

Extract of the Policy Register - People and Organisational Development Committee

Orange: Policy review date passed - awaiting national policy
 Red: Policy review date passed - action underway or required

Green: Policy not yet approved but low risk
 Yellow: Policy not yet approved and moderate risk
 Red: Policy not yet approved and high risk

Policy title	Policy ref.	Version	Approval date	Review date	Status (select from dropdown)	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Rag Status	Comments / Updates from quarterly reviews
Managing Attendance at Work Policy	AW01	3	04 December 2019	04 December 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - The policy has been constantly reviewed during the pandemic by the All Wales Managing Attendance at Work policy working group. The Policy has now be issued for review, comments will be collated and returned to the Welsh Partnership Forum by 21 October 2021 April 2021 Update - The policy has been constant reviewed during the pandemic by the All Wales Managing Attendance at Work policy working group Replaced the All Wales sickness absence policy and policy ref allocated from this policy.
Secondment policy (All Wales)	AW04	1	23 August 2021	01 March 2023	Policy in Date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	August 2021. Policy updated and approved by Chair's Action on 23 August 2021 - documentation in Chair's Action folder, POD 20 August 2021. April 2021 update - policy will be reviewed in 2021/22 06.01.20 Policy has been circulated to all health boards/trusts for comment. Due to be April 2021 update - discussed as next Welsh Partnership Forum meeting.
Special Leave Policy (All Wales)	AW06	23	30 April 2020	30 April 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19: Understanding that arrangements for and attendance at funerals is likely to be impacted during the outbreak, we have: <input type="checkbox"/> Noted that absence over and above the 5 policy days for the death of an immediate family member/partner will be recorded as sickness absence and not included in review prompts <input type="checkbox"/> One day's paid special leave will be allowed to attend the funeral of an extended family member (whether or not colleagues are able to attend) and an additional day can be taken at a later date if remembrance services are deferred <input type="checkbox"/> In the event of the death of a close friend/close colleague to COVID-19, one day's paid leave will be granted to attend a deferred service or to pay respects quietly 13.12.19 Additional paragraph added prior to the all wales updated policy to include special leave due to issues of domestic violence. To be reported to People and PD Committee in Feb. 20.02.20 Policy out for review, updated policy will be adopted and published once approved by the Welsh Partnership Forum
Procedure for NHS staff to raise concerns (All Wales)	AW09	2	18 January 2018	01 April 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Updated policy received from the Welsh Partnership Forum 21 April 2021 – PODC approved temporary extension pending full review of the policy. April 2021 update - The policy is still valid, due to the pandemic the Welsh Partnership Forum has not yet carried out a review. Propose extension to April 2022.
Recruitment and retention protocol (All Wales)	AW10	2	04 July 2017	01 April 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	21 April 2021 – PODC approved temporary extension pending full review of the policy. April 2021 update - The policy is still valid, due to the pandemic the Welsh Partnership Forum has not yet carried out a review
Employment Break Policy (All Wales)	AW11	11	16 March 2020	16 March 2023	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020 15 01 20 Updated policy received from Welsh Partnership Forum, will go to Business Executive Team for adoption in March, Final approval by POD Committee.
Organisational Change Policy (All Wales)	AW12	15	04 February 2019	04 February 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Policy circulated for review in May 2021, awaiting updated policy for adoption Chairs action approved 04/02/19, ratified at PODC in April 2019
Pay Progression Policy (All Wales)	AW13	1	16 March 2020	16 March 2023	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Will be reviewed in 2023 15 01 20 Updated policy received from WPF, will go to BET for adoption
Menopause Policy (All Wales)	AW15	1	04 February 2019	04 February 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	
Substance Misuse (Drugs and Alcohol) Policy	PHW 49	1	16 March 2020	16 March 2023	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Updated draft of the policy going to BET for review November March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020 06.01.20 Policy approved by Senior Leadership Team in November, due to go to Business Executive Team for approval in March. Final approval to POD Committee.
Adverse weather conditions/transport disruption policy	PHW 51	1	12 March 2020	21 November 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Updated draft of the policy going to BET for review November March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020. 06.01.20 Policy approved by Senior Leadership Team in November, due to go to Business Executive Team for approval in March. Final approval to POD Committee.
Supporting Learning and Development policy	PHW 70	2	24 October 2018	01 April 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Policy to be reviewed in 2022 21 April 2021 – PODC approved temporary extension pending full review of the policy. Prev Black 38
Registration for health professionals policy	PHW 71	4	10 January 2019	10 January 2022	Policy in date	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Approved	Supersedes Black 52
Validating Professional Registration for health professionals procedure	PHW 71/TP01	1	10 January 2019	10 January 2022	Policy in date	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Approved	Supersedes Black 52
Flexible Working Policy	PHW 72	3	03 July 2019	03 July 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Policy is under constant review, and will be informed by the Future ways of working project 22.10.20 Continuous review over the next 12 months Temporary variation to the Flexible working Policy was reported to the Board on 30 April 2020. No formal application is required but managers should record working arrangements/adjustments and ensure colleagues are aware that it is temporary unless agreed otherwise.
Annual Leave and Bank Holiday procedure	PHW06	1	30 April 2020	01 April 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation Temporary variations to this procedure agreed at Board on 30 April due to COVID-19. Colleagues have been permitted to carry over unused annual leave from the operational year 2019/2020 to this year. Staff self-isolating or shielding following the UK or Welsh Government's advice and are not able to take planned leave can have it reinstated. We are awaiting a position from NHS Employers on the carryover of unused statutory leave into two subsequent years as set out in the Working 22.10.20 Continuous review over the next 12 months 06.01.20 Policy and EHIA ready for publication once translated
Radiation Safety Policy	PHW26	4	24 October 2018	24 October 2021	Policy in date	People and Organisational Development Committee	Executive Director of Public Health Services/Medical Director	Approved	

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October 2021

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Water management procedure	PHW64-TP01	1	19 December 2017	<i>01 April 2022</i>	Policy in date	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Approved	21 April 2021 – PODC approved temporary extension pending full review of the policy. April 2021 update - April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022.
My Contribution policy	PHW66	2.3	14 September 2020	14 September 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020.
Respect and Resolution Policy	AW23	1	06 May 2021	06 May 2024	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	