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Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Name of Meeting**  
Audit and Corporate  
Governance Committee  
**Date of Meeting**  
13 October 2022  
**Agenda item:**  
7.3

## Register of policies and written control documents

<b>Executive lead:</b>	Helen Bushell, Board Secretary and Head of Board Business Unit
<b>Author:</b>	Liz Blayney, Deputy Board Secretary and Board Governance Manager
<b>Approval/Scrutiny route:</b>	Helen Bushell, Board Secretary and Head of Board Business Unit Business Executive Team (circulated 23 September 2022)
<b>Purpose</b>	The report provides the Audit and Corporate Governance Committee with an update on the status of the policies, procedures and other written control documents for which it is the approving body.  <b>Appendix 1</b> is an extract taken from the Corporate Policy and other written Control Documents Register and shows the status of documents at end of quarter 2 2022/23.

### Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	Assurance <input checked="" type="checkbox"/>
<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>Take <b>assurance</b> on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents within the remit of the Committee.</li> </ul>				

**Link to Public Health Wales [Strategic Plan](#)**

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to seven of the strategic priorities and well-being objectives.

**Summary impact analysis**

<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment is not required in support of this report. An impact assessment should be undertaken for each of the respective policies when they are developed or reviewed.
<b>Risk and Assurance</b>	A risk assessment has been undertaken for each policy which has passed its review date. These are captured in the accompanying register (see Appendix 1) and a summary is detailed below.
<b>Health and Care Standards</b>	This report supports and/or takes into account the <a href="#">Health and Care Standards for NHS Wales</a> Quality Themes  Governance, Leadership and Accountability
<b>Financial implications</b>	Not applicable
<b>People implications</b>	Not applicable

## 1. Purpose / situation

The report provides the Audit and Corporate Governance Committee with an update on the status of the policies, procedures and other written control documents (policies) for which it is the approving body.

**Appendix 1** is an extract taken from the central Policy and Control Document Register and shows the status of documents as at 27 September 2022.

## 2. Background

The Board approved a new organisation-wide Policy and Written Control Documents Policy and Procedure in July 2022. All new/revised documents are now developed and approved in accordance with the provisions and processes set out in these documents.

The procedure specifies that the Register will be reported annually to the Board, and the relevant sections reported to Board committees Bi-Annually. This provides the Board and Committees with assurance that required policies, procedures and other written control documents are being developed and maintained.

The Business Executive Team Meeting consider a compliance report on a quarterly basis.

## 3. Description/Assessment

### 3.1 Status of policies and other written control documents

There are 13 policies on the policy register, which were approved by the Audit and Corporate Governance Committee (ACGC) or have been delegated to the Committee by the Board.

As of 28 September 2022, 6 (46%) policies/procedures are in date, 7 (54%) policies are due for review. For all of the policies due for review, the decision updates are provided within **appendix 1**.

The Committee is asked to note that of the 7 overdue policies, 6 are rated as 'low risk' to the organisation and 1 is rated as 'Medium risk' (the All Wales NHS Email Use Policy). All of the existing policies will remain current pending development of the document.

Of the 7 policies that are currently out of date:

3 are due to be presented for approval at the January 2023 ACGC:

- All Wales Insurance, NHS Indemnity and related risk management for potential losses and special payments Policy
- Reporting damage or loss to personal property Policy and Procedure

3 are due to be presented for approval at the March 2023 ACGC:

- Disposal of obsolete and surplus equipment, vehicles, furniture and consumables Procedure
- Counter Fraud and Corruption Policy and Procedure

The Information Governance Committee is due to meet on the 29 September 2022, whereby an update will be sought on the remaining overdue policy, 'All Wales NHS Email Use Policy'.

### **3.3 Well-being of Future Generations (Wales) Act 2015**



Organisational policies, procedures and written control documents provide the organisation with long-term controls for risks.



Organisational policies, procedures and written control documents provide staff within instruction and guidance, to prevent non-compliance.



A number of policies, procedures and written control documents are interdependent with one another. Content is cross-referenced and integrated as appropriate.



All policies, procedures and written control documents (and associated EHIAs) are developed on a collaborative basis.



During development and review policies and written control document are made available to Public Health Wales staff so that they can provide comment for consideration

## 4. Recommendation

The Audit and Corporate Governance Committee is asked to:

- Take **assurance** on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents.