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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
People and Organisational
Development Committee
Date of Meeting
14 October 2021
Agenda item:
3.2

Register of policies and written control documents

Executive lead:	Helen Bushell, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	Helen Bushell, Board Secretary and Head of Board Business Unit
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Purpose

The report provides the People and Organisational Development Committee with an update on the status of the policies, procedures and other written control documents for which it is the approving body.

Appendix 1 and 2 are extracts taken from the central Policy and Control Document Register and shows the status of documents at end of quarter 2 2021/22.

Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
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The Committee is asked to:

- **Receive assurance** on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee.
- **Approve** the list of policies and procedures proposed to be removed from the register as they are no longer relevant or have been replaced with other polices (Table 1);

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

Equality and Health Impact Assessment	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.
Risk and Assurance	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.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability
Financial implications	Not applicable
People implications	Not applicable

1. Purpose / situation

The report provides the People and Organisational Development 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 and 2 are extracts taken from the central Policy and Control Document Register and shows the status of documents as at 06 October 2021.

2. Background

The Board approved a new organisation-wide [Policy and Written Control Documents Policy and Procedure](#) in September 2016. All new/revised documents are now developed and approved in accordance with the provisions and processes set out in these documents.

Section 4.2 of the procedure specifies that the relevant sections will be reported to Board Committees twice yearly. This provides the Board and committees with assurance that required policies, procedures and other written control documents are being developed and maintained.

3. Description/Assessment

3.1 Status of policies and other written control documents

At the April 2021 Committee meeting, the People and Organisational Development Committee approved the removal of a number of policies from the register that were no longer relevant or had been replaced by other policies. The Committee also approved the temporary extension to a number of policies following an interim review, to April 2022 pending a full review within this timescale.

There are now 32 policies on the on the policy register, which were approved by the People and Organisational Development Committee (including sub groups reporting to the Committee) or have been delegated to the Committee by the Board.

20 (62.5%) policies are in date and 12 (37.5%) policies are due for review.

Of the 12 due for review, each of these has been reviewed as a low risk to the organisation and the existing document will remain current pending development of the All Wales document.

For all of the policies due for review, the decision updates are provided within appendix 1, the Committee is asked to note that all of the currently overdue policies are rated as 'low risk'.

Policies and Procedures to be removed from the Register

The Committee is asked to consider the removal of the following policy from the register:

Table 1 – Policies to be removed from the register as no longer in operation:

Policy / Procedure	Ref	Status	PODC asked to:
Grievance Policy	AW02	Review due 1 March 2019	The Respect & Resolution Policy has been launched (approved May 2021), this replaces the Grievance Policy. POD Committee is asked to approve the removal of this policy from the register.

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 EHIA's) 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 Committee is asked to:

- **Receive assurance** on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee;
- **Approve** the list of policies and procedures proposed to be removed from the register as they are no longer relevant or have been replaced with other polices (Table 1).