



**Minutes of the
Welsh Health Specialised Services Committee
Joint Committee held in Public**
on 28 June 2016

Welsh NHS Confederation, Ty Phoenix,
8 Cathedral Road, Cardiff CF11 9LJ

**Present
Members**

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| Ann Lloyd | (AL) | Chair |
| Maria Thomas | (MT) | Independent Members and WHSSC Audit Lead |
| Daniel Phillips | (DP) | Acting Managing Director of Specialised and Tertiary Services Commissioning, WHSSC |
| Allison Williams | (AW) | Lead Chief Executive for WHSSC and Chief Executive, Cwm Taf LHB |
| Paul Roberts | (PR) | Chief Executive, Abertawe Bro Morgannwg UHB |
| Judith Paget | (JP) | Chief Executive, Aneurin Bevan LHB |
| Gary Doherty | (GD) | Chief Executive for Betsi Cadwaladr |
| Adam Cairns | (AC) | Chief Executive, Cardiff and Vale UHB |
| Steve Moore | (SM) | Chief Executive, Hywel Dda LHB |
| Carol Shillabeer | (CS) | Chief Executive, Powys THB |
| Carole Bell | (CB) | Director of Nursing and Quality, WHSSC |
| Stuart Davies | (SD) | Director of Finance, WHSSC |
| Sian Lewis | (SL) | Acting Medical Directors, WHSSC |

Associate Members

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|---------------|------|---------------------------------------|
| John Williams | (JW) | Chair of Welsh Renal Clinical Network |
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Apologies:

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| Sian Marie James | (SMJ) | Independent Member |
| Tracey Cooper | (TC) | Chief Executive, Public Health Wales |

In Attendance

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| Elizabeth Gallagher | (EG) | Neonatal Network Manager, WHSSC |
| Ian Langfield | (IL) | Acting Director of Planning, WHSSC |
| Cathie Steele | (CES) | Acting Committee Secretary, WHSSC |

Minutes:

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| Juliana Field | (JF) | Corporate Governance Officer, WHSSC |
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The Meeting opened at 09.32am



JC001 **Welcome, Introductions and Apologies**

The Chair opened the meeting and welcomed members.

Apologies were received from Sian Marie James and Tracey Cooper.

JC002 **Declarations of Interest**

As it was the first meeting of the financial year 2016/17 members were asked to complete and return an annual declaration of interests form.

No declarations were received for any item on the agenda for this meeting.

Action:

- **All members and associate members to complete a declaration of interest form and return to the Corporate Governance Officer for WHSSC.**

JC003 **Accuracy of Minutes of the meeting held 22 March 2016**

Minutes

The minutes of meeting held on 22 March 2016 was reviewed and **approved** as a true and accurate record.

JC004 **Action Log and Matters Arising**

Members reviewed and updates were made to the action log.

AC joined the meeting

Matters Arising

There were no matters arising.

JC005 **Thoracic Surgery Commissioning**

IL introduced the paper which set out progress and work undertaken.

Members **noted** that a funding release had been approved by the Management Group subject to additional work around contract arrangements and ensuring value for money. It was further noted that the project initiation document had also been approved by Management Group and members of the Joint Committee were asked to support the use of an invited review as core methodology for advice in relation to this piece of work.

Members **noted** that a report on the service model would be presented



to the Joint Committee for decision in January 2017.

Members held a discussion in relation to comments raised by the Management Group around value for money, the level of investment required for the proposal, demand and capacity and the decision making process of the Management Group. Members **agreed** that assurance would be through the Management Group. Members supported further work to ensure value for money for all services commissioned. Members **agreed** that they would, as part of the normal annual governance arrangements, receive the reviewed terms of reference for all sub committees at the next meeting, including decision making.

Actions:

- **Assurance report to be provided to Management Group in July 2016**
- **Further work to be taken to ensure value for money for all services commissioned**
- **Terms of Reference for Sub-committees would be reviewed as part of the annual governance arrangements at the Joint Committee meeting in September 2016.**

Members resolved to:

- **Note** the agreement to release funding from the ICP for the thoracic surgery schemes to improve rates of resection and service quality in 2016/17;
- **Support** the use of the Royal College of Surgeons Invite Review process for expert clinical advice on the model of provision for thoracic surgery;
- **Support** the project to review the thoracic surgery service model to inform the development of a commissioning plan for long term service sustainability; and
- **Note** that the final recommendation on the future service model for thoracic surgery for Wales will be presented for approval to Joint Committee in January 2017.

JC006

Developing a Commissioning Plan for Specialised Neurosciences

IL provided an overview of the paper. Members **noted** that the Management Group had supported the project initiation document and that the plan only took into consideration those services commissioned directly by WHSSC. Clarification was sought and provided around the services commissioned through WHSSC.

Members suggested that it would be helpful to have a review to set out the position in the short term and the considerations required which will contribute to the process. It was further suggested that Heath Boards would appreciate guidance from the WHSSC Team around membership of the working group and whether support to the group would be



required through an expert reference group.

Members were keen to ensure that expectations were appropriately managed regarding the scale and role of Welsh Government involvement as well as the more boarder infrastructural requirements/availability to support specific services.

Members **resolved** to:

- **Support** the proposed project initiation document for developing the commissioning plan for neurosciences; and
- **Note** the establishment of the Project Management Group and Working Groups, and the intention to seek nominations for membership.

JC007

Commissioning of Organ Donation Services from NHS Blood and Transplant

SD presented the report and members noted that the Welsh Government had confirmed that it intended to transfer the commissioning responsibility for the service provided by NHS Blood and Transplant (NHSBT) for organ donation and transplantation to WHSSC.

Members received assurance that the financial resource transferred to WHSSC for this work was more than sufficient and that NHSBT were currently holding an under spend from previous year of approximately £120,000.

Members **noted** that once the transfer had taken place a contract would be enacted between WHSSC and NHSBT. It was also anticipated that a Memorandum of Understanding or similar document would be produced between the Welsh Government and WHSSC to manage any residual interests where Ministers may require consultation to ensure clarity of process. Members further **noted** that responsibility would remain with WHSSC rather than the Welsh Clinical Renal Network due to the level of involvement required.

Following a short discussion around risk sharing where there is an increasing growth in demand, it was **agreed** that should this happen WHSSC and the LHBS would not be able to fund this without additional resource, and that this should be clearly communicated to Welsh Government.

Members held a brief discussion regarding timescales and horizon scanning to understand potential future impact of taking on this work. Members noted that there was a firm three year horizon for this work and that this would be raised in the correspondence to Welsh Government confirming the decision taken by the Joint Committee.



Action:

- **Chair to write to the Welsh Government to confirm support and include information regarding risk share and horizon scanning.**

Members **resolved** to:

- **Approve** the transfer of commissioning responsibility from Welsh Government to WHSSC on behalf of Health Boards;
- **Approve** the allocation of funding to WHSSC consistent with the increase in allocation already received from Welsh Government;
- **Inform** the allocated budget is consistent with the requirements of the NHSBT income plan and that there are no immediate or anticipated cost pressures. There is an agreed process with Home Nation commissioners for any further innovation or development; and
- **Inform** the planned development of a Memorandum of Understanding or similar process which will be agreed between Welsh Government and WHSSC which will set out respective responsibilities.

JC008

Update on Implementation of the Plan

Members received a brief introduction in which it was noted that WHSSC had held discussions with Welsh Government regarding potential additional funding for the high risk amber schemes. Members **noted** that there was some potential for funding proton beam therapy through the innovation fund and possible new technology fund which would release funding already committed within the plan to pick up residual risk.

Members **noted** the information provided on page three of the report which outlined the slippage and full year effect from 2016/17. IL provided members with an overview of the funding proposals for each scheme as detailed within the plan and those which needed to be reviewed by Management Group for further discussion around risk.

A query was raised regarding committing slippage and the impact on the recurrent spending in the three year plan and where assurances could be drawn in relation to the impact on the three year plan. It was acknowledged that the Management Group had undertaken robust scrutiny of the proposals. However, members held a discussion noting that their commitment must be the most urgent priority for which they would require provider input to establish. It was agreed that Cardiff and Vale Health Board would confirm the greatest risk for the service. Members **agreed** that as this was not something which could wait until



the next Joint Committee meeting in September 2016, the Chair would write to all members regarding the outcome for explicit approval by the Joint Committee and for report on the agreed priority to be provided to Management Group for approval.

Actions:

- **Cardiff and Vale Health Board to provide WHSSC with information regarding the service with the highest priority**
- **Chair to write to members to inform them of the outcome**
- **Report on highest priority to go to Management Group for decision.**

A brief discussion followed in which it was agreed that the Chair would raise issues with the drug fund with the Cabinet Secretary at their next meeting and that WHSSC needed to work with providers to be confident of the whole care pathway.

Members resolved to:

- **Note** the current position of the Amber Higher Risk Schemes;
- **Approve** the consideration of slippage from new developments and funding released through other sources to fund Amber Higher Risk Schemes on a case by case basis;
- **Approve** the delegation of the Neurosurgery schemes to the WHSSC Management Group for decision; and
- **Note** that recommendations on the remaining schemes will be made to the Joint Committee scheduled for September.

JC009

Transfer of Networks

CES provided a brief introduction to the paper which set out the proposed governance arrangements following the transfer of the Neonatal and Child and Adolescent Mental Health Service & Eating Disorder Networks to Public Health Wales.

Members **noted** that the current governance arrangements would continue until the transfer of networks and asked for support in relation to a review of the terms of reference.

Members **resolved** to:

- **Note** the contents of the report;
- **Note** the delay to the planned TUPE transfer;
- **Approve** the continuation of the governance and reporting arrangements for the Neonatal and CAMHS/ED Networks; and
- **Support** a review of the Network Steering Groups terms of reference, as advisory groups to the Joint Committee, to strengthen governance arrangements.



JC010

Chair's Report

Members **noted** that the Chair had a meeting planned with the Cabinet Secretary week commencing 4 July 2016. Members noted items to be discussed on the review of the Bristol Paediatric Heart Surgery and PET scanning. The meeting also presented the Chair with an opportunity to present the current issues faced by WHSSC and the fragility of services.

