

**Minutes of the Meeting of the  
WHSSC Joint Committee Meeting held in public on**

**Tuesday 12 November 2019  
at Unit G1, The Willowford, Main Ave, Treforest Industrial Estate,  
Pontypridd, CF37 5YL**

**Members Present:**

Vivienne Harpwood	(VH)	Chair
Carole Bell	(CB)	Director of Nursing and Quality Assurance, WHSSC
Stuart Davies	(SD)	Director of Finance, WHSSC
Paul Griffiths	(PG)	Independent Member/Audit Committee Representative
Sharon Hopkins	(SH)	Interim Chief Executive, Cwm Taf Morgannwg UHB
Sian Lewis	(SL)	Managing Director, WHSSC
Steve Moore	(SM)	Chief Executive, Hywel Dda UHB
Judith Paget	(JP)	Chief Executive, Aneurin Bevan UHB
Ian Phillips	(IP)	Independent Member

**Deputies Representing Members:**

Martin Driscoll	(MD)	Executive Director Of Work and Occupational Development, Cardiff and Vale UHB
Sian Harrop-Griffiths	(SHG)	Director of Planning, Aneurin Bevan UHB

**Apologies:**

Tracy Myhill		Chief Executive, Swansea Bay UHB
Len Richards	(LR)	Chief Executive, Cardiff and Vale UHB
Carol Shillabeer	(CS)	Chief Executive, Powys THB

**In Attendance:**

Kieron Donovan	(KD)	Interim Chair, Welsh Renal Clinical Network
Stephen Harrhy	(SH)	Chief Ambulance Service Commissioner, EASC
Karen Preece	(KP)	Director of Planning, WHSSC
Kevin Smith	(KS)	Committee Secretary & Head of Corporate Services, WHSSC
Simon Dean	(SD)	Observer, Welsh Government
Melanie Wilkey	(MW)	Observer, Cardiff and Vale UHB

**Minutes:**

Michaella Henderson	(MH)	Corporate Governance Officer, WHSSC
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The meeting opened at 13:30hrs

JC19/044	<p><b>Welcome, Introductions and Apologies</b> The Chair formally opened the meeting and welcomed members.</p> <p>Apologies were noted as above.</p>
JC19/045	<p><b>Declarations of Interest</b> The Joint Committee noted the standing declarations. No additional declarations were made.</p>
JC19/046	<p><b>Minutes of the meeting held 16 September 2019</b> The Joint Committee <b>approved</b> the minutes of the meetings held on 16 September 2019 as a true and accurate record.</p>
JC19/047	<p><b>Action Log and Matters Arising</b> The Joint Committee noted:</p> <p><b>JC19004: Cystic Fibrosis Business Case</b> – Management Group had requested more time to scrutinise the evaluation of the Home IV Antibiotics Service. Item carried forward to the January meeting.</p> <p>There were no matters arising not dealt with elsewhere on the agenda.</p>
JC19/048	<p><b>Chair's Report</b> The Joint Committee received an oral report from the Chair. The Chair confirmed that Emrys Elias, Vice Chair, Aneurin Bevan UHB had agreed to be appointed an Independent Member of the Joint Committee and Chairman of the WHSSC Quality and Patient Safety Committee with effect from 1 December 2019.</p> <p><b>ACTION:</b> Members agreed the appointment would be dealt with by way of a Chair's Action.</p>
JC19/049	<p><b>Report from the Managing Director</b> The Joint Committee received the report from the Managing Director. SL drew attention to the following items within the report:</p> <p><b>Perinatal Mental Health – Mother &amp; Baby Unit (MBU)</b> Members noted a paper on the possible interim models would be going to Management Group on 28 November for their consideration and that it was intended to approve the preferred option business case at Joint Committee in January 2020.</p> <p><b>Vulnerable Groups Portfolio</b> Members noted Welsh Government had formally requested that WHSSC take forward the commissioning of an All Wales Traumatic Stress Service and support the further development of the Gender Service, Forensic Adolescent Consultation and Treatment Service as well as refugee</p>

	<p>resettlement. SL reported Welsh Government had agreed to provide two years of funding for a Senior Planner and Associate Medical Director to join the WHSSC team to take forward the development of a Vulnerable Groups Commissioning Team. Members noted there would be a review 18 months into the project to agree with Welsh Government the longer term support of the work stream.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the contents of the report</li> </ul>
JC19/050	<p><b>Risk Register for Thoracic Surgery Implementation</b></p> <p>Members received the report that shared the south Wales thoracic surgery services centre Risk Register.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the information presented within the report.</li> </ul>
JC19/051	<p><b>WHSSC Governance and Accountability Framework</b></p> <p>The Joint Committee received the report that explained the proposed changes to be made to the WHSSC Governance and Accountability Framework, including the WHSSC Standing Orders and Associated Documents.</p> <p>KS drew Members' attention to the Scheme of Reservation and Delegation of Powers for the Welsh Health Specialised Services Committee annexed to the Standing Orders and the matters reserved to the Joint Committee including those not applicable to WHSSC but which were applicable to the local Health Boards.</p> <p>Members noted that the discharge of some of their responsibilities as set out in the Standing Orders was via the work of the WHSS Team rather than through Committee Members.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the content of this report; and</li> <li>• <b>Approve</b> the amended WHSSC Standing Orders and Associated Documents; and</li> <li>• <b>Support</b> the amended WHSSC Standing Orders being taken forward for approval by the seven Welsh Local Health Boards.</li> </ul>

