

WALES INFECTED BLOOD SUPPORT SERVICE GOVERNANCE GROUP
4th March 2021 Teams Meeting.

Present:	
Lauren Fear (LF)	Governance (Chair)
Mary Swiffen-Walker (MSW)	WIBSS Manager, NWSSP
Alison Ramsey (AR)	Director of Planning, Performance and Informatics, NWSSP
Catherine Cody (CCody)	Welsh Government
In attendance:	
Ryan Clappe (RC)	WIBSS Support Officer
Apologies:	
Lisa Miller (LM)	Director of Operations
Gareth Haven (GH)	Welsh Government
Caroline Coffey (CCoffey)	Consultant Clinical Psychologist
Hayley Price (HP)	Deputy WIBSS Manager

1	Welcome and Apologies	
	Noted as above.	
2	Minutes of previous meeting	
	Highlighted typo errors. RC to correct. All agreed fine.	
3	Action Plan	
	AR suggested it would be helpful to add in a "Complete by" column onto the action plan.	

	<p>ACTION: RC to add in column for future action plans.</p> <p>01 - On going. C.Coffey to update next meeting. 02 - On going. LF raised with Non. LF to update in couple of weeks 03 - On going. To be completed by 12/03/21 04 - Completed. Leaflets have been sent electronically to all GP practices in Wales. 05 - Completed. Booklets arrived at Velindre. 06 - On going. Non and Cath O'Brian progressing. To be put on agenda for July's GGM. 07 - On going. C.Cody to take up with Directions. 08 - On going. 09 - On going. HP chasing up</p>	RC
4	<p>WIBBS Finance/Welfare/Psychology Report</p> <p>MSW went through figures and new WIBSS revised payment rates shown in report. MSW has notified WG of uplift on new rates and C.Cody is currently working on Directions so hoping to implement them from the 1st April 2021.</p> <p>AR highlighted report has been submitted to G.Haven and Jackie Salmon at Welsh Government for seeking confirmation of the 2021/22 running costs budgetary resource. C.Cody agreed to chase up Gareth Haven for feedback/confirmation of the budget/running costs for 2021/22.</p> <p>C.Cody highlighted the rates used for uplift are higher than Northern Ireland and Scotland due to the using different index months.</p> <p>MSW highlighted small grants paid out. Surprised on the small numbers of grant applications in current Covid circumstances.</p> <p>MSW informed the group WIBSS has not received any further Rule 9 requests from the Inquiry.</p> <p>ACTION: C.Cody to chase G.Haven for feedback/confirmation of budget/running costs for 2021/2022.</p>	C.Cody

	<p>MSW presented the Welfare Right section of report. MSW explained the work undertaken by the welfare team, chasing up medical advice for applications made, and highlighted the Welfare teams' next step is to begin a campaign contacting older members of WIBSS ensuring they are receiving all benefits they are entitled to and have full knowledge of WIBSS welfare and wellbeing services.</p> <p>In C.Coffey absence, MSW also gave a brief update on recent activity of psychology team.</p> <p>MSW asked the group, on behalf of C.Coffey if they still supported the idea of C.Coffey producing a letter to send to WG, highlighting the physiological impact the parity issue is having on WIBSS beneficiaries.</p> <p>AR reminded all that this was discussed at the last meeting and all agreed this would be beneficial. C.Cody confirmed letter should be sent to her and felt that it was important that the letter be sent promptly due to the inquiry being live and upcoming purder as a result of Welsh Government elections.</p> <p>ACTION: MSW to inform C.Coffey all supported idea and request letter be shared with LF, AR, MSW and LM before being issued. Letter should be sent to C.Cody by 19 March 2021.</p> <p>ACTION: C.Cody to send letter to Minister.</p>	<p>MSW</p> <p>C.Cody</p>
5	Welsh Government update	
	<p>C.Cody continuing to work closely with the other four nations health departments regarding parity.</p> <p>C.Cody notified the group of Northern Ireland's decision to pay widow payments for members of their scheme until they pass away and recognised that would cause distress to WIBSS beneficiaries.</p> <p>C.Cody is currently in process of briefing ministers and amending the Directions. She is hoping to notify WIBSS of revised rates by 1st April, subject to WG legal services availability, so the revised rates can be paid in April.</p>	
6	Risk Register	

