

Summary of Decisions and Actions

Meeting of the Shadow Joint Executive Committee (JEC) Thursday 24 January 2019 - 10:00am-12:00pm Wales TUC Office

Chair – Mike Payne – Trade Unions

Agenda Item	Outcome/Action	
Item 1 - Welcome and Introductions	Decisions	Agreed that Brexit, Finance and WPC Vision be added to the next WPC agenda.
		Produce a WPC Vision in 3 sentences, to articulate what the WPC is all about, role and purpose. The Vision paper should re-affirm the outcomes of the WPC review.
		To consider what constitutes agreements, best practice or guidance for documents already in place, to produce definitions and outline how agreements are reached within the WPC, within an addendum to the WPC strategic framework.
		To review work programme items and agree with partners which items should be taken offline and dealt with on a task and finish basis through the JEC.
		To review and revalidate existing documents and include an implementation guide. JEC members to take back to the local level to identify issues, challenges and any changes required to engender support from all partners.
		Agreed that in order to manage the further development of the WPC Work Programme an Officer's Working Group should be established.
	Actions	Joint Secretariat to ensure the next WPC agenda includes Brexit, Finance and WPC Vision.
		Joint Secretariat to produce a WPC Vision paper.
		Joint Secretariat to produce an addendum to the WPC Strategic Framework that defines what constitutes agreements, best practice or guidance and how agreements are reached within the WPC.
		Joint Secretariat to review documents and include an implementation guide.
		JEC members to take existing documents back to the local level to identify issues, challenges and any changes required to engender support from all partners.

		<p>Joint Secretariat to arrange the creation and first meeting of the Officer's Working Group to discuss the WPC Work Programme to include:</p> <ul style="list-style-type: none"> - Vision - Definition of agreements, best practice and guidance - A review of work programme items and a proposal for items to be taken offline
Item 2 - Discussion Paper – Non Guaranteed Hours Arrangements (NGHAs)	Decisions	Agreement reached for surveys/letters/guidance documents to be revised jointly by JEC. Ensuring fit for purpose and clarity upon their usage.
		It was agreed point 24 of the conclusion would be removed and the Matrix would not be included as an appendix to WPC NGHAs paper.
		It was agreed a Task and Finish Group be established to consider future activity over the NGHAs exercise.
		JS and Trade Unions to continue chasing additional information from responders to the current survey.
	Actions	Survey/letter/guidance document to be revised jointly by JEC
		Point 24 of the current Report's conclusion would be removed and the Matrix not to be included as an appendix to the WPC paper for NGHAs.
		Task and Finish group to be established by JS to consider future activity over the NGHAs survey.
		JS and Trade Unions to continue chasing additional information from responders to this year's survey.
Item 3 - Draft WPC Agenda	Decisions	<p>Special meeting to be held with First Minister and WPC. Agenda items noted as Brexit, Finance and Vision of the WPC.</p> <p>A review and revalidation of existing documents and agreements will be placed on the agenda of the second meeting of the WPC in 2019.</p> <p>3 WPC meetings to be held in 2019</p>

	Actions	<p>JS to contact office of First Minister to arrange special meeting of the WPC to discuss Brexit, Finance and Vision of the WPC.</p> <p>JS to arrange two further meetings of the WPC for approximately June/July - October/November 2019.</p> <p>A review and revalidation of existing documents and agreements will be placed on the agenda of the June/July meeting of the WPC.</p>
Item 4 - Draft WPC Communications Plan	Decisions	Second WPC meeting for 2019 to include WPC Communications Plan on the agenda. This will include further costs on developing the WPC website and newsletter.
	Actions	JS to update WPC Communications Plan with costs and bulletin/alert ahead of its inclusion on the agenda of the second meeting of the WPC in 2019.
Item 5 - Draft WPC Report – TUC Dying to Work Charter	Decisions	Employers and trade unions to address the TUC Dying to Work Charter off line from the JEC and then bring back to the Committee.
	Actions	Employers and Trade Unions to undertake further work on the Charter and report back to JEC. Outcomes from further work undertaken by Employers and Trade Unions to inform letter/charter.
Item 6 - Draft WPC Report – Code of Practice on Workforce Matters (Two Tier Code) Annual Report	Decisions	The JS to progress the Two Tier Code report to the WPC subject to an on-going review of the agenda.
	Actions	JEC to provide the Two Tier Code report to the WPC subject to the ongoing review of the WPC agenda when second meeting date secured.
Item 7 - Review of JEC Minute and Actions to Date	Decisions	Any amendments to minutes and actions to be reviewed and brought forward by all members.
	Actions	JS to email all partners for amendments providing a 2 week deadline.
Item 8 - AOB	Decisions	AOB items – Wales TUC Sexual Harassment Survey and Welsh Government Special Adviser post to be circulated to JEC for agreement that they can be issued to the wider WPC membership and their networks for circulation.
	Actions	JS to circulate Wales TUC Sexual Harassment Survey and Special Adviser post to all JEC members to seek their agreement that these can be circulated to the WPC membership and their wider networks.

