



**CYFARFOD BWRDD PRIFYSGOL IECHYD
UNIVERSITY HEALTH BOARD MEETING**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	26 September 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Joint Committees and Collaboratives Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Professor Philip Kloer, Interim Chief Executive
SWYDDOG ADRODD: REPORTING OFFICER:	Clare Moorcroft, Committee Services Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Trafodaeth/For Discussion

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to provide an update to the Board in respect of recent Joint Committee and Collaborative meetings to include the following:

- Joint Commissioning Committee (JCC)
- NHS Wales Shared Services Partnership (NWSSP) Committee
- Mid Wales Joint Committee for Health and Care (MWJC)

Cefndir / Background

The Hywel Dda University Health Board (HDdUHB) has approved Standing Orders in line with Welsh Government guidance, in relation to the establishment of the Joint Commissioning Committee (JCC) and NHS Wales Shared Services Partnership (NWSSP) Committee. In line with its Standing Orders, these have been established as Joint Committees of HDdUHB, the activities of which require reporting to the Board.

The confirmed and unconfirmed minutes, agendas and additional reports from JCC and NWSSP Committee meetings are available from each Committee's websites via the following links:

[Joint Commissioning Committee Website](#)

[NHS Wales Shared Services Partnership Website](#)

The Mid Wales Healthcare Collaborative was established in March 2015 following a study of healthcare in Mid Wales commissioned by Welsh Government and undertaken by the Welsh Institute for Health and Social Care (WIHSC) (*ref: Mid Wales Healthcare Study, Report for Welsh Government, WIHSC – University of South Wales, September 2014*). In March 2018, the Mid Wales Healthcare Collaborative transitioned to the [Mid Wales Joint Committee for Health and Care](#) whose role will have a strengthened approach to planning and delivery of health and care services across Mid Wales and will support organisations in embedding collaborative working within their planning and implementation arrangements.

Asesiad / Assessment

The following Joint Committee and Collaborative updates are attached for the Board's consideration:

Joint Commissioning Committee (JCC)

- Briefing notes from the JCC meeting held on 16 July 2024, setting out the key areas of discussion.

NHS Wales Shared Services Partnership (NWSSP) Committee

- Summary of key matters considered by NWSSPC, and any related decisions made at its meeting held on 18 July 2024.

There are no further Joint Committee or Collaborative updates to include for the following reasons:

Mid Wales Joint Committee for Health and Care (MWJC)

- The MWJC will report to the November 2024 Board meeting.

Argymhelliad / Recommendation

The Board is asked to **RECEIVE** the minutes and updates in respect of recent JCC and NWSSPC meetings.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	8. Transform our communities through collaboration with people, communities and partners

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Link to JCC Website Link to NWSSP Website Link to MWJC Website
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	Joint Commissioning Committee NHS Wales Shared Services Partnership Committee Mid Wales Joint Committee for Health and Care

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Explicit within the individual Joint Committee and Collaborative reports where appropriate.
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	The Board has approved Standing Orders in relation to the establishment of the JCC and NWSSP Joint Committees, and Terms of Reference for the MWJC.
Cyfreithiol: Legal:	In line with its Standing Orders, the Health Board has established JCC and NWSSP Joint Committees, the activities of which require reporting to the Board.
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

JOINT COMMISSIONING COMMITTEE (JCC) MEETING BRIEFING – 16 JULY 2024

The Joint Commissioning Committee (JCC) held its latest public meeting on 16 July 2024. This briefing sets out the key areas of consideration and aims to ensure everyone is kept up to date with what is happening within the JCC.

The papers for the meeting can be accessed using the link below:
[Meeting Dates and Papers - NHS Wales Joint Commissioning Committee.](#)

1. Minutes of Previous Meetings

The minutes of the JCC meeting held on the 21 May 2024 were **approved** as a true and accurate record of the meeting.

2. Action log and matters arising

Members **noted** the progress on the actions outlined on the action log.

