

Background

1. The Health, Care and Prevention Group (HCP) within the Welsh Government leads on the accountability and oversight of NHS Wales organisations as follows:

Role and Purpose

2. The Accountability and Oversight meetings are part of the suite of governance meetings and activity by Welsh Government in relation to monitoring and oversight of NHS Wales.
3. The purpose of the Accountability and Oversight meetings are to ensure through written evidence, together with softer intelligence gathered during the meetings, that Welsh Government has a holistic picture of the organisation at any given point in time.
4. These meetings will enable colleagues from across HCP to engage on a regular basis with the NHS organisations in Wales to discuss, challenge and assess their ability to deliver services within the policy guidance and statutory obligations set by Welsh Government.
5. The meetings will seek to cover a range of disciplines, quality services, key performance indicators, planning, workforce, and finance. This list is not exhaustive and the agendas for reviews will vary, either taking a thematic approach (to enable a greater depth of discussion on certain topics) or to cover urgent and immediate issues.
6. The meetings will be used to assess performance, consider the overall quality and safety of the services provided by NWSSP and to undertake deep dives on specific topics.
7. The meetings will not cut across the accountability of Velindre University NHS Trust as the host organisation but will form part of HCP's oversight and accountability arrangements, particularly for any services commissioned directly by HCP.

Membership

8. Attendance at the Accountability and Oversight meetings will include members from the Welsh Government's Health, Care and Prevention Group and the appropriate representation from NWSSP.
9. The meetings will be chaired by either the Director of Strategic Planning, or their nominated representative.
10. Members of the Accountability and Oversight meeting will consist of the following:
 - Welsh Government planning and performance, finance, workforce, quality and appropriate policy leads to cover agreed agenda items.
 - Leads representatives from NWSSP i.e. Directors or their nominated representatives
 - NHS P&I and other partner organisation representatives as required – flexibility against the agenda items will determine attendance.

Meetings

11. Accountability and Oversight meetings are scheduled quarterly and will be via Microsoft Teams. The duration of meetings will generally not exceed two hours.

12. The agenda will be circulated at least two weeks prior to the meetings. Papers will be inserted into the calendar invite before the meeting and circulated to the group via e-mail.

13. NHS organisations are asked to provide slides five days in advance of the meetings.

Secretariat will be provided by Welsh Government.

Reporting Arrangements

14. Following the meeting, minutes and actions will be circulated within approximately 10 working days following the meeting. Key issues may be escalated as appropriate.

Review

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

Version	Created/Updated:	Created/Updated by:	Changes	Approved by
1.0	26/08/2026	redacted s40 (2)		
1.1				
1.2				