**SCHEDULE OF MATTERS RESERVED TO THE JOINT COMMITTEE[[1]](#footnote-1)**

| **THE JOINT COMMITTEE** | | **AREA** | **DECISIONS RESERVED TO THE JOINT COMMITTEE** |
| --- | --- | --- | --- |
| 1 | FULL | GENERAL | The Joint Committee may determine any matter for which it has statutory or delegated authority, in accordance with EASC SOs |
| 2 | FULL | GENERAL | The Joint Committee must determine any matter that will be reserved to the whole Joint Committee. These are:   * Collaborative Commissioning Framework Agreement(s) * EAS Integrated Medium Term Plan |
| 3 | FULL | GENERAL | Approve the Joint Committee’s Governance Framework |
| 4 | FULL | OPERATING ARRANGEMENTS | Vary, amend and recommend for approval to the Boards of the Local Health Boards:     * EASC SOs ; * EASC SFIs; * Schedule of matters reserved to the Joint Committee; * Scheme of delegation to sub-Committees and others; and * Scheme of delegation to officers.   In accordance with any directions set by the Welsh Ministers. |
| 5 | FULL | OPERATING ARRANGEMENTS | Ratify any urgent decisions taken by the Chair and the Chief Ambulance Services Commissioner in accordance with EASC Standing Order requirements |
| 6 | NO – Nominated Audit and Risk Committee | OPERATING ARRANGEMENTS | Formal consideration of report of Committee Secretary on any non-compliance with EASC Standing Orders, making proposals to the Joint Committee on any action to be taken. |
| 7 | FULL | OPERATING ARRANGEMENTS | Receive report and proposals regarding any non-compliance with EASC Standing Orders, and where required ratify in public session any instances of failure to comply with EASC SOs |
| 8 | FULL | OPERATING ARRANGEMENTS | Approve the Joint Committee’s Values and Standards of Behaviour framework – CTMUHB Standards of Behaviour policy adopted |
| 9 | NO – Chair on behalf of Joint Committee/Vice-Chair on behalf of Joint Committee if Chair is declaring interest | ORGANISATION STRUCTURE & STAFFING | Require, receive and determine action in response to the declaration of Joint Committee members’ interests, in accordance with advice received, e.g. From Audit and Risk Committee or Committee Secretary |
| 10 | FULL | STRATEGY & PLANNING | Determine the long term strategic plan, for the development of emergency ambulance services and non-patient transport services in Wales, in conjunction with the Welsh Ministers. |
| 11 | FULL | STRATEGY & PLANNING | Approve the Joint Committee’s key strategies and programmes related to:   * Commissioning Plan and Population Health Needs Assessment * The development and delivery of emergency ambulance and non-emergency patient Transportservices for the population of Wales * Improving quality and patient safety outcomes * Workforce and Organisational Development   Infrastructure, including IM &T, Estates and Capital (including major capital investment and disposal plans) |
| 12 | FULL | STRATEGY & PLANNING | Approve the Joint Committee’s Integrated Medium Term Plan, including the balanced Medium Term Financial Plan |
| 13 | FULL | STRATEGY & PLANNING | Approve the Joint Committee’s budget and financial framework (including overall distribution of the financial allocation and unbudgeted expenditure) |
| 14 | FULL | OPERATING ARRANGEMENTS | Approve the Joint Committee’s framework and strategy for performance management. |
| 15 | FULL | STRATEGY & PLANNING | Approve the Joint Committee’s framework and strategy for risk and assurance. |
| 16 | FULL | OPERATING ARRANGEMENTS | Agree the arrangements for ensuring the adoption of standards of governance and performance (including the quality and safety of healthcare, and the patient experience) to be met by the Joint Committee, including standards/requirements determined by Welsh Government, regulators, professional bodies/others, e.g., National Institute for Health and Care Excellence (NICE) |
| 17 | FULL | OPERATING ARRANGEMENTS | Approve the introduction or discontinuance of any significant activity or operation. Any activity or operation shall be regarded as significant if the Joint Committee determines it so based upon its contribution/impact on the achievement of the Joint Committee’s aims, objectives and priorities |
| 18 | FULL | ORGANISATION STRUCTURE & STAFFING | Approve the appointment, appraisal, discipline and dismissal of officer member of the Joint Committee employed by the host Local Health board (Chief Ambulance Services Commissioner) in accordance with the provisions of the Regulations and in accordance with Ministerial Instructions. |
| 19 | FULL | ORGANISATION STRUCTURE & STAFFING | Approve the appointment, appraisal, discipline and dismissal of any other Joint Committee level appointments and other senior employees, in accordance with Ministerial Instructions e.g. the Committee Secretary. |
| 20 | FULL | ORGANISATION STRUCTURE & STAFFING | Consider and approve redundancy and Early Release Applications, noting that where the settlement is £50,000 or above subsequent agreement of Welsh Government is required. |
| 21 | FULL | ORGANISATION STRUCTURE & STAFFING | Appoint, [arrange the] review, revise and dismiss Joint Committee sub-groups, including any joint sub-groups directly accountable to the Joint Committee |
| 22 | FULL | ORGANISATION STRUCTURE & STAFFING | Appoint, equip, review and (where appropriate) dismiss the Chair and members of any Joint Committee sub-groups, or Group set up by the Joint Committee |
| 23 | FULL | ORGANISATION STRUCTURE & STAFFING | Appoint, equip, review and (where appropriate) dismiss individuals appointed to represent the Joint Committee on outside bodies and groups |
| 24 | FULL | ORGANISATION STRUCTURE & STAFFING | Approve the standing orders and terms of reference and reporting arrangements of all Joint Committee sub-groups, and groups established by the Joint Committee |
| 25 | FULL – except where Chapter 6 specifies appropriate to delegate to Officers. | OPERATING ARRANGEMENTS | Approve individual cases for the write off of losses or making of  special payments above the limits of delegation to the Chief Ambulance Services Commissioner and officers |
| 26 | FULL | OPERATING ARRANGEMENTS | Approve proposals for action on litigation on behalf of the Joint Committee |
| 27 | FULL | STRATEGY & PLANNING | Approve individual contracts (other than NHS contracts) above the limit delegated to the Chief Ambulance Services Commissioner set out in the EASC SFIs |
| 28 | FULL | PERFORMANCE & ASSURANCE | Approve the Joint Committee’s audit and assurance arrangements |
| 29 | FULL | PERFORMANCE & ASSURANCE | Receive reports from the Joint Committee’s EAS Team on progress and performance in the delivery of the Joint Committee’s strategic aims, objectives and priorities and approve action required, including improvement plans |
| 30 | FULL | PERFORMANCE & ASSURANCE | Receive assurance reports from the Joint Committee sub-groups, groups and other internal sources on the Joint Committee’s performance and approve action required, including improvement plans |
| 31 | FULL | PERFORMANCE & ASSURANCE | Receive reports on the Joint Committee’s performance produced by external regulators and inspectors (including, e.g., WAO, HIW, etc.) that raise issue or concerns impacting on the Joint Committee’s ability to achieve its aims and objectives and approve action required, including improvement plans, taking account of the advice of Joint Committee sub-groups (as appropriate) |
| 32 | FULL | PERFORMANCE & ASSURANCE | Receive the annual opinion of the Joint Committee’s Chief Internal Auditor and approve action required, including improvement plans |
| 33 | FULL | PERFORMANCE & ASSURANCE | Receive the annual management report from the Joint Committee’s external auditor and approve action required, including improvement plans |
| 34 | FULL | PERFORMANCE & ASSURANCE | Receive assurance regarding the Joint Committee’s performance against the Health and Care Standards for Wales and the arrangements for approving required action, including improvement plans |
| 35 | FULL | REPORTING | Approve the Joint Committee’s Reporting Arrangements, including reports on activity and performance locally, to citizens, partners and stakeholders and nationally to the Welsh Government where required. |
| 36 | FULL | REPORTING | Receive, approve and ensure the publication of Joint Committee reports, including its Annual Report and annual financial accounts in accordance with directions and guidance issued. |