3. Patient Story

Members received the first patient story from Alan Owen who suffered a sudden cardiac arrest in 2022 and was transported to Cardiff via the Emergency Medical Retrieval Service (EMRTS) where he underwent emergency cardiac surgery and was fitted with two stents and an Implantable Cardioverter Defibrillator (ICD). CB explained that Alan has become a patient experience advocate and had written a book about his road to recovery to help others.

Alan provided members with a powerful story on experiencing a cardiac arrest whilst participating in a walking-football tournament at Caldicott leisure centre during 2022. He expressed his gratitude to all the NHS services and the public who saved his life and helped him overcome this traumatic event.

Members discussed the need to ensure that more people survive a sudden cardiac arrest and the importance of the community response, the timely arrival of specialist care on the scene via EMRTs and transfer to the specialist cardiac centre.

Members **noted** the patient story and thanked Alan for sharing his story.

4. Chairs Report

Members received the Chair's Report and **noted** updates on key meetings attended by the Chair as well as the following:

- **JCC Development Programme** – the Chair and lay members have continued to participate in induction sessions and two sessions took place on the 4th June 2024.
- **Annual Attendance at Health Board Meetings** – The Chair is keen to ensure open and transparent communication as the JCC exercises key commissioning responsibilities on behalf of the seven Health Boards (HBs). The JCC will report annually to each HB, whenever possible, in person and a letter has been issued to HB Chairs to request that this opportunity is built into HB forward plans.
- **Lay Member Recruitment** – WG is currently in the process of recruiting the final two Independent Lay Members, which will take the JCC to a full complement of six including the Chair. Interviews are scheduled for early September with a view that appointments will be made from 1 October 2024.

Members **noted** the report.

5. Interim Chief Commissioner’s Report

Members received the Interim Chief Commissioner’s Report and **noted** updates in relation to the following:

- Overarching assessment of delivery of Quarter 1 Transition Plan
- Establishing the JCC Sub-Committee Structure and work programme
- Public Health Input
- Infected Blood Inquiry
- Sexual Assault Referral Service (SARC) Update
- - Business Continuity for the upgrade works within Princess of Wales Hospital Maternal and Neonatal Unit
- North Wales Mother and Baby Unit (MBU)
- Extra Corporeal Membrane Oxygenation (ECMO).

Members **noted** the report.

6. Joint Commissioning Committee Risk Register

Members received a report presenting a transitional amalgamated risk register for the Joint Commissioning Committee (JCC) which encompasses risks scoring 15 and above taken from the commissioning teams and directorate risk registers across the former Emergency Ambulance Services (EASC), National Collaborative Commissioning Unit (NCCU) and the Welsh Health Specialised Services Committee (WHSSC).

Members noted that the amalgamated risk register was categorised as a transitional risk register whilst further work is undertaken to fully develop and implement the CTMUHB Risk Management Strategy for the JCC (in line with the hosting agreement) and until the JCC has an opportunity to consider its risk appetite as part of the JCC development programme.

Members noted that a significant amount of work had gone into developing the new risk register, and it was important to emphasise that it was a work in progress and there was still much more work to be undertaken to strengthen and develop it in conjunction with risk owners, commissioners and providers.

Members (1) **Noted** the report, (2) **Noted** the work undertaken to date to produce a transitional amalgamated risk register, (3) **Noted** the review work undertaken by the commissioning teams to produce a refreshed, updated version of the transitional amalgamated risk register to be presented to the JCC meeting on 16 July 2024, (4) **Approved** the JCC risk register as at 30 June 2024, (5) **Noted** the further work planned to fully develop the CTM Risk Management Strategy for the JCC, and the steps required to implement it; and (6) **Noted** that the CTMUHB Audit & Risk Committee (ARC) meeting for hosted bodies on 15 August 2024 will receive an update on the progress of the JCC risk register.

7. NHS 111 Wales Commissioning Arrangements

Members received a report providing an update on NHS 111 Wales Commissioning Arrangements.

