PWYLLGOR ADNODDAU CYNALIADWY
SUSTAINABLE RESOURCES COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	25 February 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Monitoring of Welsh Health Circulars
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Executive Director of Finance
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 Sustainable Resource Committee (SRC) includes updates on progress in relation to the implementation of Welsh Health Circulars (WHCs), which come under the remit of SRC 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 (WG) 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 or 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 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.

A review of governance arrangements has been undertaken to improve the alignment of the Health Board's Committees to the 6 domains of targeted intervention as outlined by WG to strengthen the Health Board's focus on digital, finance, performance and strategic planning. The Board agreed the revision of governance arrangements at its meeting in January 2025. With the disestablishment of SRC from 31 March 2025, and the establishment of a Digital, Data and Innovation Committee, a Finance and Performance Committee and Strategy and Planning Committee, WHCs included within this report will be re-aligned to the new Committee, as appropriate.

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

WHCs currently on schedule to be completed by the timescale provided / new WHCs received since the last report in October 2024 (Amber):

WHC Ref	Name of WHC	Date Issued	Lead Executive /Director	Progress Update	Health Board Completion Date
042-24	Introduction of the dictionary of medicines and devices (REISSUED) *No online link available*	22/01/25	Director of Finance	This WHC was originally issued in November 2024 but subsequently withdrawn by Welsh Government (WG). The re-issued WHC was received by the Health Board on 27 January 2025. Implementation of this WHC will be led by the Digital Directorate, and supported by Medicines Management, and linked to the roll-out of an Electronic Prescribing and Medicines Administration (EPMA) system.	Dec-27

The following WHC has been completed since the last report in October 2024 (Green):

WHC Ref	Name of WHC	Date Issued	Lead Executive /Director	Progress Update	Health Board Completion Date
007-15	Update on the all-Wales position of the Emergency Department Clinical Information Management System (EDCIMS) *No online link available*	30/03/15	Director of Finance	Confirmation was received from WG on 29 January 2025 that this WHC has been officially withdrawn.	N/A

Argymhelliad / Recommendation

The Committee is requested to:

- **NOTE** the re-alignment of WHCs currently reportable to SRC in line with revised governance arrangements as approved by Board at its meeting in January 2025.
- **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.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.1.4 Seek assurances on the requirements arising from the Health Board's regulators, Welsh Government and professional bodies.
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.
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 Termau: Glossary of Terms:	Contained within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources 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	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	Formal update	Datix risk reference and title	Additional resources required
007-15	Update on the All Wales position of the EDCIMS (Emergency Department Clinical Information Management System)	Not available online	3/30/2015	Compliance	Information Technology	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	Withdrawn	SRC	The WEDS National Project Board met on 19th July 2024 and formally agreed to close the Project and stand down the Board. Swansea Bay entered into a local contract in order to continue service in the Neath Port Talbot MIU. An email was received by the Health Board on 29/01/2025 confirming that this WHC has now been officially withdrawn and it has therefore been closed on the tracker and AMaT.	N/A	N/A as national project shut down
042-24	Introduction of the dictionary of medicines and devices (REISSUED)	Not yet available	1/22/2025	Compliance	Data Standards	NHS local health boards, NHS trusts, and NHS special health authorities must ensure that where a digital system records medication and transfers that information to another system, dm+d is used to identify that medication at the appropriate structural level	Director of Finance	Gareth Beynon	Jan-28	NHS local health boards. NHS trusts. NHS special health authorities.	Immediate	Amber	SRC	This WHC was originally issued in November 2024 but subsequently withdrawn by Welsh Government (WG). The re-issued WHC was received by the Health Board on 27 January 2025. Implementation of this WHC will be led by the Digital Directorate, and supported by Medicines Management, and linked to the roll-out of an Electronic Prescribing and Medicines Administration (EPMA) system.	N/A	Dec-27