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| **ADDITIONAL AREAS OF RESPONSIBILITY DELEGATED TO CHAIR AND VICE-CHAIR** | | | |
| 34 | CHAIR |  | In accordance with statutory and Welsh Government requirements |
| 35 | VICE-CHAIR |  | In accordance with statutory and Welsh Government requirements |

# DELEGATION OF POWERS TO SUB-COMMITTEES AND OTHERS[[2]](#footnote-2)

EASC Standing Order 3 provides that the Joint Committee may delegate powers to sub-groups and others. In doing so, the Joint Committee has formally determined:

* the composition, terms of reference and reporting requirements in respect of any such sub-Groups; and
* the governance arrangements, terms and conditions and reporting requirements in respect of any delegation to others.

in accordance with any regulatory requirements and any directions set by the Welsh Ministers.

The Joint Committee has delegated a range of its powers to the following sub-Committees and others:

* Audit and Risk Committee (Cwm Taf Morgannwg University Health Board)
* Quality and Safety Committee (Cwm Taf Morgannwg University Health Board
* EASC Management Group
* Non-emergency patient transport services (NEPTS)
* Emergency medical retrieval and transfer services (EMRTS Cymru)

The scope of the powers delegated, together with the requirements set by the Joint Committee in relation to the exercise of those powers are as set out in i) sub-Group terms of reference, and ii) formal arrangements for the delegation of powers to others. Collectively, these documents form the Joint Committee’s Scheme of Delegation to Joint Committee Sub Groups.

# SCHEME OF DELEGATION TO EMERGENCY AMBULANCE SERVICES TEAM AND OFFICERS

The EASC SOs and EASC SFIs specify certain key responsibilities of the Chief Ambulance Services Commissioner, the Director of Finance (WHSSC/EASC) and other officers. The Chief Ambulance Services Commissioner’s Job Description sets out their specific responsibilities, and the individual job descriptions determined for other EAS Team level posts also define in detail the specific responsibilities assigned to those post holders.

