

**HEALTH AND SOCIAL SERVICES GROUP  
WELSH GOVERNMENT  
JOINT EXECUTIVE TEAM (JET) MEETINGS  
TERMS OF REFERENCE**

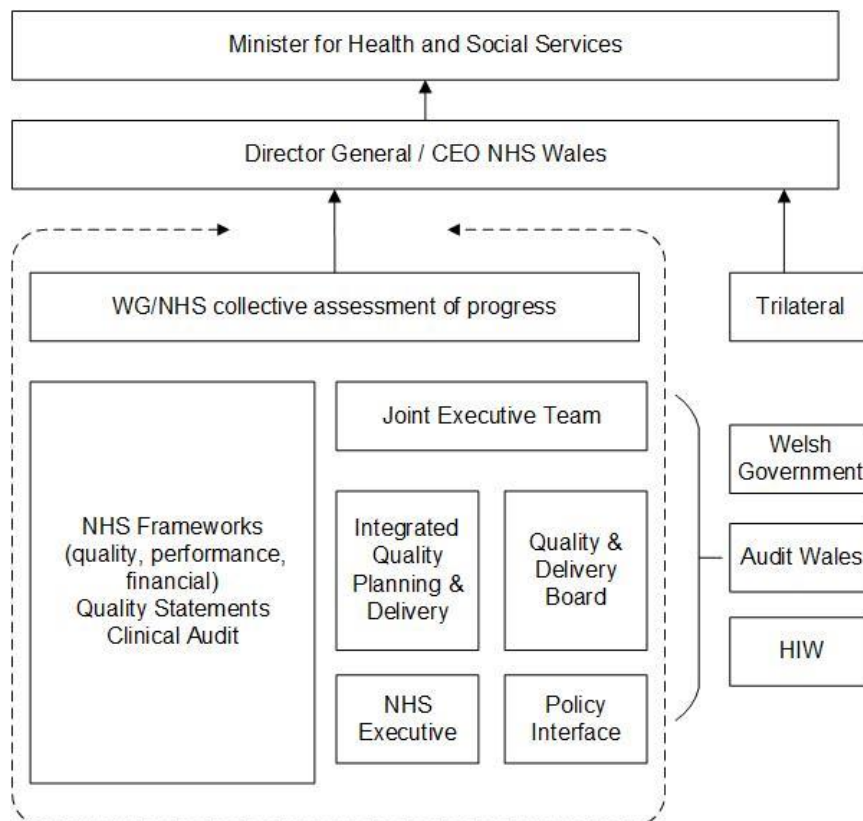
August 2023



Llywodraeth Cymru  
Welsh Government

**Background**

1. The NHS Wales Oversight, Assurance, Escalation and Intervention Framework (the Framework) sets out the Welsh Government's approach for gaining assurance from NHS Wales organisations; and the approach to escalation and intervention where there are matters of concern that need to be addressed.
2. It provides the parameters of how Welsh Government Health and Social Services Group (HSSG) will work with NHS Wales.
3. The NHS Wales planning framework sets out the Ministerial priorities and key deliverables which provide a focus in the oversight process and closely align to the assessment of organisations. The HSSG within the Welsh Government leads on the oversight of NHS Wales organisations with support from the NHS Wales Executive as follows:



## **Role and purpose**

4. The JET meeting is part of the suite of Governance meetings and activity by Welsh Government in relation to monitoring and oversight of NHS Wales.
5. The meetings bring together the Executive Director Team of the Welsh Government and the Executive Director Team of each NHS organisation at both mid-year and end of year points. Each organisation is required to evidence their progress and achievement of commitments set out in their Integrated Medium-Term Plan (IMTP) or annual plan.
6. The meetings also afford the Welsh Government the opportunity to scrutinise quality, planning, delivery and performance including assessment of the overall performance of the organisation against national requirements, its plan and any accountability conditions.
7. Act as a formal checkpoint for the NHS Wales Chief Executive and the Welsh Government Executive Team to hold Chief Executives and their Executive Director teams to account for the performance, operation, governance and function of their organisation.
8. JET meetings support the formal reporting mechanism within the NHS Planning framework, providing two meetings to allow scrutiny of the mid year and end year position.

## **Membership**

9. The JET will comprise members from the senior team of the Welsh Government's Health and Social Services Group, the Chief Executive and Executive Director Team of the Health Board, Trust or Special Health Authority

## **Meetings**

10. JET meetings will take place twice a year (April / May - Year-end and forthcoming year delivery; October / November - 'Mid-point' update).
11. Meetings will be via Microsoft Teams. The duration of meetings will generally not exceed two hours.
12. Agenda will be circulated at least three weeks prior to the meeting. Health boards are requested to provide slides ten days in advance of the meeting.
13. Papers will be circulated electronically prior to and post meetings.
14. Secretariat will be provided by Welsh Government.

## Reporting Arrangements

15. Following the meeting, a letter will be sent from the Chief Executive NHS Wales to the Chief Executive of the NHS body outlining the key discussion points and any actions from the meeting.

## Review

16. These terms of reference will be reviewed every two years.

## Rendition Control

Created	Signed off	Updated	Approved by	Review date
August 2023		n/a		August 2025