



Cynllun Cynorthwyo Gwaed  
Heintiedig Cymru

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Wales Infected Blood  
Support Scheme

# **WALES INFECTED BLOOD SUPPORT SCHEME (WIBSS)**

## **GOVERNANCE GROUP**

## **TERMS OF REFERENCE**

Reviewed:	11/03/2020
Next Review Due:	March 2022

## **1. PURPOSE**

On behalf of Welsh Government (WG) through Velindre NHS Trust, monitor the operational management of Wales Infected Blood Support Scheme (WIBSS), providing governance, leadership and accountability for the Scheme.

## **2. AUTHORITY**

The WIBSS Governance Group (VCC and NWSSP) is authorised to:

- Investigate or have investigated any activity within its Terms of Reference, and in performing these duties, shall have the right, at all reasonable times, to inspect any books, records or documents of the Trust, relevant to the Governance Teams remit, subject to any restrictions imposed by General Data Protection Regulations (GDPR). It can seek any relevant information it requires from any employee, and all employees are directed to co-operate with any reasonable request made by the Board.

It is empowered with the responsibility for:

- Reviewing and advising on the management of the WIBSS budgets, including running costs, the annual beneficiaries budgets and provisions
- Advising WG on rate changes and the potential financial and service implications of policy changes, both within Wales and other areas within the UK
- Implementation of Welsh Government policy
- Ongoing negotiation and partnership with Welsh Government to ensure the smooth running of the service.

## **3. MEMBERSHIP**

3.1 The membership of the WIBSS Governance Group is as follows:-

- Director of Corporate Governance, Velindre NHS Trust (Chair)
- Director of Operations, VCC
- Deputy Director of Finance and Corporate Services, NWSSP
- WIBSS Service Manager
- Welsh Government Finance Representative
- Welsh Government Policy Representative
- Senior Welfare Rights Manager
- Consultant Psychologist
- Service User

If the Chair is unable to attend a deputy to Chair the meeting will be nominated.

Other members will be co-opted as and when necessary

Secretariat will be provided by WIBSS administration team.

## **4. MEETINGS**

Meetings will be held quarterly unless the Chair deems additional meetings necessary.

To ensure the Board is quorate, at least 4 (over 50%) of the members must be present.

The Group may ask any or all of those who normally attend, but who are not members, to

withdraw to facilitate open and frank discussion of particular matters.

## **5. SCOPE AND KEY DUTIES**

- Operational management and oversight of WIBSS.
- Hold to account the various partners responsible for the WIBSS Scheme (Welsh Government, Velindre Cancer Centre, NWSSP).
- Development and performance management of WIBSS key performance indicators.
- Develop three-year financial and service plans.
- Ensure provisions are prepared in line with the relevant accounting standards and meet Welsh Government requirements.
- Oversee financial planning and ensure WIBSS financially robust.
- Provide assurance to Welsh Government and Velindre NHS Trust that strategic priorities of WIBSS are being met.
- To review the Risk Register and take appropriate action to reduce the risk assessment.
- Escalate any areas of risk to the relevant SMT's and EMB.

## **5 REPORTING PROCEDURE**

The minutes of the WIBSS Governance Group shall be circulated to members two weeks prior to the next Board meeting.

The Chair shall agree arrangements with the Velindre NHS Trust's Chair to report to the Velindre Board in their capacity as Trustees. This may include, where appropriate, a separate meeting with the Board.

The Chair of the WIBSS Governance Group shall report formally, regularly and on a timely basis to the Executive Management Board (EMB), Trust Board on the WIBSS Governance Group activities. This includes verbal updates on activity and the submission of written highlight reports throughout the year.

The NWSSP Deputy Head of Finance and Corporate Services is responsible for reporting the financial position, forecast and provisions to the Governance Group and NWSSP's SMT and where necessary the Trust EMB

The Director of Corporate Governance, on behalf of the Trust Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the WIBSS Service.

## **6. REVIEW**

The Terms of Reference will be reviewed annually in accordance with the WIBSS cycle of business.