  
Kate Bacon - Welsh Government  
Robin Jones - PSSC  
Mark Lewis – Devolved Services Reform (Note)

## **Apologies**

Paddy McNaught – UNITE  
Beverley Edgar - ABMU  
Shavanah Taj - PCS  
Iestyn Davies – Colegau Cymru  
Peter Kennedy – Welsh Government  
David Pritchard – Welsh Government  
Alex Rawlin – Welsh Government