	<p>AR went through the risk register, highlighting the “red risks”.</p> <p>With regard to the risk around a parity decision, she highlighted concern the risk of time scales and workload that would come after a decision is made and what it would mean for members of the WIBSS team.</p> <p>AR felt risks regarding parity and the IBI should diminish once a decision is taken and the IBI concludes.</p> <p>AR briefly went through red/amber risks on register.</p> <p>2 – HP taking lead role, still currently working on database to ensure it meets the needs of WIBSS. HP to give update next GGM July. HP to link with Ian Rose, NWSSP to draft a project plan.</p> <p>7 – Supporting beneficiaries. Questions around if we could be doing more to promote WIBSS as a service. Spoke about questionnaire and have had WIBSS leaflets printed that will be sent out to GP practices over the coming weeks.</p> <p>9 -Parity. Main issue at the moment, increasing risk due to lack of progress and frustration amongst beneficiaries. Once decision is made risk will reduce.</p> <p>11-Costing. Planning scenarios, awaiting decision and outcome of parity.</p> <p>12- IBI. No current requests from the IBI, but AR to meet with the Inquiry team in readiness for evidence session. It was recognised there could be a number of requests closer to the IBI that require a quick turnaround.</p> <p>14 – Budget completed awaiting confirmation from WG rerunning costs for 2021/22.</p> <p>15 – Responses to IBI. Same as Risk No. 12 high number of requests should reduce on completion of Inquiry.</p> <p>C.Cody praised the WIBSS team on how the scheme is being run.</p>	
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	Action - HP to link with Ian Rose, NWSSP to draft a project plan.	HP
7	Memorandum of understanding	
	<p>AR notified the group that she and MSW have drafted an MOU. She stated it is largely based on an MOU with WG re the running of the Welsh Risk Pool and that WG lawyers had reviewed a copy of that MOU and provided comments to John Evans of WG.</p> <p>AR invited LF to review the draft MOU to ensure it provides Velindre University NHS Trust with the required assurances.</p> <p>LF wanted to clarify a few points in the MOU and agreed to email AR.</p> <p>C.Cody agreed to contact John Evans for feedback on the MOU.to chase up with John and legal services.</p> <p>Action: LF to review MOU and provide feedback to AR/MSW in early April.</p> <p>Action: C.Cody to chase up with John Evans by end of March.</p>	<p>LF</p> <p>C.Cody</p>
8	Update Survey of Beneficiaries	
	<p>MSW updated group on WIBSS survey. MSW, HP and C.Coffey had met twice to discuss possible questions and are due to meet again this month to agree on final questions and format of survey.</p> <p>MSW contacted N.Ireland to ask for a copy of the consultation they had sent out to their beneficiaries.</p> <p>HP has sent draft questions to patient experience at Velindre to unify the style of the questions.</p> <p>All agreed group will need to see questionnaire before it is issued. C.Cody also wants seek views of WG colleagues before it is issued.</p> <p>AR questioned the timeframe we are aiming to get</p>	

	<p>the questionnaire out.</p> <p>MSW to have a draft by the end of March/beginning of April to send to group for comments. If agreed, survey to be issued in April for completion by middle of June. Initial feedback to be provided to July's meeting.</p> <p>ACTION: MSW to send all attendees draft copy of questionnaire.</p> <p>All discussed the name of questionnaire, C.Cody suggesting Customer experience feedback is best suited.</p>	MSW
9	Any other business	
	<p>Beneficiary representative at GGM – MSW raised the fact that currently there is no user/beneficiary representative currently on the group.</p> <p>All discussed options around seeking candidates. LF suggested possibly sending out a letter to get feedback of interest.</p> <p>C.Cody felt formal words would need to be put together explaining the role of the Governance Group and what the role of the representative would be.</p> <p>All felt more discussion was needed and it should put on the agenda for the next meeting in July.</p> <p>Clinical coding – MSW explained that WIBSS are currently seeking clinical coding advice when applicants to the scheme do not have any medical history to support applications made. MSW explained this is a lengthy process at the moment and needs chasing up when a request has been made. MSW believes a more formal approach is needed with accessing information from a clinical coder. MSW is attending a meeting next week to discuss putting KPIs and timescales in place.</p> <p>Action: MSW and Sarah Ferrier to meet with Neil Stevens, VCC IG to take this forward.</p>	MSW and SF
10	Date of Next Meeting	

	08 th July 2021	

DRAFT