



**CYFARFOD BWRDD PRIFYSGOL IECHYD  
STRATEGIC DEVELOPMENT AND OPERATIONAL DELIVERY COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	31 October 2024
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Monitoring of Welsh Health Circulars (WHCs)
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Dr Ardiana Gjini, Director of Public Health
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	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, 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

Where WHCs are not clear in terms of implementation timescales, leads are requested to provide the planned date for implementation by the Health Board. The following RAG status is applied to WHCs, and monitored via the Audit Management and Tracking (AMaT) system:

- **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 ie, 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 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
028-24	<a href="#">The National Influenza Immunisation Programme 2024-25</a>	12/06/24	Director of Public Health	The WHC has been shared with all key team members and planning has commenced for Autumn Programme 2024/25. The Health Board implementation date has been agreed for the end of December 2024 which covers the delivery timescale, as programme delivery commences in September 2024.	December 2024

WHCs which have been completed (**Green** RAG status)

WHC Ref	Name of WHC	Date Issued	Lead Executive/ Director	Progress Update
043-23	<a href="#">Vaccination of Healthcare Staff to Protect Against Measles – FOLLOW UP</a>  <i>(link to follow up WHC not available online)</i>	18 March 2024	Director of Public Health	The WHC has been implemented with programme now moving into a sustained immunisation offer to all staff. The Occupational Health team continue to target high risk areas to further improve uptake levels and this work is supported by the Immunisation team.
008-24	<a href="#">Vaccination Against Measles -</a>	2 February 2024	Director of Public Health	The WHC has been implemented, with ongoing actions now forming part of directorate planning objectives to ensure

	<a href="#">Urgent Action</a>			focused uptake levels continue to improve through the remainder of 2024.
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### Argymhelliad / Recommendation

The Strategic Development and Operational Delivery 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.

<b>Amcanion: (rhaid cwblhau)</b>	
<b>Objectives: (must be completed)</b>	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.6 Seek assurances on the development and implementation of a comprehensive approach to performance delivery and quality management, to incorporate all performance requirements set by the Board, WG, regulators and inspectors, that enables all staff with managerial responsibility to strive for excellence whilst effectively delivering the basics.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable.
Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	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: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	10. Not Applicable

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<b>Gwybodaeth Ychwanegol: Further Information:</b>	
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 Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	Relevant Lead Executives/Lead Directors or Supporting Officers.

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	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.
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	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.
<b>Gweithlu: Workforce:</b>	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.
<b>Risg: Risk:</b>	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.
<b>Cyfreithiol: Legal:</b>	No direct impacts from report.

<b>Enw Da:</b> <b>Reputational:</b>	<p>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.</p>
<b>Gyfrinachedd:</b> <b>Privacy:</b>	<p>No direct impacts from report.</p>
<b>Cydraddoldeb:</b> <b>Equality:</b>	<p>No direct impacts from report however each action is outlined in description of overarching actions required.</p>

