

ASSURANCE REPORT

NHS WALES SHARED SERVICES PARTNERSHIP COMMITTEE

Reporting Committee	Shared Service Partnership Committee
Chaired by	Mrs Margaret Foster, Chair
Lead Executive	Mr Neil Frow, Managing Director, NWSSP
Author and contact details.	Peter Stephenson, Head of Finance and Business Development
Date of meeting	16 January 2020
Summary of key matters including achievements and progress considered by the Committee and any related decisions made.	

The full agenda and accompanying reports can be accessed on our website.

1. Medical Examiner Scheme Deep Dive

Andrew Evans, Project Manager, gave a comprehensive update on the Medical Examiner Service. The service is a UK-wide approach to addressing the issues raised in scandals such as Shipman, Morecambe Bay, and Mid-Staffs. The vision for NHS Wales is a single Medical Examiner service, working on behalf of HBs and Trusts that strengthens safeguards for the public, improves the quality of death certification, and avoids unnecessary distress for the bereaved. The service will be run by the Office of the Lead Medical Examiner for Wales, and will be delivered by Medical Examiners (ME) (approx. 8 WTE) supported by Medical Examiner Officers (MEO) (approx. 27 WTE). Initially MEs will work on a regional basis with the ultimate intention of being employed on an all-Wales basis. MEOs will be locally based, largely on DGH sites. The implementation will be split over two phases, with Phase One focusing on four hub sites with one in each of the following regions (North: Mid and West: South Wales Central: South Wales East). Phase Two, due for completion by March 2021, will cover 15 spoke sites, with full implementation of the service from April 2021.

2. Managing Director's Report

The Managing Director updated the Committee on:

Brexit – much of the preparatory work completed to date is being stood down, although this may need to be reinstated dependent on the outcome of UK Government discussion with the EU. NWSSP continues to liaise closely with Welsh Government on both Brexit preparations and the future intentions for IP5, for which the Strategic Outline Case came to the SSPC in early December. It was confirmed that any specific programmes suggested within IP5 would be subject to their own business case type process.

NHAIS – notification has been received from Welsh Government that the capital funding has been approved to allow NWSSP to procure the system from Northern Ireland. Work is also progressing well on the separate Ophthalmic payment system that is being developed in-house.

Lead Employer – The programme of work is on track, and discussions are on-going with HEIW to understand timescales and phasing. Further work will be needed on helping shape the operational and governance arrangements.

3. Items for Approval

IMTP – The Committee approved the plan which is financially balanced and built on a theme of continuous improvement, with consideration of the well-being of our staff, partners and the wider population embedded throughout. The plan was subject to substantial stakeholder engagement and demonstrates leadership on the part of NWSSP in driving all-Wales initiatives. The Vision and Mission statements have been reviewed and a revised statement approved; 'Adding Value through Partnership, Innovation and Excellence.'

Motor Fleet Insurance Renewal – The Committee approved a paper enabling NWSSP to tender for a three year insurance policy, with the option to extend for a further year. The tender will use a current framework to negotiate on an all-Wales basis but in lots by organisation so they each have their own insurance policy.

Legal & Risk Online Resource Library Subscription – The Committee approved the case for new library subscription for the provision of Legal Publications.

4. Items for Noting

- **PMO Highlight Report** - The Committee noted the updates on projects and that there were no major concerns with any at the current time.
- **Laundry Services Update** - Initial workshops have been held regarding the locations of the new Laundries, and further events are planned for early February to help finalise the locations. There will be one in the north and two in the south. The Committee agreed that once the locations had been agreed at the workshops, formal consultations would start with staff and the outcomes would feed into the final OBC which would be brought to the May Committee for final approval and then submission to Welsh Government. It was envisaged that the consultation process would begin in mid-February 2020. The Committee noted the Report and agreed to begin formal staff consultation once the three sites had been agreed through the workshop process.
- **TRAMS** – The Committee received a verbal update. The final Programme Business Case (PBC) was originally scheduled for the January Committee but has been delayed slightly as further work was required to address a number of areas raised by the Chief Pharmacists. The Chair noted that the Chief Pharmaceutical Officer for Wales in Welsh Government had already written to CEOs, Workforce and Planning Directors to make sure they were aware of the project and she asked for attendees to discuss the strategic

issues around this project within their own health boards before the next meeting.

- **Finance & Workforce Report** - The Committee noted that NWSSP continues to forecast a break-even position which includes the £2m re-distribution to Health Boards. Aged debts and timely payment of NHS invoices remain a concern. Although positive progress had been made over the last few months, more work was still needed. The Welsh Risk Pool risk-sharing position now stands at £9.7m and has been notified through the DoFs Group. Sickness figures were slightly higher than previous periods due to increases in short-term sickness.
- **Corporate Risk Register** – There are two red risks on the register relating to the replacement of the NHAIS system and to the need to replace the Ophthalmic Payments system by May 2020 where work is on-going to develop an in-house system but contingency arrangements are in place to cover any delays.
- **Audit Committee Highlight Report** – NWSSP continue to receive no limited or no assurance internal audit reports and there are no audit actions outstanding.

6. Items for Information

The following papers were provided for information:

- Finance Monitoring Reports.

Matters requiring Board/Committee level consideration and/or approval

- The Board is asked to **NOTE** the work of the SSPC and ensure where appropriate that Officers support the related work streams.

Matters referred to other Committees

N/A

Date of next meeting

24 March 2020