

4.3

Monitoring of Welsh Health Circulars (WHCs)

Presenter: Huw Thomas

PPPAC WHC report August 2020 FINAL

Copy of Appendix 1 - WHC log



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	27 August 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Welsh Health Circulars (WHC)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Karen Miles, Executive Director of Planning, Performance & Commissioning
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 updates 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. The Health Professional Letter category (formerly Chief Medical Officer (CMO) letters, etc) will continue to be published on the CMO website.

At its meeting on 27th July 2017, the HDdUHB Board 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. Lead Executives/Directors have sight of these updates via their monthly audit tracker report, and are monitored via the Executive Performance Reviews (operational service delivery teams only) or via Executive Team (Corporate Directorates only).

WHCs under the remit of PPPAC

The tables below list the WHCs currently monitored at PPPAC which have a RAG rated status of **red** (i.e. not been implemented within stated timescales) and **amber** (i.e. not been implemented or 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)	12/12/2015	Director of Planning, Performance and Commissioning
Until formal notification from NHS Wales Informatics Service (NWIS) is received that the system is fit for purpose, HDdUHB are unable to implement. The Assistant Director of Informatics met with NWIS in October 2019 to discuss the possible arrangements for entering into a formal contractual arrangement to implement the system. These discussions are still on-going, and any decision will require a business justification case due to the increased revenue for taking the system. COVID-19 has affected the progression nationally, and therefore development of the business was paused as it was not considered to be a priority by the Digital Bronze Group. This decision will be reviewed in December 2020, to ascertain whether the redrafting of the business case should continue.			
003-20	Value Based Health Care Programme – Data Requirements	03/04/2020	Director of Planning, Performance and Commissioning
NWIS Information Standards team have made requests to the Medical Directors of each Health Board asking for permission to make a formal request to the National Joint Registry (NJR) Audit asking to release the data to NWIS for use with the Value Based Health Care Programme which will in turn be available to the Health Boards. The request is added to a 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 Proms, has already been included within the releases to Welsh Clinical Portal (WCP) and Welsh Patient Administration System (WPAS), and further releases are due by December 2020.			

WHCs closed on the WHC log since the last WHC report to the Business, Planning & Performance Assurance Committee (BPPAC) in February 2020:

WHC Ref	Name of WHC	Date Issued	Lead Executive/ Director
053-15	Introduction of SNOMED CT as an Information Standard in NHS Wales).	12/12/2015	Director of Planning, Performance and Commissioning
SNOMED CT has now been signed off as an Information Standard in NHS Wales, and its functionality will be incorporated into appropriate future applications developed by NWIS.			
027-17	Clinical Musculoskeletal Assessment Treatment Service (CMATS)	12/09/2017	Director of Operations
HDdUHB has a well established CMAT service across all localities and is compliant with the guidance in the WHC/2017/27, including supporting the aims and objectives outlined. HDdUHB reports performance quarterly to Welsh Government and the National Planned Care Board. The service complies with the metrics including waiting times not exceeding 6 weeks. The final step in meeting full compliance with the WHC was the implementation of electronic referral system. This went live in January 2020. It allows electronic referral management, triage and timely communication.			
049-15	Operational Standards for Use of the NHS Number	06/11/2015	Director of Planning, Performance and Commissioning
The NHS number now appears in all of the main IT systems locally and nationally across the Health Board and correspondence across their outputs. This WHC will be mandatory for any further/future systems procured locally.			
010-18	Car parking management – guidance for NHS Wales	05/04/2018	Director of Operations
<p>All of the actions required for us to be compliant with this WHC have now been implemented, specifically:</p> <ul style="list-style-type: none"> - The completion of the travel plans; - Introduction of the extended park and ride; - Introduction of the central car parking information resource for staff and patients. <p>The above were the key areas that were still outstanding. Our primary focus now will be on delivering against the car park improvement strategy to make parking easier whilst remaining compliant with the WHC.</p>			
029-19	NHS Wales Planning Framework 2020-23	20/09/2019	Director of Planning, Performance and Commissioning
Board approved and submitted a 3 year plan at the end of March 2020.			
030-19	National Integrated Medium Term Plan (IMTP) – An All Wales Review of NHS IMTPs for 2019-22	20/09/2019	Director of Planning, Performance and Commissioning
Board approved and submitted a 3 year plan at the end of March 2020.			
<u>Argymhelliad / Recommendation</u>			
<p>PPPAC is asked to:</p> <ul style="list-style-type: none"> - 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:	4.7 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 2019-19	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Relevant Welsh Health Circulars
Rhestr Termiau: Glossary of Terms:	Contained within 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	Date of Expiry / Review	Action required from	Action required by	R - behind schedule / A - on schedule / G
007_15	Update on the All Wales position of the EDCIMS (Emergency Department Clinical Information Management System)	3/30/2015	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 Planning, Performance & Commissioning	Ongoing	Not provided	Not provided	Amber
003-20	Value Based Health Care Programme – Data Requirements	3/4/2020	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 Planning, Performance & Commissioning	3/3/2022	N/A	Immediately	Amber

Assurance reporting	Comments
PPPAC	<p>Until formal notification from NWIS is received that the system is fit for purpose, the Health Board are unable to implement. The Assistant Director of Informatics has met NWIS (Oct 2019) to discuss the possible arrangements for entering into a formal contractual arrangement to implement the system. These discussions are still on-going, and any decision will require a business justification case due to the increased revenue for taking the system.</p> <p>Update May 2020: - EDCIMS (Emergency Department Clinical Information Management System) – no progress on this during this COVID period. EDCIMS has not been identified as a priority by the Digital Bronze group.</p>
PPPAC	<p>NWIS Information Standards team have made requests to the Medical Directors of each Health Board asking for permission to make a formal request to the NJR Audit asking to release the data to NWIS for use with the Value Based Health Care Programme which will in turn be available to the Health Boards.</p>