

Extract of the Policy Register - People and Organisational Development Committee

Status

	Green: Policy in date (approved/adopted)
	Orange: Policy review date passed - awaiting national policy
	Red: Policy review date passed - action underway or required

Policy Risk Assessment - RAG Score

	Policy approved
	Policy not yet approved but low risk
	Policy not yet approved and moderate
	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
Capability Policy (All Wales)	AW05	2	23 July 2018	23 July 2021	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue - Risk assessment awaited	
Disciplinary policy and procedure (All Wales)	AW03	40	04 July 2017	01 March 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - low risk presented	October 2021 Update - All Wales Policy review delayed due to COVID. Policy still valid
Grievance policy and procedure (All Wales)	AW02	1	28 April 2016	01 March 2019	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - low risk presented	October 2021 Update - The Respect & Resolution Policy has been launched, this replaces the Grievance Policy please remove from the register April 2021 update - Replaced with the Healthy Working Relationships Policy that will come into effect as of June 2021. Action for PODC to remove from the register after the new policy has been launched 22.10.20 New policy in development - Healthier Working Relationships 06.01.20 Currently being reviewed by the Welsh Partnership Forum
Mobile Phone Policy	Black 123	1	01 January 2009	01 March 2012	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	October update - refer April update. April 21 Update - Procedure- to be developed during 2021/22. This has been put on hold due to Covid and capacity within Estates and Health and Safety Division January 2020- Policy and procedure currently being reviewed and updated. This is being undertaken alongside the development of guidance for new mobile phone users following actions identified as a result of a cyber security exercise. This will be progressed during quarter 4 2019/20 and likely to be issued end of quarter 1 in 2020/21. May 2019- Mobile phone contractor has changed and new ordering system to be established. The procedure will be updated to ensure new process for ordering is included within the procedure. Mobile Phone policy to be reviewed. 2019/2005/12/18 Having just moved to a new mobile provider with a different ordering system training is required to understand process for on-line ordering. this can then be incorporate in to the procedure and expected to go out for consultation either December 18 or January 2019. 19.09.18 With the development of the occupational road risk policy this has been deferred to ensure information is consistent in the use of mobile devices in vehicles and will be updated once the occupational road risk policy is ready for consultation. It is being amended in readiness for end September 2018. 20.07.18- This will be a procedure and replace the current policy. Currently planned to be in place by the end of Quarter 2. This will be linked with the occupational road risk policy and guidance and will be considered by the People and OD Committee in October 2018. 22.3.18 Mark Parsons, Head of Estates and Health and Safety, has advised that this the policy will be reviewed and updated by June 2018. Advised that
Maternity, Adoption, Paternity/Maternity Support and IVF policy	PHW 45	2	23 July 2018	23 July 2021	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation
Maternity, Adoption, Paternity/Maternity Support and IVF Procedure for Pay and Leave	PHW 45- TP01	1	30 April 2020	23 July 2021	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19: A pregnant employee who is off work within four weeks of their estimated due date due to a COVID-19 related illness will not have their maternity leave triggered early as this period of absence would not be classed as pregnancy-related.
Recruitment and selection policy	PHW 50	1	23 July 2018	23 July 2021	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation
Redundancy policy	PHW 52	1	07 February 2017	01 February 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	October 2021 Update - Policy workshop to be arranged for November 2021 April 2021 update - this policy will be merged with the Redeployment and FTC procedure 22.10.20 Carry over to 2021. Low Risk 20.02.20 Was reviewed at policy workshop on 20 January 2020, will now go through the consultation process
Retirement procedure	PHW 53	1	07 February 2017	01 November 2019	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	October 2021 Update - Updated draft of the policy going to BET for review November April 2021 update - Ready to be approved. We are working with Corporate Governance on a revised approval process 10.03.2020 - Policy out for consultation - Deadline for comments - 08/04/2020
Prevention of Stress and management of Mental Wellbeing Policy	PHW 54	2	31 March 2017	01 March 2019	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	October 2021 Update - Updated draft of the policy going to BET for review November April update - policy will be reviewed in 2021/22 06.01.20 Policy reviewed and updated, will go to Local Partnership Forum in April for approval.
Uniform/Dress code policy	PHW46	0d	14 January 2016	01 January 2019	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Overdue for review - Low risk presented	April 2021 update - Policy will be reviewed in 2021/22 Dec 2019 - The National Uniform Policy is being reviewed by the HARP team and the current draft is due out for Consultation. This will be adopted by Public Health Wales once ratified.
Waste management policy	PHW63	3	19 December 2017	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - this policy will be reviewed and updated during 2021/22 19.12.17 Approved via Chair's action. Replaces Black 67 Waste Management Policy and Yellow 16 Legionella/Legionnaire.
Waste management procedure	PHW63-TP01	3	19 December 2017	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - this policy will be reviewed and updated during 2021/22