Members noted that responsibility for the commissioning of NHS 111 Wales transferred to the NHS Wales Joint Commissioning Committee (NWJCC) on the 1 April 2024 and that Quarter 1 had seen transitional arrangements in place, with the previous programme team continuing to hold meetings of the Commissioning Board and Delivery Assurance Group (DAG).

Members noted that the transitional arrangement had ended, and the NWJCC Team would now assume full responsibility for the commissioning of the service. The JCC Team had submitted a request to WG for resources to support this function and it was noted that WG had confirmed that some funding would be available which would enable the commissioning function to be established.

Members (1) **Noted** the report, (2) **Approved** the adoption of the commissioning arrangements for NHS 111 Wales into the existing committee arrangements until such time as the formal sub-committee structure of the NWJCC is fully established, (3) **Approved** the proposed actions outlined for each of the risks of the previous programme and the development of specific risks required for the NWJCC to monitor in relation to their responsibilities in commissioning the service; and (4) **Noted** the NWJCC team capacity to undertake the commissioning of the NHS 111 Wales service is limited without additional resource.

8. Emergency Medical Retrieval and Transfer Service (EMRTS) Review Update

Members received a report providing an update on the Emergency Medical Retrieval and Transfer Service (EMRTS) recommendation to develop a

bespoke road based enhanced critical care response for rural and remote areas and recommendation 4.

Members noted that:

- as part of the EMRTS Review a recommendation was agreed to develop a bespoke road-based enhanced/critical care response for rural and remote areas,
- Recommendation 4 was made in order to respond to the concerns raised by residents during the public engagement processes around the provision of emergency healthcare in rural and remote areas that would not fall into the remit of the EMRTS, this included 999 incidents for example such as falls, strokes and chest pain
- the Recommendation 4 Task and Finish Group had been established in line with the timescale agreed at the last NWJCC meeting. The group met on 28 June 2024 and as agreed, was chaired by the Interim Director of Commissioning – Ambulance and 111.
- the Task and Finish Group’s project plan included a communications plan linked in with the national Communications and Engagement leads across NHS Wales, and that a Stakeholder Update had already been issued to the stakeholder distribution list summarising the current implementation position and that more detailed content was in development,
- the NWJCC continued to work closely with Wales Air Ambulance Charity Trust (WAACT) as its strategic partner in the delivery of pre-hospital critical care as we jointly implement the Review recommendations and future improvements to service delivery, and that the charity continued to actively engage with their stakeholders and the EMRTS on the implementation of the recommendations; and
- the EMRTS leadership team had welcomed the certainty the decision provided for them and the operational teams, that the leadership team continued to focus on the development of the operational implementation plan and that the team had met with staff at their bases and will continue to engage with colleagues across Wales through the changes required as part of this important service development.

Members (1) **Noted** the first meeting of the Recommendation 4 Task and Finish Group meeting held on 28 June 2024, (2) **Approved** the revised Terms of Reference for the Task and Finish Group, (3) **Discussed** and **Approved** the approach to communication and engagement relating to the additional bespoke road-based service (Recommendation 4), (4) **Noted** the Wales Air Ambulance Charity Trust position in relation to the decision of the NWJCC, the engagement with their stakeholders, the work being undertaken to secure an appropriately located operational base and the work with EMRTS on the joint transition plan, (5) **Noted** the EMRTS Leadership team position in relation to the decision of the NWJCC, and that the team will continue to engage with colleagues across Wales,

(6) **Noted** the petition that will be considered by the Petitions Committee for debate, (7) **Noted** the commissioning approach, (8) **Noted** the work to update the previous legal advice following the decision made at the NWJCC in April 2024; and (9) **Noted** the receipt of the Letter Before Action in relation to a potential judicial review.

9. Implementation of Legacy Plans – Quarter 1

Members received a report providing an update for assurance against the Quarter 1 deliverables of the extant predecessor organisation legacy Plans.

