

**Minutes of the Meeting of the  
WHSSC Joint Committee Meeting held In Public on  
Tuesday 14 July 2020  
by MS TEAMS**

**Members Present:**

Vivienne Harpwood	(VH)	Chair
Carole Bell	(CB)	Director of Nursing and Quality Assurance, WHSSC
Stuart Davies	(SD)	Director of Finance, WHSSC
Emrys Elias	(EE)	Independent Member/ Q&PS Committee Chair
Sian Lewis	(SL)	Managing Director, WHSSC
Steve Moore (for part)	(SM)	Chief Executive Officer, Hywel Dda UHB
Tracy Myhill	(TM)	Chief Executive Officer, Swansea Bay UHB
Judith Paget	(JP)	Chief Executive Officer, Aneurin Bevan UHB
Ian Phillips	(IP)	Independent Member
Len Richards	(LR)	Chief Executive Officer, Cardiff and Vale UHB
Carol Shillabeer	(CS)	Chief Executive Officer, Powys THB
Jenny Thomas	(JT)	Medical Director, WHSSC

**Deputies**

Nick Lyons	(NL)	Medical Director, Cwm Taf Morgannwg UHB
Adrian Tomkins	(AT)	Associate Director Of Healthcare Contracting, Betsi Cadwaladr UHB

**Apologies:**

Simon Dean		Interim Chief Executive Officer, Betsi Cadwaladr UHB
Kieron Donovan		Affiliate Member/ Chair, Welsh Renal Clinical Network
Paul Griffiths		Independent Member, CTMUHB
Sharon Hopkins		Interim Chief Executive Officer, Cwm Taf Morgannwg UHB

**In Attendance:**

Iolo Doull	(ID)	Deputy Medical Director, WHSSC
Claire Nelson	(CN)	Assistant Director of Planning, WHSSC
Karen Preece	(KP)	Director of Planning, WHSSC
Kevin Smith	(KS)	Committee Secretary & Head of Corporate Services, WHSSC

**Minutes:**

Michaella Henderson	(MH)	Corporate Governance Officer, WHSSC
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The meeting opened at 13:40hrs

JC20/015	<p><b>Welcome, Introductions and Apologies</b></p> <p>The Chair welcomed Members to the meeting and reminded them that, due to the COVID-19 pandemic, the meeting was being held via MS Teams on a quorum basis with a consent agenda. It was noted that a quorum had been achieved.</p> <p>Apologies were noted as above.</p> <p>Written questions from members and answers had been published in advance of the meeting and would be embedded within the meeting papers.</p>
JC20/016	<p><b>Declarations of Interest</b></p> <p>The Joint Committee noted the standing declarations. No additional declarations were made.</p>
JC20/017	<p><b>Minutes of previous meetings</b></p> <p>The Joint Committee <b>approved</b> the minutes of the meetings held on 14 May 2020 as true and accurate records subject to one amendment in the list of Members present.</p>
JC20/018	<p><b>Action Log and Matters Arising</b></p> <p>The Joint Committee noted there were no outstanding actions and no matters arising not dealt with elsewhere on the agenda.</p>
JC20/019	<p><b>Report from the Managing Director</b></p> <p>The Joint Committee received a report from the Managing Director which included updates on the Mother &amp; Baby unit, IVF, the Swansea mobile PET scanner, the PET international webinar and NCCU expenditure on mental health services for the COVID-19 period.</p> <p>The Joint Committee consented to the Recommendation set out in the report, namely to <b>note</b> the content of the report.</p>
JC20/020	<p><b>Paediatric Ketogenic Diet for South Wales</b></p> <p>The Joint Committee received a report providing a description of the current concerns and risks associated with the implementation of the Integrated Commissioning Plan scheme for the Paediatric Ketogenic Diet service at Cardiff and Vale UHB, as a result of a funding shortfall on one of the key posts for the service.</p> <p>VH reported a question had been submitted by a Member and the Member in question noted that the written response provided by the WHSS Team was satisfactory.</p> <p>The Joint Committee consented to the Recommendations set out in the report, namely to:</p>

