



PWYLLGOR DATBLYGU STRATEGOL A CHYFLENWI GWEITHREDOL
STRATEGIC DEVELOPMENT AND OPERATIONAL DELIVERY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	29 February 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Monitoring of Welsh Health Circulars (WHCs)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Dr Ardiana Gjini, Director of Public Health
SWYDDOG ADRODD: REPORTING OFFICER:	Rachel Williams, Head of Assurance and Risk

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 Strategic Development and Operational Delivery Committee (SDODC) includes updates on progress in relation to the implementation of Welsh Health Circulars (WHCs), which come under the remit of SDODC and its Sub-Committee structure. The Committee is requested to receive 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 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 and delivery, policy, public health, research, science, and workforce. WHCs are published on the [Welsh Government website](#).

The Board has requested that WHCs that have not been implemented by the stated timescales should be closely monitored by its committee structure, in order to provide assurance on the compliance and delivery of the outstanding WHC, in addition to an understanding of the impacts resulting from late/non-delivery.

Asesiad / Assessment

WHCs are not always clear in terms of implementation timescales, a result of which previously these were reported as Amber (ie on schedule). The Assurance and Risk Team have been seeking updates from leads on these WHCs to determine the planned date for implementation by the Health Board where a specific date is not provided in the guidance itself. The following BRAG status is now applied to WHCs:

- **Red** = behind schedule to the timescale provided by the Lead officer, or a plan (with date for implementation) is not yet in place
- **Amber** = a plan is in place and on schedule to be completed by the timescale provided by the Lead Officer
- **Green** = completed
- **Blue** = External i.e., the means to achieve compliance is currently outside the gift of the Health Board

An update from each Supporting Officer, in respect of the WHCs that fall under the remit of SDODC, is attached at Appendix 1.

The following WHCs which have been received and confirmed as having a plan in place and being on schedule to be completed by the timescale provided (Amber** RAG status):-**

WHC Ref	Name of WHC	Date Issued	Lead Executive /Director	Progress Update	Health Board Completion Date
044-23	Influenza (flu) Vaccination Programme deployment 'mop up' 2023- 2024	11/12/23	Director of Public Health	The Interim Assistant Director of Public Health confirmed that a plan is in place and actions are currently being taken to implement this WHC.	Mar-24
047-23	Influenza Vaccines and Eligible Cohorts for the 2024/25 season	21/12/23	Director of Public Health	The Immunisation and Vaccination service will be working through the planning assumptions towards our plan from now until its implementation scheduled for April 2024.	Mar-24
008-24	Vaccination Against Measles - Urgent Action (online link not yet available)	02/02/24	Director of Public Health	WHC received on 2 February 2024, and a progress update has been requested from the service.	Jul-24

WHCs which have been completed this financial year (Green** RAG status)**

WHC Ref	Name of WHC	Date Issued	Lead Executive/ Director	Progress Update
037-23	Patient Testing Framework for Autumn / Winter 23	26/09/23	Director of Public Health	Implemented in September 2023 - A staff bulletin was issued by the Director of Public Health week beginning 18 September 2023 alongside a letter to all medical colleagues around patient testing. Guidance was sought to ensure

				no changes were imminent to the framework. This WHC confirms no changes.
043-23	Vaccination of Healthcare Staff to Protect Against Measles	14/12/23	Director of Public Health	Action completed by 31st January 2024 and reported to WG on percentage of staff requiring measles vaccination in high risk areas. Work will continue to broaden scope of risk of assessing all staff needs and delivery of immunisations required.

Argymhelliad / Recommendation

The Committee is requested to:

- **RECEIVE 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; and
- **NOTE** the increased frequency of reporting on WHCs to three times a year to ensure appropriate oversight and monitoring of the progress of their implementation.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	To seek assurance on the management of Welsh Health Circulars allocated to the Committee and provide assurance to the Board that WHCs are being managed and monitored effectively, reporting any areas of significant concern eg barriers to delivery, impacts of non/late delivery.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable.
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable

Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Underpinning WHC actions on the WHC Tracker from across HDdUHB's services reviewed by the lead Executive/Director or Supporting Officer.
Rhestr Termiau: Glossary of Terms:	N/A
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Datblygu Strategol a Chyflenwi Gweithredol: Parties / Committees consulted prior to Strategic Development and Operational Delivery Committee:	Relevant Lead Executives/Lead Directors or Supporting Officers.

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impacts from report however organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
Ansawdd / Gofal Claf: Quality / Patient Care:	No direct impacts from report however organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
Gweithlu: Workforce:	No direct impacts from report however organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
Risg: Risk:	No direct impacts from report however organisations are expected to have effective audit and assurance mechanisms in place, along with risk management systems in place for any associated risks.

