

**Minutes of the Meeting of the
WHSSC Extraordinary Joint Committee Meeting held In Public on
Tuesday 10 January 2023
via MS Teams**

Members Present:

Kate Eden	(KE)	Chair
Sian Lewis	(SL)	Managing Director, WHSSC
Carole Bell	(CB)	Director of Nursing & Quality Assurance, WHSSC
Stuart Davies	(SD)	Director of Finance, WHSSC
Iolo Doull	(ID)	Medical Director, WHSSC
Jacqui Evans	(JE)	Committee Secretary & Associate Director of Corporate Services, WHSSC
Mark Hackett	(MH)	Chief Executive Officer, Swansea Bay UHB
Gill Harris	(GH)	Deputy CEO/Executive Director Of Integrated Clinical Services, Betsi Cadwaladr UHB
Nicola Johnson	(NJ)	Director of Planning, WHSSC
Paul Mears	(PM)	Chief Executive Officer, Cwm Taf Morgannwg UHB
Steve Moore	(SM)	Chief Executive Officer, Hywel Dda UHB
Nicola Prygodzicz	(NP)	Chief Executive Officer, Aneurin Bevan UHB
Suzanne Rankin	(SR)	Chief Executive Officer, Cardiff & Vale UHB
David Roberts	(DR)	Director for Mental Health and Vulnerable Groups
Carol Shillabeer	(CS)	Chief Executive Officer, Powys Teaching Health Board
Steve Spill	(SS)	WHSSC Independent Member, Audit & Finance Lead

Apologies:

Chantal Patel	(ChP)	Independent Member, Hywel Dda UHB
Ceri Phillips	(CP)	Independent Member, Cardiff & Vale UHB
Ian Phillips	(IP)	Independent Chair of the Welsh Kidney Network (WKN)

In Attendance:

Claire Harding	(CH)	Assistant Director of Planning, WHSSC
Emma King	(EK)	Senior Specialised Services Planning Manager for Mental Health and Vulnerable Groups
Helen Tyler	(HE)	Corporate Governance Manager, WHSSC
Nick Wood	(NW)	Deputy Chief Executive NHS Wales, Welsh Government

Minutes:

Gemma Trigg	(GT)	Corporate Governance Officer, WHSSC
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The meeting opened at 13:30hrs

Min Ref	Agenda Item
JC23/01	<p>1.1 Welcome and Introductions</p> <p>The Chair welcomed members to the meeting in Welsh and English and reminded them that meetings will continue to be held virtually via MS Teams.</p> <p>There were no objections raised to the meeting being recorded for administrative purposes. It was noted that a quorum had been achieved.</p> <p>The Chair welcomed Members and introduced Steve Spill as the new Independent Member (IM) for Finance and Audit to the meeting.</p>
JC23/02	<p>1.2 Apologies for Absence</p> <p>Apologies for absence were noted as above.</p>
JC23/03	<p>1.3 Declarations of Interest</p> <p>The Joint Committee noted the standing declarations and that there were no additional declarations of interest relating to the items for discussion on the agenda.</p>
JC23/04	<p>2.1 Single Commissioner for Secure Mental Health Proposal</p> <p>The report presenting the feedback received from Health Boards (HBs) on the options assessment for a single national organisation to commission integrated secure mental health services for Wales and to request support for the recommended course of action to be given to Welsh Government (WG) to achieve a single commissioner for secure mental health services in Wales was received.</p> <p>The Chair introduced the report and reminded Members that they had received a previous version of the report in November 2022 and that the report being presented provided an update on progress.</p> <p>David Roberts (DR) provided a summary and members noted:</p> <ul style="list-style-type: none"> • the feedback received from the seven HBs on the options assessment for a single national organisation to commission integrated secure Mental Health Services for Wales, • That one of the seven HBs did not support the proposal of WHSSC being the Single Commissioner for Secure Mental Health Services as they did not support the principle that there should be a single commissioner for these services and Aneurin Bevan UHB (ABUHB) had written to WG to outline their concerns,

	<ul style="list-style-type: none"> • Key challenges raised by the HBs included processes and procedures, clarity on responsibilities of Organisations, decision making and accountability, assurance of relationships with local services and ensuring retention of expertise, consideration of a “provider collaborative” approach, and financial contributions. <p>Nicola Prygodzicz (NP) advised that ABUHB would meet with her team to discuss the proposal again recognising that the recommendation was to be presented to WG.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> • Note the report, • Note the feedback received from the seven HBs on the options assessment circulated by the WHSSC team, • Note that six of the seven HBs supported WHSSC as the single commissioner with one HB raising concerns regarding the need for a single commissioner, • Note that feedback emphasised a number of issues which would need to be addressed to ensure successful implementation of the change; and • Support the following recommendations going forward to Welsh Government: <ul style="list-style-type: none"> - That secure mental health services in Wales should be commissioned by WHSSC, - That a national programme of work, including representatives from Welsh Government, WHSSC and all the seven Health Boards (HBs) should be set up to manage the transfer of the commissioning of low secure services; and - That more detailed work needs be done to define the appropriate timescales but that the programme of work is unlikely to be completed before April 2024 at the earliest.
JC23/05	<p>2.2 Audit Wales WHSSC Committee Governance Arrangements – Update</p> <p>The report providing an update on progress against the recommendations outlined in the Audit Wales WHSSC Committee Governance Arrangements report was received.</p> <p>Jacqui Evans (JE) advised that the majority of the actions relating to WHSSC had been completed and that there are only two areas of partial compliance remaining concerning the actions relating to R3b appointing an Assistant Medical Director and R4a & to develop a new Specialised Services Strategy.</p> <p>Members noted that recommendations 6 and 7 relating to WG were categorised as partially completed as the Auditor General for Wales had</p>

