

**Unconfirmed Minutes of the  
Extraordinary Public  
NHS Wales Joint Commissioning Committee  
Held on 9 April 2024**

Microsoft Teams and In Person

**Members:**

Ian Green	(IG)	Chair, JCC
Abigail Harris	(AH)	Interim Chief Commissioner, JCC
Susan Elsmore	(SE)	Lay Member, JCC
Richard Evans	(RE)	Interim Chief Executive Officer, Swansea Bay UHB
Dr Philip Kloer	(PK)	Interim Chief Executive Officer, Hywel Dda UHB (by Teams)
Paul Mears	(PM)	Chief Executive Officer, Cwm Taf Morgannwg UHB (by Teams)
Nia Roberts	(NR)	Lay Member, JCC
Dr Paul Worthington	(PW)	Lay Member, JCC

**Deputies:**

Robert Holcombe	(RH)	Director of Finance, Procurement & Value, Aneurin Bevan UHB (By Teams)
Pete Hopgood	(PH)	Executive Director of Finance, Information & IT Services, Powys tHB (By Teams)
Catherine Phillips	(CP)	Executive Director Of Finance, Cardiff and Vale UHB (By Teams)

**In Attendance:**

Jacqui Maunder-Evans	(JME)	Committee Secretary & Associate Director of Corporate Services, JCC
Stacey Taylor	(ST)	Director of Finance and Information, JCC
Helen Tyler	(HT)	Head of Corporate Governance, JCC
Karla Williams	(KW)	Interim Corporate Governance Officer, JCC

**Apologies:**

Nicola Prygodzicz	(NP)	Chief Executive Officer, Aneurin Bevan UHB
Suzanne Rankin	(SR)	Chief Executive Officer, Cardiff and Vale UHB
Hayley Thomas	(HTh)	Interim Chief Executive Officer, Powys tHB
Carol Shillabeer	(CS)	Chief Executive Officer, Betsi Cadwaladr UHB

**Minutes:**

Karla Williams	(KW)	Interim Corporate Governance Officer, JCC
----------------	------	---

Min Ref	Agenda Item
JCC24/001	<p><b>1.1 Welcome and Introductions</b></p> <p>The Chair welcomed Members to the Extraordinary Public NHS Wales Joint Commissioning Committee (JCC) meeting and introduced the new Lay Members, Susan Elsmore (SE), Nia Roberts (NR) and Paul Worthington (PW).</p> <p>There were no objections to the meeting being recorded for administrative purposes. It was noted that a quorum had been achieved.</p>
JCC24/002	<p><b>1.2 Apologies for Absence</b></p> <p>Apologies for absence were noted and listed as above.</p>
JCC24/003	<p><b>1.3 Declarations of Interest</b></p> <p>The Chair explained that Declarations of Interest for the newly established JCC will be gathered and a register of interests will be made available shortly. Susan Elsmore (SE) declared that she was an elected member of Cardiff Council. Abigail Harris (AH) advised that her appointment as Chief Commissioner was on an interim basis and she was on secondment from Cardiff &amp; Vale University Health Board (CVUHB).</p> <p>Noting that there was no conflicts of interest there were no other declarations of interest made relating to the items for discussion on the agenda.</p>
JCC24/004	<p><b>2.1 Joint Commissioning Committee Standing Orders (inc Scheme of Delegation) &amp; Standing Financial Instructions (SFI's) (inc financial authorisation matrix)</b></p> <p>The report requesting that the JCC approve the JCC Standing Orders (including the scheme of delegation) &amp; the Standing Financial Instructions (SFI's) (including the financial authorisation matrix) was received.</p> <p>Jacqueline Maunder-Evans (JME) provided the background and explained that on 18 March 2024, the Minister for Health and Social Services ("<i>the Minister</i>") had issued Model Standing Orders (SO's) and a Scheme of Delegation and Reservation of Powers for the NHS Wales JCC. On 19 March 2024, the Minister issued Model Standing Financial Instructions (SFI's) for the NHS Wales JCC. Each of the 7 x HBs formally adopted the SO's, Scheme of Delegation and Reservation of Powers, and SFI's, as part of its overall governance framework at their respective Board meetings at the end of March 2024. The JCC documents will form a schedule to each of the LHBs own Standing Orders and have effect as if incorporated within them.</p>

JME explained that whilst HBs had already approved Appendices 1-3, these documents also needed to be approved by the JCC. HBs had not received or approved Appendix 4 - the financial authorisation matrix. This was an important document to ensure business continuity during the transition period.

Stacey Taylor (ST) presented the financial authorisation matrix and advised that the financial limits were a roll over position from the previously agreed predecessor Joint Committees with the addition of the new Chief Commissioner role. Members noted that the other officer positions retained the same authorisation levels and that they would be reviewed as part of the transition plan once roles had been finalised as part of the Organisational Change Policy (OCP) process.

JME highlighted that an Accountability Map had also been developed and agreed by the National Commissioning Programme Oversight Board, and that additional guidance had been developed to setting out the arrangements for the appropriate handling of declarations of interests within the JCC's business. This will be circulated to members via email outside of the meeting.

