

WELSH HEALTH CIRCULAR



Llywodraeth Cymru
Welsh Government

Issue Date: 28 June 2016

STATUS: COMPLIANCE

CATEGORY: INFORMATION GOVERNANCE

Title: Directions under section 12(3) of the National Health Service (Wales) Act 2006 requiring the publication of information on Local Health Board and NHS Trust websites

Date of Expiry / Review: Review in 3 years

For Action by:
Local Health Board and NHS Trust Board
Chief Executives

Action required by: 30 September 2016

Sender: Joanna Jordan, Director of Mental Health, NHS Governance and Corporate Services

HSSG Welsh Government Contact(s) : Lyn Summers, Head of Central Legislation Support Team, Health and Social Services Group, Cathays Park, Cardiff, CF10 3NQ

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Enclosure(s): None

WHC/2016/033 - Publication of information on Local Health Board and NHS Trust websites

Dear Colleague,

Purpose

The purpose of this Welsh Health Circular is to require the publication of information on Local Health Board and NHS Trust public facing internet websites and to ensure that published information is easily accessible.

Background

A recent internal audit report on NHS Governance and Assurance Arrangements identified a variation in practice within NHS Wales in terms of publishing Standing Orders and Standing Financial Instructions on the internet. This means there are instances where the public are not able to view the Standing Orders and Standing Financial Instructions of their Local Health Board or NHS Trust to establish whether they are in compliance with them. Health and Social Services Group conducted a more general review of published information on Local Health Board and NHS Trust websites and identified some other inconsistencies with both the publication and the ease of availability of information.

This WHC forms part of the response to the audit recommendation for the Health and Social Services Group to issue a note to all Local Health Boards and NHS Trusts on what information should be published in order to address the lack of transparency.

We are aware that in November 2009 the then Welsh Government Health and Social Services Director of Finance wrote to all NHS Directors of Finance to clarify confidentiality issues around the operation of Audit Committees. In order to maintain consistency with that letter we are requiring in relation to Audit Committees publication of agendas and routine papers only.

Action which requires compliance

Chief Executives of Local Health Boards and NHS Trusts are asked to publish, as a minimum, the following information and make it easily identifiable and accessible from the website home page:

- Standing Orders
- Standing Financial Instructions
- Annual Plan of Board Business
- Board and Committee Agendas & Papers except for Audit Committees where the requirement is to publish Agendas and all *routine* Papers
- Integrated Medium Term Plans – publication of final approved plans or annual plan if 3 year approval has not been achieved
- Citizen Engagement Plans
- Welsh Language Scheme

- Complaint/Concerns Raising Policy
- Annual Quality Statement
- Annual Accounts including Annual Governance Statement
- Annual Report.

Chief Executives are asked to action this WHC by 30 September 2016 and to confirm compliance in writing to Joanna Jordan by 31 October 2016.

Recommendation for consideration

In addition, we strongly recommend that Chief Executives of Local Health Boards and, where applicable to NHS Trusts, also publish the following information, again making it easily identifiable and accessible from the website home page:

- Flexible Visiting Times Policy
- Patient Safety and Quality Plan
- Equality, Diversity and Human Rights Policy
- Health and Safety Policy.

Queries

Any queries relating to this circular should be addressed to

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