	<ul style="list-style-type: none"> <li>• <b>Note</b> the concern and risks associated with not implementing the Ketogenic Diet service in south Wales and that the investment was supported in principle by Management Group; and</li> <li>• <b>Approve</b> the funding of the dietician element to allow the Ketogenic Diet service to be developed in NHS Wales.</li> </ul>
JC20/021	<p><b>All Wales Traumatic Stress Quality Improvement Initiative</b> The Joint Committee received a report informing Members of the confirmation of funding from Welsh Government for the All Wales Traumatic Stress Quality Improvement Initiative (AWTSQII).</p> <p>Members noted Welsh Government had not been able to provide a formal funding letter in time for the meeting but noted the copy email from Jo Maddaford, Head of Children’s Mental Health and Vulnerable Groups confirming Welsh Government would be providing funding as agreed.</p> <p>CS reported that the Mental Health Network would be looking at the AWTSQII in general and specifically considering what could be done for patients who suffered post-traumatic stress as a consequence of severe Covid-19.</p> <p>The Joint Committee consented to the Recommendation set out in the report, namely to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the commissioning arrangements for the AWTSQII; and</li> <li>• <b>Note</b> the attached final proposal for the AWTSQII.</li> </ul>
JC20/024	<p><b>Integrated Commissioning Planning 2020-23</b> The Joint Committee received a suite of documents describing the WHSS Team approach to the 2020-23 Integrated Commissioning Plan (the Plan) for specialised services during the Covid-19 pandemic. The following documents were included:</p> <ol style="list-style-type: none"> <li>1. Approach to the implementation of the schemes within the 2020-23 WHSSC Integrated Commissioning Plan which was supported by Management Group on 4 June 2020; and</li> <li>2. Development of the WHSSC 2021-24 Integrated Commissioning Plan. A new paper which will also be considered by Management Group on 16 July 2020; and</li> <li>3. Prioritisation of new interventions during the Covid-19 pandemic. A new paper which will also be considered by Management Group on 16 July 2020.</li> </ol> <p>KP explained that work was underway to understand the potential for in-year service development of new interventions which may offer alternative treatment options for patients which reduce the risks of Covid-19 harm.</p>

	<p>VH reported a question had been submitted by a Member and the Member in question noted that the written response provided by the WHSS Team was satisfactory.</p> <p>Members agreed the need to maintain flexibility in planning in the current Covid-19 climate was imperative and acknowledged that the Plan would probably need to change over time.</p> <p>The Joint Committee consented to the Recommendations set out in the papers, namely to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the information presented within the documents and consider the individual papers presented, specifically: <ul style="list-style-type: none"> <li>○ <b>Note</b> the approach to new investment agreed for 2020-21 by Management Group; and</li> <li>○ <b>Support</b> the revised process for the development of the WHSSC 2021-24 Integrated Commissioning Plan; and</li> <li>○ <b>Support</b> the revised process for the prioritisation of new interventions during the Covid-19 pandemic; and</li> <li>○ <b>Note</b> the work underway regarding new interventions which may offer alternative treatment options for patients which reduce the risks of Covid-19 harm.</li> </ul> </li> </ul>
JC20/025	<p><b>Risk Assessment of the Provision of Specialised Services during the Covid-19 Pandemic</b></p> <p>The Joint Committee received a report describing the risk management approach being taken by WHSSC during the Covid-19 pandemic.</p> <p>VH reported a question had been submitted by a Member and the Member in question noted that the written response provided by the WHSS Team was satisfactory.</p> <p>The Joint Committee consented to the Recommendations set out in the papers, namely to:</p> <ul style="list-style-type: none"> <li>• <b>Support</b> the approach being taken to risk management during the COVID-19 pandemic;</li> <li>• <b>Note</b> that the CRAF continues to be monitored;</li> <li>• <b>Note</b> that risk assurance being undertaken on individual services;</li> <li>• <b>Note</b> the additional strategic risks detailed above and their link to the risk appetite statement.</li> </ul>
JC20/026	<p><b>Independent Hospitals Commissioning</b></p> <p>The Joint Committee received a report updating Members on the commissioning of independent hospitals in Wales for the initial three month period to 6 July 2020 and the extension period to 6 September 2020.</p>

