



**EMERGENCY AMBULANCE SERVICES
JOINT COMMITTEE MEETING**

**'CONFIRMED' MINUTES OF THE MEETING HELD ON
14 MAY 2019 AT THE NATIONAL IMAGING ACADEMY,
PENCOED BUSINESS PARK, BRIDGEND CF35 5HY**

PRESENT

Members	
Chris Turner	Independent Chair
Gary Doherty	Chief Executive, Betsi Cadwaladr UHB (Via VC)
Stephen Harrhy	Chief Ambulance Services Commissioner
Tracy Myhill	Chief Executive, Swansea Bay UHB
Steve Moore	Chief Executive, Hywel Dda UHB
Carol Shillabeer	Chief Executive, Powys THB
Allison Williams	Chief Executive, Cwm Taf Morgannwg UHB
Glyn Jones	Director of Finance/Deputy CEO, Aneurin Bevan UHB
In Attendance:	
Julian Baker	Director, National Collaborative Commissioning Unit
Stuart Davies	Director of Finance, WHSSC and EASC Joint Committees
Lee Davies	Operational Planning Director, Cardiff & Vale UHB
Rachel Marsh	Interim Director of Planning & Performance, Welsh Ambulance Services NHS Trust
Brendan Lloyd	Executive Medical Director, Welsh Ambulance Services NHS Trust
Shane Mills	Director Quality and Patient Experience, National Collaborative Commissioning Unit
Robert Williams	Director of Corporate Services and Governance / Board Secretary
James Rodaway	Head of Commissioning, EASC
Kathrine Davies	Interim Corporate Governance Support (Secretariat)

Part 1. PRELIMINARY MATTERS		ACTION
EASC 19/33	<p>WELCOME AND INTRODUCTIONS</p> <p>Chris Turner (Chair), welcomed Members to the meeting of the Emergency Ambulance Services Committee and those present introduced themselves. The Chair advised that the main business would be followed by a development session involving a presentation from Welsh Ambulance Services NHS Trust.</p>	

	<p>The presentation included the following aspects:</p> <ol style="list-style-type: none"> 1. WAST's Long Term Strategic Framework <ul style="list-style-type: none"> ▪ Purpose is to engage with EASC on the framework and seek feedback to inform final document 2. Key Priorities for Development through IMTP 2019/22 3. Areas for Joint Working with Health Boards and others 4. Planning collaboratively for winter 2019/20. 	
EASC 19/34	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Judith Paget, Len Richards, Jason Killens, Tracey Cooper, Steve Ham and Ross Whitehead.</p>	
EASC 19/35	<p>DECLARATIONS OF INTERESTS</p> <p>There were no additional interests to those already declared.</p>	
EASC 19/36	<p>MINUTES OF THE MEETING HELD ON 26 MARCH 2019</p> <p>The minutes were confirmed as an accurate record of the meeting held on 26 March 2019, subject to the following amendment:</p> <ul style="list-style-type: none"> • Page 12 – Date and time of next Meeting should read "2019" and not "2018". 	
EASC 19/37	<p>ACTION LOG</p> <p>Members RECEIVED the action log and NOTED progress as follows:</p> <p>EASC17/44 & 17/73 & 19/21 Emergency Medical Retrieval and Transfer Service (EMRTS) Gateway review</p> <p>Members NOTED the update from the Chief Ambulance Services Commissioner (CASC) in relation to the conversation with Swansea University and was awaiting firm information back from them. An update would be provided at the next meeting if available.</p> <p>EASC 18/06 & 18/65 & 19/21 Integrated Performance Dashboard</p> <p>Members NOTED that the work on the development of the dashboard to provide bespoke health board reports was ongoing and moving in the right direction with the actions being taken forward.</p>	CASC

<p>The CASC advised that he would need to have a conversation with the Welsh Ambulance Services NHS Trust (WAST) and the NHS Wales Informatics Service (NWIS) on linking the data to ensure the comparison between the local and national information was appropriate.</p>	<p>CASC</p>
<p>EASC 18/46 & 18/65 Clinical Risk Review</p>	
<p>Members NOTED that a meeting had been held last week to conclude the review; there were still some legacy issues outstanding. The report would be brought to the next meeting for further consideration if required and then closed.</p>	<p>Dir NCCU</p>
<p>EASC 18/107 & 19/21 Expansion of EMRTS</p>	
<p>Members NOTED that an update on progress, including the funding allocation for 'A Healthier Wales' would be included in the update on the Management Group within the CASC report.</p>	
<p>EASC 19/08 & 19/21 Mental Health Staff Clinical Desk</p>	
<p>Glyn Jones updated Members following the recent conversation between Judith Paget and Gwent Police. Members discussed ways of providing mental health support for police control, one option to be considered could be via the Police & Crime Commissioner. Carol Shillabeer advised that no date had been agreed for the Concordat as yet. Shane Mills would also be undertaking a review of mental health access over the next six months which would be looking at all the available data. Members AGREED to keep this matter on the action log. Members NOTED that there was an error on the wording of the log which should read as "Health Boards" and not "Health Education & Improvement Wales". This would be amended.</p>	
<p>EASC 19/08, 19/21 & 19/23 Cross Border and Regional Activity</p>	
<p>Members were updated on the recent discussion between the CASC and Powys Teaching Health Board and cross border activity, no specific issue was identified.</p>	
<p>Stephen Harray advised that the Management Group had now received nominations from all HBs and they were in the process of setting up the first meeting which would hopefully be the first or second week of June.</p>	