**ACTION:** The Handling of Declarations of Interest guidance to be circulated to JCC members.

JME advised that to ensure the effective operation of the JCC as a Joint Committee, a Memorandum of Agreement between all 7 Health Boards (HBs) will be established and a Hosting Agreement between the Host Body (CTMUHB) and the six other HBs was being developed to outline the accountability arrangements and resulting responsibilities of the Host Body and the JCC and its team – Gareth Watts, Board Secretary for CTMUHB and Rani Dash, Board Secretary for ABUHB were developing these documents.

The Joint Commissioning Committee resolved to:

- **Note** the establishment of the NHS Wales Joint Commissioning Committee (JCC) from 1 April 2024, as directed by Welsh Ministers,
- **Note** that the JCC has superseded the Welsh Health Specialised Services Committee (WHSSC) and Emergency Ambulance Services Committee (EASC) with effect from 1 April 2024,
- **Note** the development of the JCC's governance framework, as a key component of the Health Board's governance framework,

	<ul style="list-style-type: none"> <li>• <b>Approve</b> the Standing Orders and Scheme of Delegation and Reservation of Powers for the NHS Wales Joint Commissioning Committee, as issued by the Minister for Health and Social Services on 18 March 2024m</li> <li>• <b>Approve</b> the Standing Financial Instructions for the NHS Wales Joint Commissioning Committee, as issued by the Minister for Health and Social Services on 19 March 2024</li> <li>• <b>Approve</b> the financial authorisation matrix; and</li> <li>• <b>Note</b> the JCC’s Accountability Map for information.</li> </ul>
JCC24/005	<p><b>2.2 Interim Operating Model Framework</b></p> <p>The report requesting that the JCC note the transitional plan for Quarter 1 (Q1) to enable the JCC to transact business from the go live date of 1 April 2024 was received.</p> <p>Members noted that the plan incorporated the transitional plan developed by Welsh Government (WG) and the actions required to ensure stability and business continuity of the functions to be delivered.</p> <p>JME explained that the Minister had issued a written statement advising that following a public appointments recruitment process, Ian Green (IG) OBE had been appointed as the Chair of the new JCC and that Dr Paul Worthington, Nia Roberts and Susan Elsmore had been appointed as Lay Members of the JCC. In addition, Abigail Harris had been appointed as the Interim Chief Commissioner for the JCC and will lead the JCC Team through the next phase of establishment.</p> <p>Members noted:</p> <ul style="list-style-type: none"> <li>• that the plan incorporated the transitional plan developed by WG and the actions required to ensure the stability and business continuity of the functions to be delivered,</li> <li>• A key element of the transition model was is that there would be no “cliff edges” and that 1 April 2024, represented the start of the transition and not the end,</li> <li>• whilst much of the transition planning will be undertaken in Quarter 1 (Q1), full implementation may take longer and a pragmatic approach will be taken throughout; and</li> <li>• for Quarter 1 to ensure business continuity and to support the transition the existing sub-Committees will operate during Q1. This will allow for a robust review of the function and membership of all forums, to inform the new Sub-</li> </ul>

Committee arrangements which will be taken forward from Q2 onwards.

Abigail Harris (AH) provided an update on the immediate priorities as outlined in the document and explained that the Director job descriptions were currently being reviewed and updated. AH extended her thanks to Paul Mears (PM) and the workforce team within CTMUHB as host body for their continued support with this process.

AH highlighted that as this was a new committee consideration of the sub-committee structure will be required. AH also emphasised the importance of engagement with HBs. Members noted that over the next few weeks AH and IG will be meeting with all HB Chief Executives and Chairs. AH explained that she was keen to understand the challenges and listen to any feedback and build relationships with key partners and stakeholders.

AH explained that she had received a warm welcome and felt supported since joining the JCC, notwithstanding the significant challenges and complexities of combining the different organisations into one new national NHS joint committee. It was important to recognise the legacies of the predecessor organisations and all of the positive achievements, however it was also an opportunity to look at what improvements could also be made.

The Chair echoed AH's comments and emphasised the need to ensure cooperation between health leaders across Wales in order to deliver as a collective and as a Joint Committee for the best interests of the population and citizens of Wales.

Paul Worthington (PW) commented and stated that the paper was very helpful and he recognised that this was a turbulent period for staff, and acknowledged the significant work taking place.

PM welcomed the Chair and colleagues to the new Committee and he was encouraged by the approach. PM welcomed the collaborative approach as joint working between HBs and the Joint Committee will be the key to success and improving services for the population of Wales. PM re-iterated that as the host organisation they would support the organisational development of the new JCC.

Susan Elsmore (SM) agreed with colleagues and expressed her excitement at being a part of this new collaboration.

	<p>The Joint Commissioning Committee resolved to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the transitional plan for Quarter 1 to enable the JCC to transact business when it goes live on 1 April 2024.</li> </ul>
JCC24/006	<p><b>4.2 Date of Next Meeting (Scheduled)</b></p> <p>The first substantive NHS Wales JCC Public meeting is scheduled to be held on 23 April 2024 at 9.30am.</p>

**Chair's Signature:** .....

**Date:**.....

UNCONFIRMED