



**PWYLLGOR DIWYLLIANT, POBL A DATBLYGU SEFYDLIADOL
PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	19 August 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Welsh Health Circulars
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lisa Gostling, Director of Workforce and Organisational Development (OD) Jill Paterson, Director of Primary Care, Community and Long Term Care
SWYDDOG ADRODD: REPORTING OFFICER:	Debbie Stone, Assurance and Risk Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report to the People, Organisational Development & Culture Committee (PODCC) includes an update on progress in relation to the implementation of Welsh Health Circulars (WHCs), which come under its remit. PODCC is asked to gain assurance from the lead Executive Director or Supporting Officer on the management of WHCs within their area of responsibility, particularly in respect of understanding when the WHC will be delivered, any barriers to delivery, impacts of non/late delivery and assurance that the risks associated with these are being managed effectively.

Cefndir / Background

WHCs provide a streamlined, transparent and traceable method of communication between the NHS Wales and NHS organisations relating to different areas such as estates, finance, governance, health professional letters, information governance, quality and safety, legislation, planning, performance & delivery, policy, public health, research, science, and workforce.

WHCs were reintroduced in October 2014 to replace the previous system of Ministerial Letters. This process was approved by the Minister for Health and Social Services and designed following advice from audit services, in agreement with the Local Health Board and NHS Trust Board Secretaries. The new arrangement was intended to provide a streamlined, transparent and traceable method of communication. WHCs are published on the Welsh Government website and on [HOWIS](#) (the official website of NHS Wales).

At its Public Board meeting on 27th July 2017, Hywel Dda University Health Board (HDdUHB) requested that WHCs which have not been implemented by the stated timescales should be closely monitored by its Committee structure, in order that assurance could be gained on the

compliance and delivery of the outstanding WHC, as well as an understanding of the impacts resulting from late/non-delivery.

This is the first report to the PODCC following its establishment on 1st August 2021 and the dis-establishment of the People, Planning and Performance Assurance Committee (PPPAC).

Asesiad / Assessment

WHCs under the remit of PODCC

The information below indicates the WHCs currently monitored at PODCC which have a RAG rated status of **red** (i.e. have not been implemented within stated timescales), **amber** (i.e. have not been implemented or there is no compliance date stated, however are in progress) and **green** (implemented). WHCs are included in the bi-monthly reports distributed to services by the Assurance and Risk Team.

WHCs which have not been implemented within stated timescales (**Red** RAG status).

There are currently no red RAG status WHCs under the remit of PODCC.

WHCs which have not been implemented nonetheless are on schedule or have no compliance date stated on WHC (**Amber** RAG status).

There are currently no amber RAG status WHCs under the remit of PODCC.

WHCs that have been implemented (**Green** RAG status) since the last WHC report to the previous PPPAC in April 2021.

Appendix 1 outlines the one completed report that falls under the remit of PODCC as below.

WHC Ref	Name of WHC	Date Issued	Lead Executive/Director
015-21	NHS Pay Bonus for Primary Care	28/05/2021	Director of Workforce and OD

The Director of Primary Care, Community & Long Term Care confirmed that this WHC is completed. Practices were provided with clear instructions from Welsh Government as to what form to complete and then send to Shared Services. It is a responsibility for each Practice to action. There is no further action on this for HDdUHB.

(Whilst the WHC is assigned to Executive Lead for Workforce and Organisational Development, it has a direct link to Primary Care and therefore the update has been provided by the Director of Primary Care, Community and Long Term Care).

Argymhelliad / Recommendation

The People, Organisational Development & Culture Committee is asked to take assurance from the report that the assigned Welsh Health Circular is implemented and agree closure.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.1 To provide assurance to the Board on compliance with legislation, guidance and best practice around the workforce and OD agenda, learning from work undertaken nationally and internationally, ensuring Hywel Dda University Health Board (HDdUHB) is recognised as a leader in this field. Seek assurances on the requirements arising from HDdUHB's regulators, WG and professional bodies (PO 3B).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Risks to delivery of WHC's should be identified on directorate/service risk registers.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	All Health & Care Standards Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Relevant Welsh Health Circulars
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	Not applicable

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Dependent on individual WHC
Ansawdd / Gofal Claf: Quality / Patient Care:	Dependent on individual WHC

Gweithlu: Workforce:	Dependent on individual WHC
Risg: Risk:	Dependent on individual WHC
Cyfreithiol: Legal:	Dependent on individual WHC
Enw Da: Reputational:	Dependent on individual WHC
Gyfrinachedd: Privacy:	Dependent on individual WHC
Cydraddoldeb: Equality:	Dependent on individual WHC

WHC No	Name of WHC	Date Issued	Overarching Actions Required	Lead Executive	Supporting Officer	Date of Expiry / Review	Action required from	Status RAG / R - behind schedule / A - on schedule / G - Completed	Progress update
015-21	NHS Pay Bonus for Primary Care	28/05/2021	Broadly speaking, primary care staff (including locums) that provided primary care services for the purposes of the national health services in Wales during the period 17 March 2020 to 28 February 2021 and meet the eligibility criteria in The Primary Care (NHS Covid-19 Bonus Payment Scheme) Directions 2021 (the "Directions") are, subject to the terms of those Directions, included in the NHS Covid-19 bonus payment scheme to reflect their fundamental role during the coronavirus pandemic.	Director of Workforce and OD	N/A	30/09/2022	All Health Boards, to cascade to all Primary Care Providers	green	Director of PC<C confirmed that this recommendation is completed. Practices were provided with clear instructions from WG as to what form to complete and send to Shared Services. There is no further action for the Health Board to take in respect of this WHC as it is the responsibility for each Practice to action and Shared Services to process on behalf of Health Boards.