



Remuneration & Terms of Service Committee (R&TS)

Minutes of the Meeting Held in public on
14.1.19 in Carlton Court, St Asaph

<p>Present:</p> <p>Mr M Polin Mrs J Hughes Mr M Hughes Mrs MW Jones</p>	<p>Chair Independent Member Independent Member Vice-Chair</p>
<p>In Attendance:</p> <p>Mr G Doherty Mrs S Green Mr T Hubbard Mrs L Jones</p>	<p>Chief Executive (part meeting – joined during in committee session) Executive Director of Workforce & Organisational Development Deputy Director of Nursing (part meeting) Assistant Director</p>
Agenda Item	Action
<p>R19.1 Apologies for absence</p> <p>None.</p>	
<p>R19.2 Declarations of interests</p> <p>None.</p>	
<p>R19.3 Minutes of meeting held on 26.11.18 for accuracy and matters arising</p> <p>The minutes were agreed as an accurate record.</p>	
<p>R19.4 Summary action log</p> <p>The summary action log was reviewed and updated accordingly. Mrs Green advised that some policies currently being worked through would be circulated between R&TS meetings once they had been processed via the committee governance sub-structure. Certain policies would still need formal sign off by the R&TS Committee.</p>	
<p>R19.5 Summary of In Committee Matters from the Previous Meeting to be Reported in Public</p> <p>It was noted that Executive portfolios, a Tawel Fan internal decision review, Upholding Professional Standards in Wales, and pay protection had been discussed at the previous meeting. Mrs Green alluded to ongoing dialogue regarding the internal decision review.</p>	

<p>R19.6 NHS Wales Menopause Policy WP66</p> <p>Mrs Green presented this all Wales policy, approved by the Local Partnership Forum (LPF), and explained that it was linked to the pay deal and sickness absence target. Mrs Hughes emphasised the need for managers to take the policy seriously, given the importance of the subject matter. Mrs Green agreed to review the appropriateness of references to female managers in appendix 1. Subject to this, the policy was ratified.</p>	SG
<p>R19.7 Organisational Change Policy WP65 and Report</p> <p>Mrs Green presented this updated all Wales policy and explained that there were no fundamental changes, except that the pay protection process had been built in to the document. Mrs Green reported that, in respect of historic pay protection and the absence of an electronic monitoring system, records held by Shared Services had been identified, and a retrospective trawl would be carried out by members of her team. She explained the job offer and monitoring process that should be followed, and gave an assurance that a more robust system was now in place for new cases going forward. Following discussion on systems in other health boards, redundancy and tests of reasonableness, and noting that the LPF had already given approval, the Committee ratified the policy. The accompanying report was noted.</p>	
<p>R19.8 Nursing & Midwifery Council (NMC) Registration and Revalidation Annual Report</p> <p>Mr T Hubbard attended to present this report. He highlighted positive reductions in NMC registration lapses and also referrals. In response to a question from the Chair, he stated that there were no common themes relating to the latter; previously Tawel Fan had featured as a theme, however there was now a mixture of reasons for referrals. In response to a question from an Independent Member, Mr Hubbard stated that carrying out root cause analyses and formal investigations had impacted positively on the number of registration lapses. Mrs Green added that individuals could not practice as a qualified nurse if their registration had lapsed, and would only be able to work at a lower paid grade until the matter was resolved. It was noted that revalidation took place every 3 years. In response to an Independent Member, Mr Hubbard agreed to seek comparative data from the rest of Wales, to be circulated outside the meeting. Mrs Green concluded that she was hoping for conclusion on Tawel Fan cases soon. The recommendations on page 7 of the report were noted. Mr Hubbard was thanked and he left the meeting.</p>	TH
<p>R19.9 Issues of significance to inform the Chair's Assurance Report to the Board</p> <p>It was noted that business discussed would be summarised in the Chair's Assurance Report to the Board.</p>	
<p>R19.10 Any other business</p> <p>None.</p>	

R19.11 Date of next scheduled meeting to be held in public 13.5.19, 3.00pm, Carlton Court.	
R19.12 Resolution to exclude Press and Public It was resolved to move into private session.	

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