Cyfreithiol: Legal:	No direct impacts from report.
Enw Da: Reputational:	Poor management of WHCs can lead to loss of stakeholder confidence. Organisations are expected to have effective monitoring systems in place and take steps to ensure actions are delivered effectively.
Gyfrinachedd: Privacy:	No direct impacts from report.
Cydraddoldeb: Equality:	No direct impacts from report however each action is outlined in description of overarching actions required.

WHC No	Year	Name of WHC	Link to WHC	Date Issued	Status	Category	Overarching Actions Required	Lead Director	Lead Officer	Date of Expiry / Review	Action required from	Action required by	Status RAG / R - behind schedule / A - on schedule / G - Completed	Assurance reporting	Progress update	Lead Service / Directorate	UHB implementation date	Datix risk reference	Additional resources required
037-23	2023	Patient Testing Framework for Autumn / Winter 23	https://www.gov.wales/patient-testing-framework-autumnwinter-2023-whc2023037	26.09.2023	Action	Public Health	The patient testing framework sets out national guidance for testing, including for individuals on admission to hospital and care homes. The guidance is based on the best scientific, public health and expert evidence available but also recognises the importance for local decisions to be made about where or when testing may need to be increased or decreased depending on nosocomial rates, community transmission rates, or vulnerability of patients.	Director of Public Health	Megan Harris	des-23	All Health Boards, NHS Trusts	Immediate	Green	SDODC	Completed - a staff bulletin was issued by the Director of Public Health w/b 18/09/2023 for all staff alongside a letter to all medical colleagues around patient testing. We had sought guidance to ensure no changes were imminent to the framework. This WHC confirms no changes.	Public Health	N/A	N/A	N/A
044-23	2023	Influenza (flu) Vaccination Programme deployment 'mop up' 2023- 2024	https://www.gov.wales/change-influenza-flu-vaccination-programme-2023-2024-whc2023044.html	11.12.2023	Action	Public Health	WG are asking health boards to support Primary Care services with targeted flu 'mop up' work from January 2024. This action aims to maximise uptake in all adult groups, particularly those in a clinical risk group.	Director of Public Health	Lynne Edwards	N/A	WG would like health boards to engage directly with the 25% of GP practices which currently have the lowest flu vaccine uptake in their areas, to support them in every way possible to offer vaccination to their eligible patient cohorts.	Not provided	Amber	SDODC	The Interim Assistant Director of Public Health confirmed that a plan is in place and actions are currently being taken to implement this WHC.	Public Health	mar-24	N/A	N/A
047-23	2023	Influenza Vaccines and Eligible Cohorts for the 2024/25 season	https://www.gov.wales/influenza-vaccines-and-eligible-cohorts-2024-2025-season-whc2023047	21.12.2023	Compliance/Action	Public Health	This information is being issued at this time to enable plans for the delivery of next year's flu vaccination programme to be put in place. A well-planned and executed programme which results in the timely delivery of vaccination is vital to ensuring the eligible population is protected before flu activity starts to increase during the winter months.	Director of Public Health	Director of Public Health	N/A	Chief Executives, Health Boards/Trusts Immunisation Leads, Health Boards/Trusts Immunisation Coordinators, Health Boards Vaccination Operational Leads	N/A	Amber	SDODC	The Immunisation and Vaccination service will be working through the planning assumptions towards our plan from now until implementation at beginning of April 2024	Public Health	mar-24	N/A	N/A
008-24	2024	Vaccination Against Measles - Urgent Action	Not yet available	02.02.2024	Action/Compliance	Public Health	Given the scale and immediacy of the threat posed by a serious measles outbreak here in Wales, WG are requesting that further urgent and more co-ordinated action is taken to mitigate the risk. Health Boards are directed to undertake an urgent 6-month uptake improvement plan to ensure: - By 31st July 2024 , every school in Wales with 50 pupils or more on roll has 90% of its pupils recorded as having received two doses of MMR for pupils of reception age and above. - Where this has not been achieved, the Health Board will be required to document the reasons why it hasn't been possible and set out further steps which will be taken to achieve it. Health Boards to focus first on the schools with the lowest uptake. If staff are un/under vaccinated or are unsure of their immunity status in a school where vaccination catch-up activity is being undertaken, the MMR vaccine can also be offered to adults. WG is aware that this call to action will lead to an increased number of parents contacting GPs to check their child's vaccination status and to request vaccination and thanks them for their support. WG have requested that Health Boards prepare for a potential measles outbreak.	Director of Public Health	TBC	N/A	Chief Executives, Health Boards/Trusts Medical Directors, Health Boards/Trusts Directors of Primary Care, Health Boards/Trusts Nurse Executive Directors, Health Boards/Trusts Chief Pharmacists, Health Boards/Trusts Directors of Public Health, Health Boards/Trusts Directors of Workforce and Organisational Development, Health Boards/Trusts	31.07.2024	Amber	SDODC	Progress update requested from the service on 2nd February 2024.	Public Health	31.07.2024	TBC	TBC