	<p>indicated that it was premature to consider the recommendations as closed and instructed that they would like to keep them open and received an update from WG in six months' time once the new NHS Wales executive body had been introduced.</p> <p>Members noted that Audit Wales had confirmed they were content for the Joint Committee to receive an update on progress and that an additional update will be given in May 2023, thereafter an update will be submitted to Audit Wales and to HB Audit Committees for assurance in July 2023. This will ensure that all NHS bodies are able to maintain a line of sight on the progress being made, noting WHSSC's status as a Joint Committee of each HB in Wales.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> • Note the report, • Note the progress made against WHSSC management responses to the Audit Wales recommendations outlined in the WHSSC Committee Governance Arrangements report, • Note the progress made against the Welsh Government responses to the Audit Wales recommendations outlined in the WHSSC Committee Governance Arrangements report; and • Note that a further update on progress will be brought to the May 2023 Joint Committee meeting; thereafter an update will be submitted to Audit Wales and to HB Audit Committees for assurance in June/July 2023.
<p>JC23/06</p>	<p>2.3 Preparedness for the COVID-19 Public Inquiry</p> <p>The report providing an update on WHSSC's preparedness for the COVID-19 Public Inquiry was received.</p> <p>JE presented the report and members noted that:</p> <ul style="list-style-type: none"> • WHSSC has maintained contact with NWSSP Legal & Risk Services (L&RS) in relation to preparation for the Inquiry since summer 2021 and in December 2022 formally engaged L&RS as its legal representative for the Inquiry, • It was not felt necessary or appropriate for WHSSC to apply for Core Participant status in respect of Modules 1, 2 or 3, however WHSSC may be required to respond to written enquiries and/or provide relevant documents to the Inquiry in due course; and • In December 2022, L&RS advised WHSSC that a letter from the Inquiry team informally seeking information pertinent to Module 3 was likely to be received imminently with a January 2023 response deadline – the letter had not yet been received but work had begun on a draft response. <p>Members resolved to:</p>

	<ul style="list-style-type: none"> • Note the information presented within the report.
JC23/07	<p>2.4 Review of Financial Limits and Reporting</p> <p>The report requesting that the increased financial delegation limits introduced in March 2020 to enable effective financial governance as a consequence of the COVID-19 pandemic were approved as new permanent limits was received.</p> <p>JE introduced the report and advised that to ensure effective governance and to comply with the provisions of the WHSSC Standing Orders (SOs) it was important that the SOs and Standing Financial Instructions (SFIs) were kept up to date to comply with the need for:</p> <ul style="list-style-type: none"> • The Joint Committee to take appropriate action to assure itself that all matters delegated are effectively carried out, and that • The framework of delegation is kept under active review and, where appropriate, is revised to take account of organisational developments, review findings or other changes. <p>Stuart Davies (SD) outlined the key changes and members noted:</p> <ul style="list-style-type: none"> • that the proposed changes were an attempt to deliver a balance between continuing to ensure appropriate governance and accountability, and recognition of the significantly higher unit costs associated with some specialised services packages of care and the need for them to be signed off on an urgent basis. The recommendations recognise that in most cases there is little discretion in many of these packages given existing NICE mandates. In order to provide a counter-balance the proposed changes include the requirement for a new accountability report to be presented to the Audit & Risk Committee (ARC) and to the Joint Committee which summarised all approvals above designated financial limits, • the requirement for Joint Committee approval was recommended to be discharged by Chairs action which is commensurate with the practice used in HBs regarding urgent matters and formalisation of some contracts; and • discussion had been held with HB finance colleagues on the proposed approach. <p>Members advised they were in agreement to approve the recommendations, subject to further discussion with the HB Board Secretaries.</p> <p>Members noted that the governance and accountability framework which included the SOs and SFIs, including the updated scheme of delegation and financial matrix would be brought back to the Joint Committee for approval on 14 March 2023.</p>

	<p>Members resolved to:</p> <ul style="list-style-type: none"> • Note the report, • Note the rationale for the increase in financial delegation limits as a consequence of the COVID-19 pandemic, • Approve the updated financial authorisation matrix, which includes the increased financial delegation limits introduced in March 2020 to enable effective financial governance as a consequence of the COVID-19, • Approve the updated process for the current SFI requirement for Joint Committee “approval” of non-contract cases above defined limits for annual and anticipated lifetime cost, to be replaced by an assurance report to Joint Committee and the CTMUHB Audit & Risk Committee (ARC) notifying of all approvals above the defined limit and Chairs action to reflect the need for timely approval action, subject to further discussion with the HB Board Secretaries, • Note that the Standing Financial Instructions (SFIs), and the scheme of delegation will be updated to reflect the changes; and • Note that the updated scheme of delegation and the financial matrix will be appended to the SFI’s for completeness.
JC23/08	<p>3.1 Date and Time of Next Scheduled Meeting</p> <p>The Joint Committee noted that the next scheduled meeting would be at 13.30 on 17 January 2023.</p> <p>There being no other business other than the above the meeting was closed.</p>

Chair’s Signature:

Date: