



**PWYLLGOR ADNODDAU CYNALIADWY  
SUSTAINABLE RESOURCES COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	25 June 2024
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Monitoring of Welsh Health Circulars
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Huw Thomas, Director of Finance
<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 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 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 or non-delivery.

Asesiad / Assessment

The classification system for WHCs mirrors the classification system used in the Audit and Inspection Tracker to account for WHCs for which the means of compliance are currently outside the gift of the Health Board.

WHCs are not always clear in terms of implementation timescales, a result of which previously these were reported as “Amber” (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 SRC, is attached at **Appendix 1**.

**WHCs which have not been implemented within stated timescales or where an implementation date has not been specified (Red):**

WHC Ref	Name of WHC	Date Issued	Lead Executive /Director	Progress Update	Health Board Completion Date
005-22	<a href="#">Data requirements for Value Based Health Care</a>	24/03/22	Director of Finance	<p>A new supplier, PROMPTLY, has been selected and the Information Services Team are actively working through the data requirements, with the aim of a transition date of June 2024 for all existing collection areas currently held on DrDoctor. The approach will be that PROMPTLY will send the data directly to Digital Health Care Wales (DHCW), with the aim for this to be in place by December 2024.</p> <p>A risk around timescales and change of supplier may be considered should there be any difficulties in meeting the expected timescales.</p>	Dec-24

The following WHC is currently outside the gift of the Health Board to complete (Blue):

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)  <i>No online link available</i>	30/03/15	Director of Finance	This project has stalled nationally. A review has been undertaken on whether the national procurement of a solution is viable. The Health Board is awaiting formal documentation to this effect.	Mar-25

WHCs which have been completed since the last report in February 2024 (Green):

WHC Ref	Name of WHC	Date Issued	Lead Executive/ Director	Progress Update
048-23	<a href="#">2024-25 Health Board revenue allocation</a>	21/12/23	Director of Finance	This WHC has been implemented. Budgets have been allocated to the organisation in line with initial delivery date and covered formally in March 2024 Board papers. Subsequent accountability letters have been issued to delegate Executive officers from Interim Chief Executive.
022-24	Dispute Arbitration Process - Guidance for Disputed Debts (invoices and service agreements) within NHS Wales: 2024/25 – 2026/27  <i>No online link available</i>	24/04/24	Director of Finance	Confirmation of compliance from Senior Finance Business Partner (Accounting and Statutory Reporting) received.
026-24	2024/25 LHB, SHA & Trust Monthly Financial Monitoring Return Guidance	22/05/24	Director of Finance	Deputy Director of Finance has confirmed WHC is fully implemented into the normal monthly reporting cycle, completed for April reporting.

	<i>No online link available</i>			
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### Argymhelliad / Recommendation

The Committee is requested to **RECEIVE ASSURANCE** 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 late or non-delivery and assurance that the risks associated with these are being managed effectively.

<b>Amcanion: (rhaid cwblhau) Objectives: (must be completed)</b>	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.12 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 or service risk registers.
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

### **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 report

Partion / 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.
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<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>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:</b> <b>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:</b> <b>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:</b> <b>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:</b> <b>Legal:</b>	No direct impacts from report.
<b>Enw Da:</b> <b>Reputational:</b>	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.
<b>Gyfrinachedd:</b> <b>Privacy:</b>	No direct impacts from report.
<b>Cydraddoldeb:</b> <b>Equality:</b>	No direct impacts from report however each action is outlined in description of overarching actions required.