	<p>The first meeting would be to go through the approach to the allocation and this would be reported at the July meeting and Members NOTED that the funding would be allocated on a recurrent basis.</p> <p>Julian Baker advised that a report on the 1% allocation related to 'A Healthier Wales' had been sent to the Directors of Planning and this would be shared with Members. Members NOTED that visits would also be arranged to all Health Boards alongside WAST to identify good practice. The new Management Group would be used to oversee this work; Tracy Myhill suggested that the Management Group needed to meet as a matter of urgency.</p> <p>EASC 19/12 EASC Risk Register</p> <p>Members NOTED that this would be the subject of the next Development Session at the July meeting.</p> <p>Members RESOLVED to: NOTE the action log.</p>	<p>Dir NCCU</p> <p>CASC</p>
<p>EASC 19/38</p>	<p>MATTERS ARISING</p> <p>EASC 19/25 – Tracy Myhill asked for an update on the "Falls" schemes. The CASC advised that the scheme had not been running long enough to carry out a thorough evaluation and would continue to run for a further 3 months.</p> <p>EASC 19/25 – Brendan Lloyd referred to the 5th paragraph on page 8 and advised that they were trying to discourage the phrase "community paramedic".</p> <p>EASC 19/27 – The Chair queried if the sub group had now been established to review demand and capacity for WAST Emergency Medical Services. Rachel Marsh confirmed that it had been established.</p>	<p>CASC</p>
<p>EASC 19/39</p>	<p>CHAIR'S REPORT</p> <p>The Chairs report was received by Members. The report included the following updates:</p> <ul style="list-style-type: none"> • Meeting with the CASC regarding his objectives which were due to be finalised. • Martin Woodford had been appointed as substantive Chair for WAST. 	

	<ul style="list-style-type: none"> All Wales Chairs meeting with the Minister – Chris Turner gave a verbal update on the meeting which included discussions on maternity services, speaking up safely and the Transformation Fund. Chris Turner advised that the Minister raised concern at the meeting in regard to the Red performance and discussions had also been held in regard to the allocation of winter funding. <p>Members RESOLVED to NOTE the Chair’s Report.</p>	
EASC 19/40	<p>CHIEF AMBULANCE SERVICES COMMISSIONER’S REPORT</p> <p>The Chief Ambulance Services Commissioners report was received by the Committee.</p> <p>Members NOTED that an update on the Management Group had been received earlier.</p> <p>Amber Review – Members were advised that the Minister would be making a statement on the 4 June 2019, following this he would ensure that members receive a copy of the statement. Members NOTED that the overall trend with regard to delays was a worsening position. However, there were variations across Wales with handover delays and other issues in regard to ‘long waiters’.</p> <p>Stephen Harrhy advised that he had held discussions with WAST and there would be a refresh of the long wait reduction programme. The messages coming out of the second part of the Amber implementation programme would need to be clear with actions identified and a focus on progress being made. Members were advised that a formal report would be brought back to the Committee once this had been agreed.</p> <p>Red Performance - The CASC advised Members that the variation in performance across Wales was not going in the right direction and had been below 65% in Hywel Dda and Powys. Members NOTED the letter received from the Deputy Chief Executive of NHS Wales, Simon Dean raising concern about the disappointing figures. The CASC also expressed his concern and stated that the variation was unacceptable. Members were advised that the CASC had been holding weekly meetings with WAST to seek assurances of the measures being taken to improve on performance across Wales and also specifically targeting the areas that were below the required performance levels.</p>	

Brendan Lloyd advised that it was important to note that the running calls had now been removed and were not included in the figures. Members **NOTED** that the Red calls this morning were 5.4% of the total and were advised that WAST would be undertaking a piece of work to see if there was anything they could be doing to improve upon, such as early mobilisation and availability of resources. Following this a report would be provided to Simon Dean and Members would be updated at the next meeting. Rachel Marsh advised that she would share the letter that had been sent to Simon Dean. Members were advised that there was monitoring on a daily and weekly basis and action plans were being sent to the CASC.

The Chair asked whether the May performance figures had been received. The CASC advised that two Health Boards were significantly under the target and averaging 65-68%. He stated that there would need to be continuous improvement across Wales to get over the 70% figure. The CASC advised that this was not good enough with the performance even worse than in 2016. He advised that sustainable changes must be made and the variation in terms of pathways needed to be improved. Members were advised that joint escalation plans between WAST and Health Boards should be considered. The CASC advised that he would be writing to Simon Dean next week and would share the draft letter for comments and agreement prior to sending. The Chair requested that given the seriousness of this matter it would be helpful if an update would be provided to Members in June. The CASC confirmed that he would do this.

