

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	18 March 2021
Summary of key matters including achievements and progress considered by the Committee and any related decisions made.	
<p>Managing Director's Report – the main issues noted were:</p> <ul style="list-style-type: none"> Welsh Risk Pool - the 2020/21 £121m DEL forecast includes significant additional risk since December due to the current national lockdown. Cases which would have otherwise continued to settlement are being delayed into the next financial year. The potential risk to the outturn has been quantified at £6m and mitigating steps are being taken to see what other appropriate action can be taken to reduce any changes to the forecast outturn. The risk-sharing agreement has been frozen as at the end of January at the agreed figure of £13.779m and this has been communicated to Directors of Finance. SSPC Membership - The Minister is currently updating the regulations to enable both Health Education and Improvement Wales, and Digital Health & Care Wales, to become full voting members of the Shared Services Partnership Committee. As part of this process, Welsh Government have taken the opportunity to review the Shared Services element of the Velindre NHS Trust Establishment Order to ensure that it appropriately covers all the services provided and offered by NWSSP. Their findings were that the Order remains appropriate, and in accord with the definition of what NWSSP were established to do. TRAMS - Committee Members were written to at the start of February to confirm their APPROVAL to support the TRAMs proposal and specifically to fund a small and non-recurring revenue gap in years 3 and 4 of the project through a first call on NWSSP savings. Positive confirmation of support was received from all NHS organisations on this proposal, including a number who have committed to use their share of any NWSSP savings even though they do not directly benefit from the TRAMS business case. Feedback is currently awaited from the Minister's Office with regard to endorsement of the Programme Business Case following the positive Capital Infrastructure Investment Board meeting on the 28th January. 	

Items Requiring SSPC Approval

Annual Plan – Since presenting the Plan to the January SSPC, the Director of Planning, Performance, and Informatics has met individually with Committee members to discuss the indicative plan and confirm key priorities for 2021-22. The Touchpoint meeting with the Welsh Government Planning team on 2 March was followed by a further meeting with the Finance Delivery Unit on 8 March. Both were extremely positive. The key aspects of the plan, and the associated financial implications and requirements, were presented to the Committee. The plan is ambitious but proportionate and financially balanced. The plan seeks to:

1. Support the NHS in reducing the four harms of COVID19, including the vaccination campaign.
2. Continue to deliver the basics well, with a strong focus on end user experience.
3. Review processes and tailor services to customer priorities as they restart areas such as planned care.
4. Implement a number of 'Once for Wales' solutions that deliver service improvement and transformation.
5. Apply learning from the pandemic and embed new efficient and sustainable ways of working across the organisation.
6. Put the voice, health, and wellbeing of our staff at the heart of our plans.

The Plan was supported by Committee members in particular highlighting the potential impact and support NWSSP could have with regard to the foundational economy and the decarbonisation agenda. The Committee **APPROVED** the plan.

Laundry Services - Sufficient progress has been made with three out of the five existing laundries to allow the TUPE transfer process to conclude on 1st April. A number of appointments have been made to strengthen the management structures within NWSSP to oversee the transfer and subsequent operation of the laundry service going forward as well as ensuring the next phase of the laundry development is taken forward in a timely manner. The financial positions have largely been agreed with ABUHB, BCUHB and Swansea Bay for the three laundries transferring on 1 April. The transfer will mean customers who currently have their laundry service provided by one of these laundries will continue to receive the same service "as is" with no anticipated change in delivery arrangements or cost attributed to that service at the present moment. A draft Service Level Agreement has been documented for the provision of this service which was **APPROVED** by the Committee and which will be reviewed after the end of the first quarter of operation together with the development of additional KPIs.

Temporary Medicines Unit - The Committee **APPROVED** the extension of the associated TMU SLA and Technical Agreements, up to March 2023.

Scan4Safety- The Scan4Safety Business Case was presented by the NWSSP Director of Procurement and the Programme Manager. This had previously been reviewed by the Committee in January. In addition, it had been taken to DoFs in February and was going back to DoFs on 19th March. The benefits of the initiative were reiterated and were fully supported by the Committee. The Committee **APPROVED** the Full Business Case for submission to Welsh Government subject

to endorsement of the revised funding arrangements by DOFs on 19th March 2021.

NHS Wales Mediation Network – The Committee were asked to consider a request to fund the costs associated with the development of a new Mediation Network for NHS Wales. The development of the Network is seen to be an integral part of the wider work to address concerns relating to bullying and harassment arising from Staff Survey feedback, setting a framework for improved working relationships and encouraging respect and early resolution of grievances and dignity at work matters. The Committee **APPROVED** the request to fund the 2021/22 costs (approx. £60k) from a call on savings within NWSSP.

Digital Workforce Systems Scheduling – The Committee received a proposal relating to the adoption of a Once for Wales e-scheduling system contract for District Nursing and other Community-based staff at its January 2021 meeting. The required approach was endorsed in the January meeting and the Committee were now being asked to **NOTE** the award of a two-year contract for this system with effect from 31 March 2021.

Finance, Workforce and Governance Updates

Project Management Office Update – The Committee reviewed and noted the programme and projects monthly summary report, which highlighted the team’s current progress and position on the schemes being managed.

Finance and Workforce Report - As at the end of M10 the year-end forecast remains at a break-even position. The final ESR recharges for 2020/21 have now been confirmed to UHBs/Trusts and the recharge invoices raised in February following the previously noted risk in respect of this. The previously communicated risk associated with the CTES SIP Fund has been reduced and £0.368m of funds will be returned to UHBs/Trusts in 2020/21.

Corporate Risk Register – there is now one red risk on the register, relating to the replacement of the NHAIS system which is due to go live on 1 July. Two former red risks, relating to the implications of BREXIT and the replacement of the Ophthalmology Payments system have now been reduced to an amber rating.

Finance Monitoring Reports – the Committee were provided with the monitoring returns for Months 9, 10 and 11 for information.

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	20 May 2021
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