Members noted that prior to the formation of the JCC, WHSSC and EASC produced plans in line with the Welsh Government NHS planning requirements, which were approved by the respective Joint Committees in March 2024. These plans remained extant in 2024/2025 as part of the legacy arrangements and the NWJCC has responsibility for assurance of their delivery.

Members **Noted** the assurance on delivery of the legacy Plans at the end of Quarter 1.

10. Development of Joint Commissioning Committee Integrated Medium Term Plan (IMTP) 2025-2028

Members received a report outlining the proposed process for the development of the inaugural JCC Integrated Medium Term Plan (IMTP) 2025-2028.

Members (1) **Noted** the feedback on legacy planning arrangements and plans that had been received from DOPs, DOFs and CEOs/Chairs, (2) **Noted** that the JCC Standing Orders stated that the JCC will develop an Integrated Medium Term Plan (IMTP) for 2025-2028, (3) **Agreed** the approach laid out in section 3.4; and (4) **Agreed** the process and timeline for developing the 2025-2028 JCC IMTP.

11. Plastic Surgery South Wales – Revised Ministerial Key Performance Indicators (KPIs)

Members received a report outlining the options in relation to achieving the Welsh Government key performance indicators (KPIs) in 2024/2025 for the plastic surgery service for South Wales provided by SBUHB.

Members noted:

- that the waiting list and waiting times for plastic surgery had increased and that some patients were waiting in excess of the 104 weeks WG waiting time target,
- that the WHSSC Integrated Commissioning Plan (ICP) for 2024/25 did not include allocated funding above the SLA baselines to address long waits in plastics and achieve the 104 weeks target because choices were made on the balance of performance and finance in line with the difficult choices facing all HBs - the WHSSC Joint

Committee agreed not to accelerate improvement beyond a continued steady improvement towards the targets. However, following the approval of the ICP, WG published targets to achieve the 104 week waiting time target by March 2025. Members noted that this target was further revised through the NHS Wales CEO letter in May 2024 with revised Ministerial KPIs of no patients waiting over 104 weeks by the end of December 2024,

- that the NWJCC and SBUHB had worked collaboratively to consider the options for additional activity and cost to commissioners of achieving the WG KPIs for elective waiting times and members discussed these.

Following the detailed discussion around the affordability of the additional activity required and the other priorities HBs were needing to balance, members approved Option 2 subject to further urgent due diligence by the JCC Management Group.

Members (1) **Noted** the information presented within the report (2) **Advised** on the approach to the options in table; and (3) **Approved** Option 2 subject to additional due diligence by the Specialised Services Management Group.

12. Gender Identity Services for Children and Young People – Final Report of the Cass Review

Members received a report providing further information following the request made by the JCC on 21 May 2024 on the Cass Review recommendations. Members welcomed the additional work that had been undertaken and information that had been provided. It was agreed that the commissioning pathway for the service would continue, but recognised that it would be appropriate to review this in the future if further evidence became available.

Members (1) **Noted** the recommendations of the Cass Review and **supported** the continued alignment of the NHS Wales Joint JCC with the NHS England Implementation Plan; and (2) **Endorsed** the establishment of an 'Expert Clinical Advisory Group' to inform the review of the policy and specification for the adult gender identity service and associated terms of reference.

13. NWJCC Performance Report – April 2024

Members received a report providing an integrated overview of the performance of services commissioned by NWJCC up to the end of April 2024 for scrutiny and assurance.

Members (1) **Noted** the Performance Report for services commissioned by the NWJCC.

14. Financial Performance Report Month 2

Members received the month 2 and 3 financial positions.