Members **NOTED** that a recurrent sum of circa £500k was available to EASC from the underspend related to the Band 6 paramedic business case. This had recently been identified by WAST. Members were advised that WASTs preferred option would be to recruit an additional 31 whole time equivalent core paramedic staff to provide the backfill to allow 36 staff to commence Advanced Paramedic Practitioner (APP) training.

Members **NOTED** that the APPs would be geographically spread across all Health Board areas and would operate in the existing rotational model format. Members were advised that the option provides additionality to the unscheduled care system to support both winter 2019/2020 and 2020/2021 from which time the additional posts would be fully deployed as all educational requirements would have concluded.

Members **NOTED** that the total recurrent annual cost of the additional 31WTE. Band 7 APPs, together with associated costs and programme support, equates to circa £2.2m.

	<p>Allison Williams advised that some exploratory work could be undertaken to look at different options, she added that it was unclear from the report what was being asked and if it was to support the £2.2m then this could not be done without a business case. Members discussed other options in terms of funding the APPs and where they could be used to support the system.</p> <p>Following discussion, Members AGREED that the next steps to look at were:</p> <ul style="list-style-type: none"> • 3 or 4 general themes to capture moving forward • Clarity around what the APPs could be used for in the whole system • A letter would be sent to confirm the quality assurance process. <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • NOTE the update and the actions agreed. 	
<p>EASC 19/41</p>	<p>EASC FINANCE REPORT</p> <p>The report was received by the Committee and presented by Stuart Davies. Members NOTED that at Month 12 the forecast financial position of WAST was a £496k underspend as a result of slippage of the emergency services mobile communications programme (ESMCP) project costs and business case funding. Stuart Davies advised that following discussion at the last meeting options for managing the underspend were discussed with WAST but were declined, therefore the underspend had been returned to Health Boards in accordance with the standard risk sharing principle.</p> <p>Members NOTED that the funding for Renal Transport had now been separated from WAST and would be reported separately in future. Members were advised that funding allocation for Air Ambulance (EMRTS) had been transferred from WAST to the EAS Committee. Members NOTED that there was a break even position reported against the EMRTS baseline funding of £3.553m.</p> <p>Members NOTED the overview of key risks which were:</p> <ul style="list-style-type: none"> • Optimising the delivery benefits from the 'A Healthier Wales' 1% allocation • APP Expansion Plan • Continuity risks re: 2018/19 winter management initiatives • Increases in employers contributions (not centrally funded) <p>Members RESOLVED to NOTE the report and the underspend position.</p>	

<p>EASC 19/42</p>	<p>AMBULANCE QUALITY INDICATORS</p> <p>The Committee received the report which provided an overview of the most recent quarter data which was published on 24 April 2019 for the period 1 January – 31 March 2019. Members NOTED the narrative contained within the report which outlined the performance across the 5 step Ambulance Care Pathway:</p> <ul style="list-style-type: none"> • Step One – Help Me Choose • Step Two – Answer My Call • Step Three – Come to See me • Step Four – Give Me Treatment • Step Five – Take Me To Hospital <p>Members were advised that AQI 7ii was not contained within the table and will be presented in the next quarter report.</p> <p>Julian Baker advised that 3 years of data with regard to activity, performance and resources had now been collected and this would be discussed with WAST colleagues. Members NOTED an opportunity to use the resources to undertake more detailed trend analysis work on quality, performance and activity.</p> <p>Members RESOLVED to NOTE the report.</p>	
<p>EASC 19/43</p>	<p>PROVIDER ISSUES BY EXCEPTION</p> <p>There were no additional issues identified which had not already been discussed.</p>	
<p>EASC 19/44</p>	<p>EASC GOVERNANCE UPDATE</p> <p>The governance update report was received and presented by Robert Williams.</p> <p>Members NOTED that at the EAS Committee meeting in November, the governance update was inadvertently omitted in the approved minutes. Members were asked to approve the amended minutes which would then be shared with the Health Boards and updated on the EASC website.</p> <p>Members NOTED the current draft of the Annual Governance Statement which may be subject to final changes which would be shared with the Committee and due to timings may require the Chair to take action outside of the meeting for final sign off. The final version would be endorsed at the next meeting of the Committee.</p>	

AGENDA ITEM 5.1 APPENDIX 20

	<p>Members RECEIVED and NOTED the Internal Audit Report on EASC Governance which was received by the Host Body's Audit Committee on 13 May 2019. Members NOTED that the report received a 'Reasonable' assurance rating and four medium priority recommendations had been made. The actions required would be factored into the forward work plan for the Committee with the majority to be delivered by the next meeting.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • APPROVE the amendments to the minutes of the EAS Committee meeting in November 2018 • APPROVE the Annual Governance Statement • NOTE the report. 	
EASC 19/45	<p>FORWARD PLAN OF BUSINESS</p> <p>Members received the forward plan of business.</p>	<i>ALL</i>

ANY OTHER BUSINESS		
EASC 19/46	There was none.	
DATE AND TIME OF NEXT MEETING		
EASC 19/47	A meeting of the Joint Committee would be held at 09:30 hrs, on Tuesday 23 July 2019 at the Education Centre, Llandough (Change of venue).	Committee Secretary

Signed
Christopher Turner (Chair)

Date