

## ASSURANCE REPORT

### NHS WALES SHARED SERVICES PARTNERSHIP COMMITTEE

Reporting Committee	Shared Service Partnership Committee
<b>Chaired by</b>	Mrs Margaret Foster, Chair
<b>Lead Executive</b>	Mr Neil Frow, Managing Director, NWSSP
<b>Author and contact details.</b>	Peter Stephenson, Head of Finance and Business Development
<b>Date of meeting</b>	23 July 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. Managing Director's Update

The Managing Director updated the Committee on:

**COVID-19** – Since the start of the COVID-19 crisis, NWSSP have been able to deliver over 200m items of PPE to front line staff in NHS Wales and in Social Care. Staff across NWSSP have worked extremely hard to keep sufficient stocks of PPE available to meet demand and this is continuing as we move towards a potential 2<sup>nd</sup> wave of COVID 19 combined with the usual winter pressures. In anticipation of this, over 600m additional items of PPE are currently on order and, when delivered, will put us in a very strong position to be able to continue to meet demand going forward.

SSPC members and other key stakeholder groups are shortly to be surveyed on their views of NWSSP's performance across all services during the crisis so that lessons can be learnt so we can understand what can be improved upon in future.

**IP5** - The establishment of specialist laboratories in IP5 continues and NWSSP have been working with Public Health Wales, Welsh Government and the Department of Health & Social Care to support the construction of the laboratories on the 1<sup>st</sup> floor. The principles behind these developments have been agreed by the IP5 Project Board. Leases and memoranda for the occupation are currently being drawn up and implemented to govern the arrangements that cover the occupation of the building for this purpose.

**Audit & Assurance** - All 2019/20 annual opinions have been issued and presented to Audit Committees. Revised plans for 2020/21 have been agreed by Audit Committees and work is underway at all health bodies. Plans are likely to change again depending on the continued impact of COVID-19 and Audit & Assurance will continue to be flexible and work with health bodies to agree any

further changes that will need to be made.

**Employment Services** – the recent announcement of the retirement of the Director of Employment Services, Paul Thomas, with effect from 31 October, has provided the opportunity to strategically realign the Employment Services portfolio formally under the direction and leadership of our Workforce Director Gareth Hardacre.

## **2. Items for Approval**

**Quarter 2 Plans** – Alison Ramsey introduced the paper on the Q2 Plans. The key messages in our submission were:

- We have not stood down any of our core services during the period and performance levels have been maintained.
- We have adapted quickly to the needs of the NHS in Wales; solution focussed and dynamic in our response.
- We continue to forecast a breakeven outturn for 2020/21; this includes a significant increase in the level of income and expenditure in 2020/21 compared with our IMTP.
- We have adopted a number of new ways of working. The most significant of which in terms of scale, risk and cost has been providing PPE supplies to the wider healthcare areas: social care, funeral directors and the four family practitioner areas.
- We revised our Scheme of Delegation to facilitate rapid decision making and maintain sound governance, particularly to secure supplies of priority stocks including oxygen, PPE, ventilators and beds.
- We moved the majority of our workforce to a home working model within a few weeks, and our ICT infrastructure has proved to be resilient. This was facilitated through the provision of additional capital provided by Welsh Government.
- We have brought forward a number of planned initiatives that were included in our IMTP: roll-out of Office 365, adoption of agile working and a review of our contact centres.
- We have extended the consultation process and postponed the TUPE process for the Laundry service programme until April 2021 to avoid disruption to planning for winter pressures and a potential second peak of COVID-19.
- We paused the Medical Examiner service programme, but this has resumed from 1 July.

Q2 continues to be a challenge as we aim to evaluate the new ways of working we have adopted quickly, re-focus on our planned service improvements for 2020-21, enable our staff to take a well-earned break, whilst planning with our customers for a potential second peak to COVID-19. We are well placed to meet the challenge but we are seeking confirmation on a number of revenue and capital funding streams to help us achieve our aims for the year ahead.