Members **resolved** to:

- **Note** the content of the report

JC011

Acting Managing Director's Report

DP introduced the report highlighting the following key areas to note.

Independent Review of Children's Cardiac Service in Bristol

Members **noted** that the Report was expected to be published on Thursday 30 June 2016. A discussion was held regarding the focus of the report and the ways in which lessons could be learnt.

Cardiac MRI Training

Members **noted** the update received by the Management Group in May 2016 and the work undertaken by the Directors of Finance Group.

Members **noted** that Wales were an outlier in terms of training and had received 93% negative feedback from trainees. It was recognised that there were clear recommendations in place to address the feedback received from members and it had been agreed that cardiac MRI training should be included on both the Health Board and WHSSC risk registers.

Members resolved to:

- **Note** the content of the report.

JC012

Concerns Overview Report

CB introduced the report which provided members with an overview of complaints received by WHSSC and serious incidents reported to WHSSC by provider organisations.

Members **noted** that a total of seven serious incidents has been closed and that there were notable differences in number of concerns received both before and after the Welsh Assembly elections held in May 2016.

Members **noted** that there had been a review of the issues through the lessons learnt process and that further consideration was required regarding amendments to the policy for specialist fertility treatment in relation to same sex couples IVF and the work on Gender Variance.



A query was raised around timescales and timelines of closing incidents and complaints. Members discussed the processes in place and CB provided members with assurance that WHSSC had a good working relationship with the provider quality teams. It was suggested that future iterations of the report included the reason for delayed closure to ensure members were fully informed of the position. Members noted that work was continuing around the development of an escalation framework for management of serious incidents.

Members **resolved** to:

- **Note** the report; and
- **Receive** assurance that there are appropriate concerns management procedures in place within WHSSC.

JC013 **Performance Dashboard**

Members received an overview of the report noting that this was a summary of performance for March 2016; the April 2016 information was to be presented to Management Group on Thursday 30 June 2016.

Members **noted** the areas performance management arrangements in place for Cardiac, Paediatric, Neurology, ALAS and the activity rates for Bariatric Surgery and Cancer services. Members noted that a paper in relation to Adult Medium Secure Services was to be presented to the Management Group on Thursday 30 June 2016.

Members **resolved** to:

- **Note** the use of the new interim 2015/16 performance dashboard;
- **Support** the progress in developing the commissioning teams and quality framework to further input into the dashboard; and
- **Note** the current performance and the action being undertaken to address areas of non-compliance.

JC014 **Finance Report**

Members received an overview of the finance report for Month 1 and noted that this was based on the trend of March rather than actual data from April 2016, due to availability of information.

The overall financial position at Month 1 was an underspend of £394,000; with a forecast year-end underspend of £694,000. Members noted that SD was working with Betsi Cadwaladr University Health Board to develop shared methodology for English performance.

Members discussed the commitment of slippage and associated levels of risk and assurances were provided regarding benefits and work being carried out by the Directors of Finance Group in relation to this.



An enquiry was made in relation to the impact of Individual Patient Funding Requests (IPFR) on the budget and whether more information regarding this would be available in September 2016. Members noted that there was a clear understanding of the impact of IPFRs and that a detailed regular report on this was considered as part of the WHSSC internal processes.

Members **resolved** to:

- **Note** the current financial position and forecast year-end position; and
- **Agree** any specific corrective action to reduce any forecast overspending.

JC015

Report from the Sub-committee and Advisory Group Chairs'

a) Management Group

Members **noted** the update from the meetings held 28 April 2016 and 26 May 2016. Members also **received** the confirmed minutes of the meeting held 24 March 2016 and 28 April 2016

b) Quality and Patient Safety Committee

Members **noted** the update from the meeting held 2 June 2016 and **received** the confirmed minutes of the meeting.

c) Welsh Renal Clinical Network

Members **noted** the update from the meeting held 19 April 2016.

Members **noted** that the revised Adult Mental Health and Learning Disabilities Group held its first meeting; with good attendance from all Health Boards. A report from the Group would be presented at the next Joint Committee meeting in September 2016.

Members **resolved** to:

- **Note** the updates from the Sub-committee and Advisory Group Chairs.

JC016

Annual Accounts and Annual Governance Statement

Members noted that the Annual Accounts and Annual Governance Statement were received, scrutinised and approved by the Audit Committee.

Thanks were extended to all involved in the development of the two.

JC017

Annual Corporate Risk and Assurance Report

Members received, for information, the Corporate Risk and Assurance Framework Annual Report.

Members Resolved to:

- **Note** the update provided with the report.



JC018 **Date and Time of Next Meeting**

It was confirmed that the next meeting of the WHSSC Joint Committee would be held on Tuesday 27 September 2016, 1.30pm, Welsh NHS Confederation, Cardiff.

This concluded the Joint Committee meeting held in Public at approximately 10.38am

Chair's Signature: 

Date: 14/12/16

CONFIRMED