WHC No	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	Reported as closed to Committee	Formal Update	Lead Service / Directorate	UHB implementation date	Datix risk reference and title	Additional resources required
043-23	Vaccination of Healthcare Staff to Protect Against Measles	<a href="https://www.gov.wales/vaccination-healthcare-staff-protect-against-measles-whc2023043">https://www.gov.wales/vaccination-healthcare-staff-protect-against-measles-whc2023043</a>	14/12/2023	Compliance/Action	Public Health	Letter to health professionals about vaccinating healthcare staff against measles.	Director of Public Health	Director of Public Health	Jan-24	Health Boards/Trusts	Jan-24	Green	SDODC	31/10/2024		Public Health	31/01/2024		
008-24	Vaccination Against Measles - Urgent Action	<a href="https://www.gov.wales/vaccination-children-protect-against-measles-whc2024008">https://www.gov.wales/vaccination-children-protect-against-measles-whc2024008</a>	02/02/2024	Action/Compliance	Public Health	<p>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:</p> <p>- <b>By 31st July 2024</b>, 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.</p> <p>- 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.</p> <p>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.</p> <p>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.</p> <p>WG have requested that Health Boards prepare for a potential measles outbreak.</p>	Director of Public Health	Lynne Edwards	N/A	<p>Chief Executives, Health Boards/Trusts</p> <p>Medical Directors, Health Boards/Trusts</p> <p>Directors of Primary Care, Health Boards/Trusts</p> <p>Nurse Executive Directors, Health Boards/Trusts</p> <p>Chief Pharmacists, Health Boards/Trusts</p> <p>Directors of Public Health, Health Boards/Trusts</p> <p>Directors of Organisational Development, Health Boards/Trusts</p> <p>Executive Director of Public Health, Public Health Wales</p>	31/07/2024	Green	SDODC	31/10/2024	<p>The Health Board are working with Vaccine Preventable Disease Programme (VPDP) and remain on track with children from every school having been identified and data cleansing/contact with parents attempted for all. The challenge remains to reach 90% uptake with some refusal of vaccination noted but every effort is being made to work with Primary Care to improve uptake and a detailed plan is in place which will be finalised by the end of July 2024, with new trajectories for uptake levels.</p> <p>The WHC has been implemented, with ongoing actions now forming part of directorate planning objectives to ensure focused uptake levels continue to improve through the remainder of 2024.</p>	Public Health	31/07/2024 N/K	N/A	No
043-23	Vaccination of Healthcare Staff to Protect Against Measles <b>Follow Up</b>	<a href="https://www.gov.wales/vaccination-healthcare-staff-protect-against-measles-whc2023043">https://www.gov.wales/vaccination-healthcare-staff-protect-against-measles-whc2023043</a>	18/03/2024	Compliance/Action	Public Health	Follow up letter to health professionals about vaccinating healthcare staff against measles. Vaccination Programme Wales will ask health boards to report the results of their follow up audits in May. To provide assurance of the ongoing efforts, a request that where the following details have not yet been provided to VPW, they are emailed to Vaccination Programme Wales by 5 April 2024	Director of Public Health	Director of Public Health	Bethan Lewis	Health Boards/Trusts	Jul-24	Green	SDODC	31/10/2024	<p>Programme remains underway to offer vaccination to all Healthcare Workers in high risk areas. An action plan has been developed and is on track which is being monitored via the Vaccination Programme Wales team, with next update requested by July 2024. Action will continue post update to continue to support offer of vaccination alongside Occupational Health.</p> <p>The WHC has been implemented with programme now moving into a sustained immunisation offer to all staff. The Occupational Health team continue to target high risk areas to further improve uptake levels and this work is supported by the Immunisation team.</p>	Public Health	04/07/2024 N/K	N/A	N/A
028-24	The National Influenza Immunisation Programme 2024-25	<a href="https://www.gov.wales/national-influenza-immunisation-programme-2024-2025-whc2024028">https://www.gov.wales/national-influenza-immunisation-programme-2024-2025-whc2024028</a>	12/06/2024	Compliance/Action	Public Health	This Welsh Health Circular is being published to provide detailed guidance for the influenza (flu) vaccination programme for the coming autumn and winter (National Influenza Immunisation Programme 2024-25).	Director of Public Health	Lynne Edwards	N/A	<p>Chief Executives, Health Boards/Trusts</p> <p>Immunisation Leads, Health Boards/Trusts</p> <p>Immunisation Coordinators, Health Boards</p> <p>Vaccination Operational Leads, Health Boards/Trusts</p>	Not provided	Amber	SDODC		<p>WHC has been shared with all key team members and planning commenced for Autumn Programme 2024/2025. The Health Board implementation date has been agreed for the end of December 2024 which covers the delivery timescale, as programme delivery commences in September 2024.</p>	Public Health	Dec-24	N/A	N/A