The Committee **APPROVED** the Q2 Plan for submission. The Committee separately **NOTED** two papers on the Planning and Recovery Group, and its successor, the Adapt and Future Change Group, which were provided in support of this item.

**All-Wales Laundry Programme Business Case** – the agenda item was introduced by the Capita consultant who has been engaged on the Programme. She reminded Committee members of the progress achieved thus far and outlined the specific elements of the Business Case. There was a detailed discussion on the report and she outlined the detailed information that was required by Welsh Government to satisfy their initial feedback on the initial OBC. She also highlighted the further information that would be required as part of the next stage. The Committee **APPROVED** the Business Case for submission to Welsh Government.

**Temporary Medicines Unit** – An update was provided on progress with the Unit which is governed by a Project and Service Management Board. The build of the facility is well advanced within IP5 with completion expected at the end of July. Validation work is being programmed for August with the aim of declaring the unit functionally ready to use from September onwards, if the COVID situation should require. A Technical Agreement has been drawn up, in consultation with the Chief Pharmacist Group and other key stakeholders, covering the respective responsibilities of the TMU Service and the Health Boards in the supply of medicines. In summary:

- The TMU is a Technical & Professional Service;
- All Clinical responsibilities and decisions lie with the Health Boards; and
- The TMU will only make and supply the products which the Health Boards request.

The Chief Pharmacist Group have now endorsed the agreement, and the Committee were therefore content to **APPROVE** the Technical Agreement.

**Single Lead Employer** - The Committee received an update on progress with the project and also a request to approve a set of revised operating and management governance framework documents required to support the expansion of the current SLE Model from 30 July 2020. The Committee **APPROVED** the documents and also noted that if there were any further minor changes or amendments required, they were happy to delegate these to the Project Board. Any significant changes would however need to be brought back to the SSPC in September 2020

**Amendments to Standing Orders** - The Committee:

- **NOTED** the extension of the increased financial limits for COVID-19 expenditure to 30 September 2020 which was approved by the June Velindre Trust Board; and
- **ENDORSED** the amendments directed by Welsh Government relating to the temporary disapplication of tenure of office of the Chair prior to formal approval by the Velindre University NHS Trust Board.

### **Service Level Agreements 2020/21**

The Committee **APPROVED** the core Service Level Agreements for 2020/21

noting that there were no significant amendments from the prior year.

#### 4. Items for Noting

**Medical Examiner Update** – the impact of COVID 19 meant that the implementation timeframe had to be suspended in March, with Medical Examiner Service capacity at that point diverted to support Health Boards manage the impact of the disease on the death certification process.

**Finance & Workforce Report** - NWSSP had achieved a small surplus of £11k for the 2019/20 financial year. The accounts have now been formally audited by Audit Wales and the position confirmed. This has been separately reported to the NWSSP Audit Committee. The current forecast position for 2020/21 remains break even on the assumption that we are fully funded by Welsh Government for COVID related expenditure. The forecast outturn for the risk pool is consistent with that set out in the IMTP which will the risk sharing agreement to be invoked. Staff sickness is currently at very low levels, which may at least in part be due to a large number of staff being able to work from home.

**Corporate Risk Register** – The Register now contains the COVID-related risks that were previously reported separately. There are three red risks on the register relating to:

- the replacement of the NHAIS system which has had some technical difficulties but is still on-track to go live in October;
- the need to replace the Ophthalmic Payments system by September 2020 where work is on-going to develop an in-house system but contingency arrangements are in place to cover any delays;
- we have yet to receive confirmation of COVID funding from Welsh Government

#### 6. Items for Information

The following papers were provided for information:

- Finance Monitoring Reports (April, May, June 2020); and
- Audit Committee Highlight Report (June 2020).

#### 7. Any Other Business

There were no further items discussed.

#### 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

17 September 2020