	<p>SD reminded Members six hospitals had been commissioned from the outset but noted the arrangement had only been extended with four of the hospitals. SD reported it would be for local health boards to contract directly with the independent hospitals beyond 6 September, committing their own funding, but the WHSS Team would be available to assist in the process. SD noted NHS England was extending similar English contracts for two months but for reduced capacity.</p> <p>VH reported questions had been submitted by Members and the Members in question noted that the written responses provided by the WHSS Team were satisfactory.</p> <p>The Joint Committee consented to the Recommendations set out in the report, namely to:</p> <ul style="list-style-type: none"> <li>• <b>Receive assurance</b> that there are robust processes in place to ensure delivery of effective commissioning arrangements for independent hospitals capacity; and</li> <li>• <b>Note</b> the progress to date and the indications for the remaining contract period.</li> </ul>
JC20/027	<p><b>Major Trauma Network 'Go Live' Update</b></p> <p>The Joint Committee received a report updating Members on the progress made to determine readiness of the south Wales Trauma Network and to recommend a 'Go Live' date for the Network.</p> <p>The Joint Committee consented to the Recommendations set out in the report, namely to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the information presented within the report; and</li> <li>• <b>Receive assurance</b> that the Trauma Network is ready to go live as presented in the attached report; and</li> <li>• <b>Approve</b> that the network should go live on Monday 14 September 2020.</li> </ul>
JC20/028	<p><b>WHSSC Protocol for Dealing with Concerns and Complaints</b></p> <p>The Joint Committee received the updated and amended version of the WHSSC Protocol for Dealing with Concerns and Complaints (the Protocol) that reflected changes to the structure of the WHSS Team, including addition of the Quality Assurance team, and improved clarity around the process for concerns regarding the function of the WHSS Team.</p> <p>The Joint Committee <b>approved</b> the updated and amended Protocol.</p>
JC20/029	<p><b>Sub-Committee 2019-20 Annual Reports</b></p> <p>The Joint Committee received a report presenting the Sub-Committee 2019-20 Annual Reports.</p>

	<p>MH noted the 2019-20 Annual Report for the Welsh Renal Clinical Network was outstanding and would be presented at the September meeting for noting.</p> <p>The Joint Committee consented to the Recommendation set out in the report, namely to <b>note</b> and <b>receive</b> the Sub-Committee 2019-20 Annual Reports.</p>
JC20/030	<p><b>Sub-Committee Self-Assessments</b></p> <p>The Joint Committee received a report providing Members with information and assurance relating to the Annual Self-Assessment Exercise for 2019-20.</p> <p>The Joint Committee consented to the Recommendation set out in the report, namely to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the information presented within the report; and</li> <li>• <b>Receive assurance</b> that the Annual Self-Assessment Exercise for 2019-20 had been completed and appropriate actions agreed.</li> </ul>
JC20/031	<p><b>Financial Performance Report</b></p> <p>The Joint Committee received a report setting out the financial position for WHSSC for the Month 2 of 2020-21.</p> <p>SD reported since the papers had be distributed Month 3 had closed with an increased forecast year end under spend of around £6M.</p> <p>LR queried private sector costs and SD reported that for the first three months of the year Welsh Government were funding those costs and therefore there would be no impact to the WHSSC bottom line position but that for the extended period to 6 September the costs would be funded by the Health Boards, unless Welsh Government reversed its current position and stepped in to cover them.</p> <p>The Joint Committee consented to the Recommendation set out in the paper, namely to <b>note</b> the current financial position and forecast year end position.</p>
JC20/032	<p><b>Reports from the Joint Sub-Committees</b></p> <p>The Joint Committee received the reports from the Joint Sub-Committees.</p> <p>CB reported that Q&amp;PS Committee would be undertaking a Development Day on 15 September.</p> <p>CB flagged an issue under the Mental Health and Vulnerable Groups section of the Report from the Chair of the Quality &amp; Patient Safety</p>



	<p>Committee and noted there would be a fuller discussion on the matter 'In Committee'.</p> <p>The Joint Committee consented to the Recommendation to <b>note</b> the content of the reports from the Joint Sub-Committees.</p>
JC20/033	<p><b>Any Other Business</b></p> <p><b><i>WHSSC Standing Orders</i></b> KS reported receipt of the Welsh Health Circular that directed changes to the Health Board and WHSSC Standing Orders relating to the ability to keep Chairs and Independent Members in post for longer than the limitations currently stated. KS noted that WHSSC would be taking Chair's Action to deal with the change to the Standing Orders, which would then need to be approved by each of the Health Boards.</p>
JC20/033	<p><b>Date and Time of Next Scheduled Meeting</b> The Joint Committee noted the next scheduled meeting would take place at 09:30hrs on 8 September 2020.</p>

The meeting ended at 14:20hrs.

**Chairman** .....

**Date**.....