JC19/052	<p><b>Integrated Governance Committee Terms of Reference</b></p> <p>The Joint Committee received the report that set out the revised Terms of Reference for the Integrated Governance Committee for approval.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> the revised Integrated Governance Committee Terms of Reference.</li> </ul>
JC19/053	<p><b>Finance Report Month 6 2019-20</b></p> <p>The Joint Committee received the report the purpose of which was to set out the financial position for WHSSC for the sixth month of 2019-20.</p> <p>Members noted the financial position reported at Month 6 for WHSSC was a year to date under spend of £2,048k and forecast year end under spend of £3,862k.</p> <p>SD highlighted the continued risk of the over performance on the CVUHB cardiology contract lines.</p> <p>SD highlighted the issues that potentially affect the accuracy of forecast figures during the year.</p> <p>JP noted the forecast year end underspend of £307k in respect of the Bone Marrow Transplant service in CVUHB despite the substantial additional investment. SD reported an interim review of the investment had been undertaken and the clinical model modified to enable the activity to take place and that it was anticipated that activity levels would recover during the year.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the current financial position and year end forecast.</li> </ul>
JC19/054	<p><b>Integrated Performance Report – November 2019</b></p> <p>The Joint Committee received a report which provided members with a summary of the performance of services commissioned by WHSSC for August 2019 and details the action being undertaken to address areas of non-compliance.</p> <p>KP highlighted the worsening cardiac surgery position with the Cardiac Surgery service at CVUHB continuing to be managed on Escalation Level 3 and the growing concern over the waiting time position at SBUHB. KP noted the ongoing work with those provider units and reported that the WHSS Team was looking at a potential outsourcing position with the providers. KP reported a full paper would be presented at the December 2019 Management Group meeting for consideration with a view to making a recommendation to the Joint Committee in January 2020.</p>

	<p>KP reported the IVF Shrewsbury service had been de-escalated since the report was drafted.</p> <p>KP reported that, since the report was drafted, the CTMUHB Cochlear and BAHA service had been suspended and placed in Escalation Level 4 as a result of patient quality and safety concerns and noted more detail was provided in the Report from the Chair of the Quality and Patient Safety Committee at Agenda Item 3.3.3.</p> <p>Members noted one of the issues with the cardiac surgery service was the availability of theatre scrub staff. SD reported that CVUHB had appointed six additional theatre staff but that, because of the length of the training programme, they would not be available until Summer 2020 which would help with capacity but that the WHSS Team was concerned about waiting that long to intervene. KP noted that more detail on potential outsourcing options would be included in the December Management Group and January Joint Committee papers.</p> <p>Members discussed the effect of late referral on pathway and noted work was being undertaken on the whole system pathway.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> August performance and the actions undertaken to address areas of non-compliance.</li> </ul>
JC19/056	<p><b>Reports from the Joint Sub-Committees</b></p> <p><b>Management Group</b> The Joint Committee received the September and October 2019 briefings.</p> <p><b>Integrated Governance Committee</b> The Joint Committee received the November 2019 report.</p> <p><b>Quality and Patient Safety Committee (the 'Committee')</b> The Joint Committee received the November 2019 report, together with a schedule of services in escalation.</p> <p>CB noted the Committee's thanks to Delyth Raynsford for acting as Interim Chair of the Committee until such time as Emrys Elias could take up the role. CB further noted a Committee Development Day would be organised to look at the Quality Assurance Framework and the Escalation Process.</p> <p>CB reported that Birmingham Children's Hospital had suspended their own Paediatric Sarcoma service and that WHSSC Corporate Directors Group Board had approved the service being put into Escalation Level 4.</p>

	<p>CB reported that 3 safeguarding cases were scheduled to be discussed by the CTMUHB Executive Safeguarding Group.</p> <p>CB further reported there were two additions to the Table of Services in Escalation since it was drafted – Paediatric Sarcoma at Birmingham Children’s Hospital and CTMUHB Cochlear and BAHA service.</p> <p><b>All Wales Individual Patient Funding Request Panel</b> The Joint Committee received the October 2019 report.</p> <p>Members noted the potential for a Judicial Review in relation to an IPFR case being considered by WHSST’s legal advisor’s.</p> <p><b>Welsh Renal Clinical Network</b> The Joint Committee received the report of the meeting of 25 September 2019.</p> <p>Members noted the appointment of Susan Spence as permanent Renal Network Manager.</p> <p>KD reported IT services in Nephrology were being improved across Wales and more detail would be provided at the January meeting.</p> <p>Members noted the successful implementation of the HCV positive kidney transplant programme with 8 transplants undertaken to date.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the content of the reports from the Joint Sub-Committees</li> </ul>
JC19/057	<p><b>Reports from the Joint Advisory Groups</b></p> <p><b>NHS Wales Gender Identity Partnership Group</b> The Joint Committee received the November 2019 report.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the content of the reports from the Joint Advisory Group</li> </ul>
JC19/058	<p><b>Any Other Business</b> There being no other business the meeting closed.</p>
JC19/059	<p><b>Date and Time of Next Scheduled Meeting</b> The Joint Committee noted the next scheduled meeting would take place at 9:30hrs on 28 January 2020 in the Conference Room, WHSSC, Unit G1 The Willowford, Treforest, CF37 5YL</p>

The meeting closed at 14.20hrs.

**Chair's Signature:** .....

**Date:** .....

CONFIRMED