

**Minutes of the Meeting of the
WHSSC Joint Committee Meeting held in public on
Tuesday 12 May 2020
by SKYPE**

Members Present:

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| Vivienne Harpwood | (VH) | Chair |
| Carole Bell | (CB) | Director of Nursing and Quality Assurance, WHSSC |
| Stuart Davies | (SD) | Director of Finance, WHSSC |
| Simon Dean | (SmD) | Interim Chief Executive Officer, Betsi Cadwaladr UHB |
| Emrys Elias | (EE) | Independent Member/ Q&PS Committee Chair |
| Sharon Hopkins | (SH) | Interim Chief Executive Officer, Cwm Taf Morgannwg UHB |
| Sian Lewis | (SL) | Managing Director, WHSSC |
| Steve Moore | (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 |
| Sian Lewis | (SL) | Managing Director, WHSSC |

In Attendance:

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| Kieron Donovan | (KD) | Affiliate Member/ Interim Chair, Welsh Renal Clinical Network |
| Helen Fardy | (HF) | Associate Medical Director, WHSSC |
| Urvisha Perez | (UP) | Wales Audit Office (Observer) |
| Karen Preece | (KP) | Director of Planning, WHSSC |
| Kevin Smith | (KS) | Committee Secretary & Head of Corporate Services, WHSSC |

Minutes:

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| Michaela Henderson | (MH) | Corporate Governance Officer, WHSSC |
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The meeting opened at 09:30hrs

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| JC20/001 | <p>Welcome, Introductions and Apologies</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 Skype 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> |
| JC20/002 | <p>Declarations of Interest</p> <p>The Joint Committee noted the standing declarations. No additional declarations were made.</p> |
| JC20/003 | <p>Minutes of previous meetings</p> <p>The Joint Committee approved the minutes of the meetings held on 10 March 2020 as true and accurate records.</p> |
| JC20/004 | <p>Action Log and Matters Arising</p> <p>The Joint Committee noted there were no outstanding actions and no matters arising not dealt with elsewhere on the agenda.</p> |
| JC20/005 | <p>Report from the Chair</p> <p>The Joint Committee received a report from the Chair.</p> <p>The Joint Committee consented to the Recommendations set out in the paper, namely to:</p> <ul style="list-style-type: none"> • Note the content of the report; • Ratify the Chair's Actions; and • Approve the appointment of Emrys Elias as Vice Chair. |
| JC20/006 | <p>Report from the Managing Director</p> <p>The Joint Committee received a report from the Managing Director.</p> <p>The Joint Committee consented to the Recommendation set out in the paper, namely to note the content of the report.</p> |
| JC20/007 | <p>Independent Sector Hospital Services</p> <p>The Joint Committee received a paper that provided an update on the progress made in commissioning Welsh independent sector hospitals capacity on behalf of Health Boards for the period of the COVID-19 pandemic. This covered (1) capacity, (2) governance, (3) organisation responsibilities, (4) financial arrangements, (5) operational arrangements, and (6) next steps.</p> <p>Members noted the matter would be discussed further at an 'In Committee' session of the Joint Committee.</p> |

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| | <p>The Joint Committee consented to the Recommendations set out in the paper, namely to:</p> <ul style="list-style-type: none"> • Ratify the actions taken by WHSSC to commission whole hospital capacity with effect from 6 April 2020; • Receive assurance that there are robust processes in place to ensure delivery of the arrangements for the period required; and • Note the current position, the guidance issued to health boards and the planned actions including formal contracts as set out in the report. |
| JC20/008 | <p>Delivering Specialised Services during Covid-19 Outbreak</p> <p>The Joint Committee received a report providing a description of the proposed WHSS Team approach to commissioning specialised services during the next phase of the COVID-19 pandemic. This approach reflected the Welsh Government Framework for Recovery; Leading Wales Out of the Coronavirus Pandemic, the joint CMO/CNO Framework of Ethical Values and Principles for Healthcare Delivery as well as the output of the CEO group provided to the NHS CEO.</p> <p>SL noted the paper was intended to develop a process whereby the specialised services that need to be maintained in the overarching essential services agenda could be highlighted.</p> <p>KP reported the WHSS Team were working with providers, including those based in England, across all contracts to ensure essential specialised services continue and to ensure that specialised services were being given the treated with the same level of priority as local services. KP noted the WHSS Team were working with providers to prioritise services on a whole system basis.</p> <p>The Joint Committee consented to the Recommendation set out in the paper, namely to note the content of the report.</p> |
| JC20/009 | <p>Adult Thoracic Surgery for South Wales – Consultant Workforce Cover for the Major Trauma Centre – Detail of Joint Committee Decisions</p> <p>The Joint Committee received a report providing Members with the detail of the decisions made at the July 2019 Joint Committee meeting regarding thoracic surgery consultant workforce cover for the major trauma centre and to clarify the agreed handling of the expected Society of Cardiothoracic Surgery (SCTS) Guidelines on the management of thoracic trauma.</p> <p>The Joint Committee consented to the Recommendation set out in the paper, namely to note the decisions made at the July 2019 Joint Committee meeting regarding thoracic surgery consultant workforce</p> |

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| | cover for the major trauma centre and that these took into account the anticipated SCTS guidance. |
| C20/010 | <p>Corporate Risk Assurance Framework</p> <p>The Joint Committee received a report providing an update on the WHSSC risk management framework as at 29 February 2020 and the approach being taken to risk management during the COVID-19 pandemic.</p> <p>The Joint Committee consented to the Recommendations set out in the paper, namely to:</p> <ul style="list-style-type: none"> • Note the update provided within the report and that this describes the risks being managed in WHSSC commissioned services prior to the COVID-19 outbreak; • Note the approach being taken to risk management during the COVID-19 pandemic; and • Receive assurance that risks are being appropriately assessed and managed. |
| JC20/011 | <p>Financial Performance Report</p> <p>The Joint Committee received a report setting out the financial position for WHSSC for Month 12 of 2019-20.</p> <p>The Joint Committee consented to the Recommendation set out in the paper, namely to note the current financial position and forecast year-end position.</p> |
| JC20/012 | <p>Reports from the Joint Sub-Committees</p> <p>The Joint Committee received the reports from the Joint Sub-Committees.</p> <p>The Joint Committee consented to the Recommendation to note the content of the reports from the Joint Sub-Committees.</p> |
| JC20/013 | <p>Any Other Business</p> <p>There being no other business the meeting closed.</p> |
| JC20/014 | <p>Date and Time of Next Scheduled Meeting</p> <p>The Joint Committee noted the next scheduled meeting would take place on 14 July 2020 in the Conference Room, WHSSC, Unit G1 The Willowford, Treforest Industrial Estate, CF37 5YL.</p> |

The meeting ended at 09:40hrs.

Chairman

Date.....

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