

**ASSURANCE REPORT**

**NHS WALES SHARED SERVICES PARTNERSHIP COMMITTEE**

<b>Reporting Committee</b>	<b>Shared Service Partnership Committee</b>
<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 May 2019

**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. E-Expenses Deep Dive**

Paul Thomas, Director of Employment Services, provided an update on the e-expenses contract, which is due for re-tender this year. The number of users of the system had almost trebled to 31,000 since 2014, and over 200,000 claims were processed annually at a total value in excess of £22m per year. Since January 2014, the total estimated savings to NHS Wales using the system was £33.5m in direct reimbursement costs.

A managed service is also available from the NWSSP Expense Department covering annual checks of driving licences, insurance, MOTs and Road Tax. A pilot had been conducted with one Health Board and since 2017, 11,000 driving licences, and 42,000 other vehicle documents have been checked. NWSSP are keen to extend the uptake of this service.

**2. Laundry Business Case**

Following the approval for NWSSP to manage the All-Wales Laundry Service at the March SSPC, a request was received to confirm that the SSPC had the authority to make this decision. This request was referred to the Legal & Risk Department within NWSSP who confirmed that SSPC had the relevant authority and their written response was shared with Committee members. However, all affected Health Boards will be consulted widely as the scheme progresses. In addition, there will be extensive consultation with all staff directly impacted by the scheme.

**3. Managing Director's Report**

The Managing Director updated the Committee on:

**Medical Examiner Service** – The Project Manager has been appointed and

starts at the end of June. The advert for the Lead Medical Examiner has also been published. The deadline for introducing the service will be extended with the approval of the Department of Health.

**Student Streamlining** – NWSSP are implementing this process following the change to bursary terms and conditions, which require all students to commit to remaining working in Wales in the first two years post-qualification. To date the scheme is working well and over 90% of students from the current cohort have been appointed, with the majority of them getting their first placement choice.

**Brexit/IP5** - IP5 is now adequately stocked in the event of a no-deal Brexit, and a call centre established at West Point to link into the UK resilience Brexit network hub. Work is ongoing to identify contingency requirements for non-stock items but needs further clinical engagement. It is imperative that a robust plan for the future use of the whole of IP5 is produced. Mark Roscrow, the recently retired Director of Procurement Services, will be leading on this.

**NHAIS Replacement** – Discussions continue with Northern Ireland, and recent legal advice on the procurement aspect is positive. Pressure on timescales has reduced due to continuing delays with the implementation of replacement systems in England.

#### **4. PMO Highlight Report**

The Committee reviewed the report, which demonstrated that the majority of the 20 projects being managed by the PMO were on-track. The two current red-rated projects, which are both relatively small, were being addressed and should be back on-track shortly.

#### **5. Laundry and TRAMS Business Case Resource**

SSPC approved the funding of project resource for both business cases as an initial first call on projected NWSSP savings.

#### **6. Finance & Workforce Report**

The Committee noted that NWSSP met all its financial targets, with a planned surplus of £14k, after a re-distribution of £2m to Health Boards and Trusts. This was currently subject to audit by the WAO. Total expenditure on WRP was £112m, which was £7m over the initial allocation, but which relates to additional payments requested by Welsh Government.

#### **7. Annual Governance Statement**

The Committee approved the final version of the Statement, which recorded a very positive outcome. The HoIA opinion was reasonable, and there were no limited or no assurance reports issued in year.

#### **8. Corporate Risk Register**

There are two red-rated risks on the register, both of which were covered in the Managing Director's report. These are the NHAIS replacement and the need for clinical engagement in identifying contingency arrangements for non-stock items in the event of a no-deal BREXIT. Two new risks had been added relating to fraud and cyber security.

#### **9. Audit Committee Highlight Report**

The Committee noted the update from the April Audit Committee meeting. Five internal audit reports were presented, and all had a reasonable or substantial assurance rating. No internal audit actions are outstanding.

**10. M1 Monitoring Return**

The Committee noted the return.

**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

<b>Date of next meeting</b>	18 July 2019
-----------------------------	--------------