

**Confirmed Minutes of the Extraordinary Meeting of the  
WHSSC Joint Committee Meeting held **In Public** on  
Tuesday 1 August 2023  
via MS Teams**

**Members:**

Kate Eden	(KE)	Chair, WHSSC
Sian Lewis	(SL)	Managing Director, WHSSC
Carolyn Donoghue	(CD)	Independent Member, WHSSC
Iolo Doull	(ID)	Medical Director, WHSSC
James Leaves	(JL)	Interim Director of Finance and Information, WHSSC
Steve Moore	(SM)	Chief Executive Officer, Hywel Dda UHB
Chantal Patel	(ChP)	Independent Member, WHSSC

**Deputies:**

James Calvert	(JL)	Executive Medical Director, Aneurin Bevan UHB
Greg Dix	(GD)	Executive Nurse Director, Cwm Taf Morgannwg UHB
Nick Lyons	(NL)	Executive Medical Director, Betsi Cadwaladr UHB
Stephen Powell	(SP)	Director of Performance & Commissioning
James Quance	(JQ)	Interim Board Secretary, Cardiff and Vale UHB

**In Attendance:**

Jacqui Evans	(JE)	Committee Secretary & Associate Director of Corporate Services, WHSSC
Nicola Johnson	(NJ)	Director of Planning, WHSSC
Andrea Richards	(AR)	Senior Project Manager, WHSSC
Dai Roberts	(DR)	Director for Mental Health & Vulnerable Groups, WHSSC
Helen Tyler	(HT)	Head of Corporate Governance, WHSSC

**Apologies:**

Mark Hackett	(MH)	Chief Executive Officer, Swansea Bay UHB
Paul Mears	(PM)	Chief Executive Officer, Cwm Taf Morgannwg UHB
Nicola Prygodzicz	(NP)	Chief Executive Officer, Aneurin Bevan UHB
Suzanne Rankin	(SR)	Chief Executive Officer, Cardiff and Vale UHB
Carol Shillabeer	(CS)	Interim Chief Executive Officer, Betsi Cadwaladr UHB
Steve Spill	(SS)	Independent Member, WHSSC
Hayley Thomas	(HTh)	Interim Chief Executive Officer, Powys teaching HB

**Minutes:**

Gemma Trigg	(GT)	Corporate Governance Officer, WHSSC
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Min Ref	Agenda Item
JC23/113	<p><b>1.1 Welcome and Introductions</b></p> <p>The Chair welcomed Members in Welsh and English and stated that meetings would continue to be held virtually via MS Teams. She reminded Members of the purpose of the Joint Committee and the WHSSC values of respect, partnership, improvement and innovation.</p> <p>There were no objections to the meeting being recorded for administrative purposes. It was noted that a quorum had been achieved.</p>
JC23/114	<p><b>1.2 Apologies for Absence</b></p> <p>Apologies for absence were noted and listed as above.</p>
JC23/115	<p><b>1.3 Declarations of Interest</b></p> <p>The Joint Committee (JC) noted the standing declarations and there were no additional declarations of interest made relating to the items for discussion on the agenda.</p>
JC23/116	<p><b>2.1 All Wales Individual Patient Funding Request (IPFR) Panel Recruitment</b></p> <p>The report providing the JC with a proposal regarding the recruitment of a WHSSC IPFR Panel Chair in line with the WHSSC IPFR Panel Terms of Reference (ToR), agreed in March 2023, was received.</p> <p>Members noted that:</p> <ul style="list-style-type: none"> <li>• JC had approved changes to the WHSSC IPFR panel ToR in March 2023 in accordance with the WHSSC governance arrangements and a letter from the Chief Pharmaceutical Officer from July 2022,</li> <li>• The ToR sit within the All Wales IPFR Policy, which was due to be considered at the July 2023 meeting of the JC, however it was deferred due to issues raised immediately prior to the meeting by the NHS Wales Board Secretaries Peer Group regarding their perception of the integrity of the previous approval process. This matter is now being taken forward outside the JC,</li> <li>• Whilst the policy discussion continued there was still an urgent need to progress the recruitment process for the Chair of the WHSSC IPFR Panel as the current Chair would no longer be eligible for the role in September 2023 and the current Vice Chair, who had previously undertaken the role, stepped down from the acting Chair role because she did not have sufficient time or capacity to fulfill the role,</li> </ul>

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	<ul style="list-style-type: none"> <li>• There would be no Chair of the IPFR Panel from September 2023 if no action was taken.</li> </ul> <p>SL advised that to support the appointment process and strengthen the Panel the JC were asked to approve the additional annual cost of remunerating the Chair and two lay member positions and approve an uplift to the Direct Running Costs (DRC) budget of £10,080 to enable a financial pool of resource to recurrently fund the positions. If approved the additional cost would be added to the approved Integrated Commissioning Plan (ICP) for completeness.</p> <p>James Calvert (JC) queried the WHSSC DRC budget, which was approximately £4.5m (which includes non-staff costs), and asked if the expenditure could be taken from that as opposed to increasing HB contributions due to the current financial pressures. SL advised that WHSSC already had a commitment of a 5% Cost Improvement Programme (CIP) against the DRC but agreed to review further options if it was felt necessary. SL highlighted the critical element of the request to agree that the recruitment process could be taken forward.</p> <p>Steve Moore (SM) questioned the mitigations in place should the recruitment process fail. The JC were advised that other solutions would be considered including the possibility of the Chair of WHSSC stepping in to the role on a temporary basis.</p> <p>The JC were in support of the recommendations outlined within the report and had no further questions. The Chair thanked the JC for their contributions and suggested putting forward nominations for any potential candidates that could be suitable for the role.</p> <p>The Joint Committee resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the rationale for the eligibility requirements of the role of WHSSC IPFR Panel Chair contained within the ToR agreed in March 2023, <b>Note</b> that the current Chair will no longer be eligible for the role in September 2023 and the urgent need to proceed with a recruitment process,</li> <li>• <b>Support</b> WHSSC to take forward the urgent recruitment of an IPFR Panel Chair; and</li> <li>• <b>Approve</b> the associated remuneration package for both the Chair and Lay Members.</li> </ul>
JC23/117	<p><b>3.1 Any Other Business</b></p> <p>No additional items of business were raised.</p>

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JC23/118	<p><b>3.2 Date of Next Meeting (Scheduled)</b></p> <p>The Joint Committee noted that the next scheduled meeting would be held on 19 September 2023 and a Development Session had been scheduled for 11 September 2023.</p> <p>There being no other business other than the above the meeting was closed at 13.11hrs.</p>

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

**Date:**.....

CONFIRMED