Members noted that:

- the NWJCC financial position for 2024-2025 reported at Month 2 was a £1.6m overspend against the ICP financial plan to date, with a forecast year-end overspend of £655k at this point,
- the NWJCC financial position for 2024-2025 reported at Month 3 was a £2.8m overspend against the ICP financial plan to date, with a forecast year-end overspend of £2.5m,
- there had been a £1 million deterioration in position between the month 2 position and month 3 position with a £2 million deterioration in the year end forecast; and
- in relation to the savings target WG had requested a 2% savings target which amounted to a £10 million savings target. To date, only £802,000 savings were reported. Members noted that if this continued the NWJCC would be looking at a significant overspend at year end.

Members **noted** the month end financial position for Months 2 and 3 which was concerning and agreed the need for a recovery plan to ensure that the current rate of overspend was brought back in to balance. This would be brought to the JCC for consideration in September, having been worked up by the Director of Finance with commissioning teams and Health Board Directors of Finance

15. All Wales Molecular Radiotherapy (MRT) Programme

Members received a report setting out the context, challenges and opportunities for an All Wales Molecular Radiotherapy (MRT) service.

Members (1) **Noted** the report, (2) **Noted** the All-Wales MRT programme strategic report at for publication; and (3) **Supported** continuation of the programme as outlined in the All-Wales MRT programme strategic report subject to Welsh Government (WG) confirmation of continued funding to support a dedicated resources for the programme.

16. Corporate Governance Report

Members received a report providing an update on corporate governance matters that had arisen since the previous meeting.

Members noted the Annual Reports for the former EASC sub-committee and sub-groups as part of the legacy work of the JCC, and noted the results of the former WHSSC committee effectiveness survey for 2023-2024 and that the results will be used to inform the work of the JCC development programme.

Members (1) **Noted** the report, (2) **Approved** the Annual Reports for the former EASC sub-committee and sub-groups as part of the legacy work, (3) **Noted** the results of the former WHSSC committee effectiveness survey for 2023-2024; and (4) **Received assurance** that the Annual Committee effectiveness self-assessment for 2023-2024 was completed for the previous WHSSC Joint Committee.

17. Ambulance Services Performance – Update

Members received a presentation on emergency ambulance services performance.

Members noted:

- All Wales Daily EMS Performance Tracker,
- Verified Incidents, Conveyances, Emergency Department (ED) attendances and lost hours,
- Lost Hours and Total Arrivals per HB,
- The top 10 conveyed by nature of condition,
- Lost Hours by Age Profiles 2023,
- Monthly Indicators Dashboard,
- Performance Plan – Actions.

Members discussed the data, patient pathways and demand and capacity. Members welcomed the deep dive into the data and requested additional granular detail and agreed that further discussion was required to tackle the challenges would be included the JCC Development Session in August 2024.

Members **noted** the presentation.

18. Other Reports

Members also **noted** update reports from the following joint Sub-Committees/groups:

- Audit and Risk Committee (ARC) Assurance Report
- Management Group Briefings
- Individual Patient Funding Request (IPFR) Panel
- Welsh Kidney Network (WKN)
- Quality Patient Safety Committee (QPSC)
- South Wales Trauma Network Delivery Assurance Group (DAG)
- Neonatal Transport DAG
- Non-Emergency Patient Transport Service (NEPTS) DAG Minutes
- Emergency Medical Retrieval Transport Service (EMRTS) DAG Minutes

ASSURANCE REPORT

NHS WALES SHARED SERVICES PARTNERSHIP COMMITTEE

Reporting Committee	Shared Service Partnership Committee (SSPC)
Chaired by	Tracy Myhill, NWSSP Chair
Lead Executive	Neil Frow, Managing Director, NWSSP
Author and contact details	James Quance, Assistant Director of Corporate Services
Date of meeting	18 July 2024

Summary of key matters including achievements and progress considered by the Committee and any related decisions made.

Chair's Report

The Chair updated the Committee on her activities since the last meeting and forthcoming events. This included:

- The Welsh Risk Pool Committee (WRPC) had met twice since the May 2024 SSPC meeting and a report on Scheme of Delegation and functioning of the Committee was presented, in addition to a report on the WRPC as a Sub-Committee of the SSPC being received;
- There had been two Chairs' Peer Group meetings in May and June 2024, attended by Chair and Judith Paget;
- A collaboration meeting took place on 30 May 2024 with Police Commissioners, the Crown Prosecution Services, Welsh Government members and NHS organisations' representatives to refresh the Obligatory Responses to Violence in Healthcare. This was attended by Chair and Managing Director highlights would be taken to the NHS Leadership Board in July 2024;
- The Chair met with the new Chair of the Joint Commissioning Committee;
- The SSPC autumn development workshop would be held on 11 October 2024. The Chair reminded Committee Members to diarise in advance to ensure good attendance and participation; and
- The Chair requested suggestions for areas the Committee would benefit from exploring as deep dive sessions in future meetings.

The Committee **NOTED** the update.

Ratification of Chair's Action

Chair requested the Committee ratify the Chair's Action taken between the May and July meetings, regarding the purchase of three isolators for RadioPharmacy to deliver the safe preparation of radioactive medicines in sterile conditions as set

out in the ratification paper.

The Committee **RATIFIED** the Chair's Action.

Managing Director Update

The Managing Director presented his report, which included the following updates on key issues:

- The financial position at the end of quarter 1 was a surplus of just over £1 million. There were challenges in the Covid allocation, which were currently being discussed with Welsh Government;
- There were no issues raised by Audit Wales in the audit of the NWSSP element of the Velindre University NHS Trust annual accounts;
- Around 80% of IMTP objectives were being met at present;
- The Radiopharmacy Business Justification Case was on the agenda for approval and the purchase of isolators was in progress, noting that it was likely that the selected supplier would be unable to deliver as anticipated and therefore discussions were ongoing regarding an alternative solution;
- Laundry Services continued to develop well and NWSSP continued to work with Health Boards on the transition of service;
- Regulations for the Death Certification Reforms were laid in parliament, including the introduction of a statutory Medical Examiner system on the 15 April 2024. The legislation would come into force on 9 September 2024, meaning independent scrutiny by a Medical Examiner would become a statutory requirement prior to the registration of all non-coronial deaths in England and Wales from this date;
- The new ESR system was being worked on with NHS England in a joint endeavour;
- Primary Care Services continued to work closely with Digital Health and Care Wales regarding the implementation of the new prescribing service;
- The National Health Application and Infrastructure Services (NHAIS) system decommissioning would take place and was being worked with Digital Health and Care Wales and colleagues in NHS England;
- Contingency plans for the Primary Care Workforce Intelligence Tool have been implemented to ensure resilience;
- Quantities of Personal Protective Equipment to be kept in storage and amounts to be purchased are being discussed with Welsh Government;
- Welsh Government outlined a new approach for the Flu Vaccination Program for the whole of Wales. NWSSP would acquire and store the vaccines to roll-out throughout Wales;
- An agreement regarding the new Medicine Buffer Stock had been finalised; and
- Reimbursement of medical negligence claims, circa of £6 million had been approved at the last Welsh Risk Pool meeting. Services had seen an increase in claims, such as maternity, radiology and cancer units.

The Committee **NOTED** the update.

Items Requiring SSPC Approval/Endorsement

Transforming Access to Medicines South-East Wales RadioPharmacy Business Justification Case

NF presented the Business Justification case for the RadioPharmacy Service covering the South East of Wales. This service is part of the overall TrAMS programme and its urgency to be started is due to the forced closure of the C&VUHB RadioPharmacy unit. As a result the NWSSP RadioPharmacy unit will be established to provide a safe regulatory compliant facility to meet the future expected clinical demand of the South East. The preferred location is IP5 in Newport.

The case recommends a capital investment of £9.2 million with no additional capital contribution required from health boards. £2.3 million funding from Welsh Government as base investment has already been approved by the Cabinet Secretary and has been received, which leaves a further £6.9 million of additional capital which will need to be agreed through Welsh Government. A new revenue model has been set out in the business case following in depth discussions with finance colleagues. The potential additional costs that would impact on the commissioner discussions with regard to Velindre's share of any revenue implications were noted in the business case. NWSSP has submitted a Planning Permission application to Newport Council covering the proposed area in IP5 where the new TRAMs unit is to be situated. Given the lead in times the purchase of radio pharmacy Isolators had been subject to the previously ratified Chair's Action and is in progress.

The Committee **APPROVED** the Business Justification Case.

Annual Review 2023/24

The Annual Review was received as a positive reflection of staff going the extra mile during the previous financial year to fulfil the objectives set out in the Integrated Medium-Term Plan, showcasing best practice and achievements. Chair echoed the feedback of Committee Members, highlighting the importance of providing a balanced view of the positive impact of NWSSP across NHS Wales. It was recommended that the areas for improvement and lessons learned be included in the report, going forward.

The Committee **ENDORSED** and **NOTED** the Report.

All Wales Overpayments Procedure

The Procedure was revisited based on feedback received and places more emphasis on repayments, affordability and avoiding unnecessary hardship to staff, as well as providing for local flexibility for colleagues to address a dispute locally. Consultation had been sought through the Directors of Finance Peer group, including Trade Union and it was endorsed by all parties. It had also been to the Local Partnership Forum and through the NWSSP Equality Integrated

Impact Assessment process.

Following approval, it would become operational from 1 October 2024, to allow time to translate all correspondence and to communicate the changes to all stakeholders. Members praised the focus on indicating accurately when the overpayment occurs, the reason for its occurrence, and the root cause, as to prevent reoccurrence.

The Committee **APPROVED** the Procedure.

Procure to Pay Governance Update

The All Wales Governance Group met on two occasions and seven priorities had been identified, to include the Procure to Pay (P2P) Policy, which required refreshing and updating. The Policy emphasised how payments should only be made against an approved purchase order that already exists in the system, subject to certain agreed exceptions.

The revised Policy had been approved by the Deputy Directors of Finance in each organisation. Under the current governance arrangements, the Committee was asked to approve the revised Policy, for relaunch. The Group would share the Policy with suppliers and the Directors of Finance in each organisation to sign and distribute to staff internally.

The Committee **APPROVED** the Policy.

Welsh Energy Group and Welsh Energy Operational Group Terms of Reference

The Welsh Energy Group and the Welsh Energy Operational Group had a requirement to review their Terms of Reference annually and therefore met to carry out a review. Minor amendments were suggested and the Committee was content to approve the sub-groups' proposed revised Terms of Reference.

The Committee **APPROVED** the updated Terms of Reference.

Items for Noting

2023/24 Annual Governance Statement

The Statement provides assurance that NWSSP has a sound system of internal controls that supports the achievement of its policies, aims and objectives. Whilst strictly not a legal requirement for a non-statutory hosted organisation, it remains best practice to produce one. A particular highlight to note is the achievement of NWSSP's organisational Customer Service Excellence. Attention was drawn to the Limited Assurance review of Decarbonisation, but there were no further control issues reflected in the report.

Members praised the assurances and transparency of the document and noted

that attendance at SSPC meetings could be improved, with some organisations not regularly being represented by a voting member. It was important that each organisation remains properly represented in the discussion and agreement of important issues, which support the work of NWSSP to benefit organisations.

The Committee **NOTED** the Report.

2023/24 Head of Internal Audit Opinion

The report was a vital source of assurance and the Opinion for the year was given as Reasonable Assurance overall. The report was presented to the Audit Committee, by the Head of Internal Audit on 25 July 2024. All reports from the 2023-24 Internal Audit Plan were almost complete with the exception of two, which were expected to be concluded shortly.

The Committee **NOTED** the Report.

Finance, Performance, People, Programme and Governance Updates

Finance – NWSSP reported a surplus of £1.153m at the end of month 3, made up of a reported surplus of £0.846m against core operational budgets and £0.307m against the Covid allocation, which was currently under review. Work was ongoing on the arrangements for the vaccination campaign as well as the PPE stockholding, logistics, distribution and storage. The Welsh Risk Pool (WRP) was on forecast at month 3 and WRP cost drivers for 2024 and 2025 were being reviewed and updated ready for reporting in September 2024. There had been a saving of £5.5 million on energy that had been communicated to NHS organisations for cascading.

People & OD Update – PADR compliance remained marginally below target at 83.6%. Reported sickness absence was consistent and within target and expectations. Turnover was being investigated in terms of accurately capturing the reasons people leave, with exception of Single Lead Employer, benchmarking turnover with the rest of Wales to understand performance. In terms of agency and bank staff, the numbers were expected to reduce in the next cycle. May 2024 figures show NWSSP has been non-compliant in several areas, while overall Time to Hire remained under target at 55 days (target 71 days). However, positive progress to improve these statistics had been made, internally and across the board.

Performance – Due to timing of the reporting cycle, there were no significant performance concerns to bring to the Committee's attention. The Procurement Team was working with Finance colleagues to identify savings within the organisation. Performance review meetings were completed with colleagues across NHS Wales to discuss further collaboration and areas of improvement. The Outcome Measures Report focussed on outcomes as per the IMTP. A workshop session was held with the SLG on 13 June 2024 and it was agreed that more work was needed on customer experience and benchmarking.

IMTP Quarter 1 Update Report – IMTP performance as at quarter 1 was on track and performance against divisional plans would be scrutinised in upcoming quarterly performance reviews.

Project Management Office Update – Current progress against projects was highlighted and confirmation received that controls were in place to ensure monitoring. Updates regarding higher risk projects would continue to be reported as a matter of course to the Committee. The Audit Committee also received further information on the TrAMS programme at its July 2024 meeting.

Corporate Risk Register – The refreshed and reframed version of the Register was presented following SLG consultation and would develop further through review and scrutiny. The decarbonisation risk had been split to show where NWSSP has a role both in delivering the organisation’s targets and where it provides support across NHS Wales.

The Committee **NOTED** the above reports.

Papers for Information

The following items were provided for information only:

- NWSSP Annual Report on Conflict of Interests Declarations and Gifts, Hospitality & Sponsorship 2023-24;
- Annual Performance Review on Welsh Language 2023-24;
- Health and Safety Annual Report 2023-24;
- Counter Fraud Annual Report 2023-24;
- Annual Report on Information Governance 2023;
- Finance Monitoring Returns Month 3;
- PPE Dashboard Report; and
- SSPC Forward Plan 2024-25.

Members noted the importance of the assurance that each of the Annual Reports gives to the Committee and to Velindre University NHS Trust as NWSSP’s hosting body. The hard work of the Teams involved in producing was recognised and appreciated.

The Committee **NOTED** the Information Reports.

Part B (Private Session)

Motion to exclude the public from the meeting in accordance with the provisions of section 1 (2) and (3) of the Public Bodies (Admissions to Meetings) Act 1960

Chair sought clarification that the Legal and Risk Case Management System procurement, as raised in the May 2024 meeting, had been approved by the Velindre University NHS Trust Board.

The Committee **NOTED** the following items discussed in Part B:

- 2.1 Wales Energy Operational Group Decision Outcome;
- 2.2 All Wales Costing System Commitment of Expenditure;

2.3	All Wales Junior Doctors E-Rota Monitoring Solutions; and
2.4	Welsh Risk Pool and Legal & Risk Services Annual Review 2023 – 2024.
Any Other Business (AOB)	
No further items were raised for discussion.	
Matters requiring Board/Committee level consideration and/or approval	
<ul style="list-style-type: none"> The Board is asked to NOTE the work of the Shared Services Partnership Committee. 	
Matters referred to other Committees	
No further matters were referred to other Committees.	
Date of next meeting	19 September 2024