



**PWYLLGOR CYNLLUNIO POBL A SICRWYDD PERFFORMIAD
PEOPLE PLANNING AND PERFORMANCE ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	27 April 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Welsh Health Circulars (WHC)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Claire Bird, 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, Planning and Performance Assurance Committee (PPPAC) includes an update on progress in relation to the implementation of Welsh Health Circulars (WHCs), which come under its remit. PPPAC 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.

Asesiad / Assessment

Attached at Appendix 1 is an update provided by each Supporting Officer in respect of the WHCs that fall under the remit of PPPAC. WHCs are included in the bi-monthly reports distributed to services by the Assurance and Risk Team.

WHCs under the remit of PPPAC

The information below indicates the WHCs currently monitored at PPPAC which have a RAG rated status of **red** (i.e. have not been implemented within stated timescales) and **amber** (i.e. have not been implemented or there is no compliance date stated, however are in progress).

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

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

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

WHC Ref	Name of WHC	Date Issued	Lead Executive/ Director
007-15	Update on the All Wales position of the EDCIMS (Emergency Department Clinical Information Management System)	30/03/2015	Director of Finance

Currently the system is not fit for purpose and has not passed its final testing phase prior to going "live" within the pilot Health Boards. However, this does not mean that HDdUHB is not required to begin to draft a business case for the possibility of taking the product in the future. COVID-19 has affected the progression nationally, and the development of the business case remains paused as it is not considered a priority for Digital Bronze Group.

003-20	Value Based Health Care Programme – Data Requirements	04/03/2020	Director of Finance
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The NHS Wales Informatics Service (NWIS) response is added to the development list and considered by a Change Advisory Board for approval to be placed into the formal development cycle and then assigned a release. Much of the work for Patient Reported Outcome Measures (PROMs) has already been included within the releases to the Welsh Clinical Portal (WCP) and Welsh Patient Administration System (Welsh PAS). Work is ongoing at a national level by NWIS to develop the data requirements for the Value Based Health Care Programme through the Data Standards workstream. HDdUHB has not received a timescale on when this will be delivered.

WHCs closed on the WHC log since the last WHC report to PPPAC in August 2020:

WHC Ref	Name of WHC	Date Issued	Lead Executive/ Director
019-20	Expectations for the NHS Health Boards and Trusts to ensure the health and wellbeing of the workforce during the Covid-19 pandemic	30/10/2020	Director of Workforce & OD

The Assistant Director of Organisation Development confirmed this WHC has been implemented. Consultant Clinical Psychologist advised of the promotion of a full set of wellbeing resources to staff.

001-21	Suspected cancer pathway: guidelines	14/01/2021	Director of Operations
This guidance has been disseminated to all relevant clinicians and Service Managers across HDdUHB. The guidance is now being adhered to within Cancer Services.			
003-21	Senedd Elections 2021	10/03/2021	Board Secretary
Communications to relevant stakeholders have been circulated, and it is noted that this WHC is generic for all civil servants. An NHS specific WHC in relation to the Senedd Election has also been issued and actioned.			
006-21	Senedd Elections 2021 - Guidance for NHS Wales	11/03/2021	Board Secretary
Communications to relevant stakeholders have been distributed.			
022-20	NHS WALES ANNUAL PLANNING FRAMEWORK 2021-22	14/12/2020	Director of Finance
The Board agreed the draft Annual Recovery Plan 2021/22 for onward submission to Welsh Government, with the final Plan to be approved by Board in June 2021.			

Argymhelliad / Recommendation

PPPAC is asked to:

- Gain assurance, or otherwise, 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.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.7 Provide support to the Board in its role of scrutinising performance and assurance on overall performance and delivery against Health Board plans and objectives, including delivery of key targets, giving early warning on potential performance issues and making recommendations for action to continuously improve the performance of the organisation and, as required, focus in detail on specific issues where performance is showing deterioration or there are issues of concern.
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 2019-20	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 Cynllunio Pobl a Sicrwydd Perfformiad: Parties / Committees consulted prior to People Planning and Performance Assurance 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	Action required by	R - behind schedule / A - on schedule / G	Progress update
007_15	Update on the All Wales position of the EDCIMS (Emergency Department Clinical Information Management System)	30.03.2015	To reiterate the position of the Minister for Health and Social Services concerning the 'Once for Wales' Implementation of the Emergency Department Clinical Information System (EDCIMS) national programme.	Director of Finance	Anthony Tracey	Ongoing	Not provided	Not provided	Amber	Currently the system is not fit for purpose and has not passed its final testing phase before going into live operation with the pilot Health Boards. However, this doesn't mean that the HDdUHB are not required to begin to draft a business case for the possibility of taking the product in the future. COVID-19 has affected the progression nationally, and the development of the business case remains paused as it is considered not a priority for Digital Bronze.
003-20	Value Based Health Care Programme – Data Requirements	04.03.2020	NHS Wales health boards and trusts are required to: <ul style="list-style-type: none"> • On an ongoing basis: Continue to submit data to UK-wide clinical audit and outcome reviews and national PROMs platforms; • During 2020: Work with NWIS to enable the flow of audit and PROMs data into NWIS for the purposes of creating visualisations and dashboards for Value Based Health Care approaches. 	Director of Finance	Sarah Brain	03.03.2022	N/A	Immediately	Amber	The NHS Wales Informatics Service (NWIS) response is added to the development list and considered by a Change Advisory Board for approval to be placed into the formal development cycle and then assigned a release. Much of the work for Patient Reported Outcome Measures (PROMs) has already been included within the releases to the Welsh Clinical Portal (WCP) and Welsh Patient Administration System (WelshPAS). Work is ongoing at a national level by NWIS to develop the data requirements for the Value Based Health Care Programme through the Data Standards workstream. HDdUHB has not received a timescale as to when this will be delivered.