These documents, set out in detail, together with the schedule of additional delegations below and the associated financial delegations set out in the EASC SFIs form the basis of the Joint Committee’s Scheme of Delegation to Officers.

|  |  |
| --- | --- |
| **DELEGATED MATTER** | **RESPONSIBLE OFFICER(S)** |
| WAST payments monthly | Chief Ambulance Services Commissioner (CASC) and Director of Finance |
| Information Governance arrangements | Committee Secretary (in line with CTMUHB as host LHB) |
| Management of concerns | Committee Secretary (in line with CTMUHB as host LHB) |
| Health and safety arrangements | Lead Director / Committee Secretary (in line with CTMUHB as host LHB) |
| Investigate any suspected cases of irregularity not related to fraud and corruption in accordance with Government directions | CASC / Chair EASC / Director of Finance/ Committee Secretary |
| Issuing tenders and post tender negotiations | CASC / Lead Director / Director of Finance |
| Legal Advice | Committee Secretary (in line with CTMUHB) |
| Action on litigation | Lead Director / Committee Secretary (in line with CTMUHB as host LHB) |
| Operation of detailed financial matters including bank accounts and banking procedures | Director of Finance (with host LHB Director of Finance) |
| Workforce | Committee Secretary (in line with CTMUHB as host LHB) |
| Public Consultation | CASC |
| Manage central reserves and contingencies | Director of Finance |
| Manage and control of stocks other than pharmacy stocks | Committee Secretary (in line with CTMUHB as host LHB) |
| Monitor and achievement of management cost targets | CASC |
| Recording of payments under the losses and compensation regulations | Director of Finance |

This scheme only relates to matters delegated by the Joint Committee to the Chief Ambulance Services Commissioner and other members of the EAS Team together with certain other specific matters referred to in EASC SFIs. In November 2016, the Joint Committee agreed to use the host body’s Standing Financial Instructions (Cwm Taf) and Scheme of Delegation.

Each member of the EAS Team is responsible for delegation within their department. They shall produce a scheme of delegation for matters within their department, which shall also set out how departmental budget and procedures for approval of expenditure are delegated (aligned to the arrangements of the host body).

# Annex 2

# KEY GUIDANCE, INSTRUCTIONS AND OTHER RELATED DOCUMENTS

**This Annex forms part of, and shall have effect as if incorporated in the EMERGENCY AMBULANCE Services Committee Standing Orders**

# Joint Committee framework

The Joint Committee’s governance and accountability framework comprises these EASC SOs, incorporating schedules of Powers reserved for the Joint Committee and Delegation to others, together with the following documents:

* ***EASC SFIs***
* ***Scheme of Delegation***
* ***Values and Standards of Behaviour Framework***
* ***Risk Register***
* ***Key policy documents***

agreed by the Joint Committee. These documents must be read in conjunction with the EASC SOs and will have the same effect as if the details within them were incorporated within the EASC SOs themselves.

These documents may be accessed by:

[***EASC Website***](http://www.wales.nhs.uk/easc/the-committee)<https://easc.nhs.wales/>

# NHS Wales framework

Full, up to date details of the guidance, instructions and other documents that together make up the framework of governance, accountability and assurance for the NHS in Wales are published on the NHS Wales Governance e-Manual which can be accessed at <https://nwssp.nhs.wales/all-wales-programmes/governance-e-manual/>. Directions or guidance on specific aspects of Joint Committee business are also issued electronically, usually under cover of a Welsh Health Circular.

# Annex 3

# JOINT COMMITTEE SUB-COMMITTEE ARRANGEMENTS

**This Annex forms part of, and shall have effect as if incorporated in the EMERGENCY AMBULANCE SERVICES COMMITTEE Standing Orders**

# Sub Groups

* EASC Management Group
* Non-Emergency Patient Transport Services (NEPTS)
* Emergency Medical Retrieval and Transfer Service (EMRTS Cymru)

**Terms of Reference**

|  |  |
| --- | --- |
| EASC Management Group |  |
| Non Emergency Patient Transport Services (NEPTS) |  |
| Emergency Medical Retrieval and Transfer Service (EMRTS Cymru) |  |
|  |  |

# Annex 4

# ADVISORY GROUPS AND EXPERT PANELS

# Terms of Reference and Operating Arrangements

**This Annex forms part of, and shall have effect as if incorporated in the Emergency Ambulance Services Committee Standing Orders**

Terms of Reference to be included when available. No advisory groups or expert panels are in place (2021).

1. Any decision to reserve a matter, and the manner in which that retained responsibility is carried out will be in accordance with any regulatory and/or Assembly Government requirements. [↑](#footnote-ref-1)
2. As defined in Standing Orders [↑](#footnote-ref-2)