

Extract of the Policy Register - People and Organisational Development Committee

PHW / All Wales	Policy title	Policy ref.	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	Expected Date for issuing of revised policy
All Wales	Special Leave Policy (All Wales)	AW06	30 April 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19:</p> <p>Understanding that arrangements for and attendance at funerals is likely to be impacted during the outbreak, we have:</p> <ul style="list-style-type: none"> <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 <p>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.</p> <p>20.02.20 Policy out for review, updated policy will be adopted and published once approved by the Welsh Partnership Forum</p>	21/4/21 - PODC asked to note temporary variation, and extension to fill review date until April 2022
PHW	Annual Leave and Bank Holiday procedure	PHW06	30 April 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>Temporary variations to this procedure agreed at Board on 30 April due to COVID-19.</p> <p>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.</p> <p>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</p> <p>22.10.20 Continuous review over the next 12 months</p> <p>06.01.20 Policy and EHIA ready for publication once translated</p>	21/4/21 - PODC asked to note temporary variation, and extension to fill review date until April 2022
All Wales	Pay Progression Policy (All Wales)	AW13	16 March 2023	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	15 01 20 Updated policy received from WPF, will go to BET for adoption	21/4/21 - PODC note all wales policy approved by BET
PHW	Adverse weather conditions/transport disruption policy	PHW 51	21 November 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020.</p> <p>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.</p>	21/4/21 -PODC note revised policy approved by BET
PHW	My Contribution policy	PHW66	14 September 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020.</p> <p>22.10.20 Updated policy approved and published</p> <p>Superseded the Appraisal and Continuous Development policy. Consultation ended on 25/08/2020. Awaiting instruction from Lisa Whiteman on finalised version and taking forward for approval.</p>	21/4/21 -PODC note revised policy approved by BET
PHW	Maternity, Adoption, Paternity/Maternity Support and IVF Procedure for Pay and Leave	PHW 45-TP01	23 July 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19:</p> <p>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.</p>	21/4/21 -PODC note revised policy approved by Board
All Wales	Employment Break Policy (All Wales)	AW11	16 March 2023	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020</p> <p>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.</p>	21/4/21 -PODC Note revisions approved by BET
PHW	Substance Misuse (Drugs and Alcohol) Policy	PHW 49	16 March 2023	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020</p> <p>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.</p>	21/4/21 -PODC Note revisions approved by BET
PHW	Flexible Working Policy	PHW 72	03 July 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	<p>22.10.20 Continuous review over the next 12 months</p> <p>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.</p>	21/4/21 -PODC note temporary variations approved by the Board
PHW	Management of violence and aggression procedure	PHW 10/TP05	20 January 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved	Supersedes Black 60	31.12.18
PHW	Smoke Free Environment procedure	PHW10/TP06	20 January 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		31.12.18
PHW	Asbestos Management procedure	PHW10-TP07	20 January 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		In date
All Wales	Capability Policy (All Wales)	AW05	23 July 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved		in Date
PHW	Control of Contractors Procedure	PHW10-TP01	31 March 2021	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		In date
PHW	Control of Substances Hazardous to Health Procedure	PHW10-TP08	20 January 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		in date

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31 March 2021

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PHW	Display Screen Equipment procedure	PHW10/TP13	10 September 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		In date
PHW	First aid and Provision of First Aid Equipment Procedure	PHW10-TP02	31 March 2021	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		In date
PHW	Lone worker procedure	PHW 10/TP03	31 March 2021	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved	9.4.18 - Revised procedure was approved by the Health and Safety Group - 9 April 2018. Replaces the Lone Working procedure (Black 128)	in Date
PHW	Low Voltage Electrical Safety and Electrical Equipment Procedure	PHW10/TP13	22 January 2023	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		In date
All Wales	Managing Attendance at Work Policy	AW01	04 December 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	April 2021 Update - The policy has been constany reviewed during the pandemic by the All Wales Managing Attendnace at Work policy working group Replaced the All Wales sickness absence policy and policy ref allocated from this policy.	In date
All Wales	Menopause Policy (All Wales)	AW15	04 February 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved		In date
All Wales	Organisational Change Policy (All Wales)	AW12	04 February 2022	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved	Chairs action approved 04/02/19, ratified at PODC in April 2019	in Date
PHW	Personal Protective Equipment Procedure	PHW 10/TP09	20 January 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		in Date
PHW	Provision and Use of Work and Lifting Equipment Procedure	PHW10/TP11	10 September 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		In date
PHW	Radiation Safety Policy	PHW26	24 October 2021	Policy in date	People and Organisational Development Committee	Executive Director of Public Health Services/Medical Director	Approved		In date
PHW	Recruitment and selection policy	PHW 50	23 July 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved		In date
PHW	Registration for health professionals policy	PHW 71	10 January 2022	Policy in date	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Approved	Supersedes Black 52	In Date
PHW	Slips, Trips and Falls Procedure	PHW10/TP12	10 September 2022	Policy in date	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Approved		In date
PHW	Validating Professional Registration for health professionals procedure	PHW 71/TP01	10 January 2022	Policy in date	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Approved	Supersedes Black 52	In Date
PHW	Maternity, Adoption, Paternity/Maternity Support and IVF policy	PHW 45	23 July 2021	Policy in date	People and Organisational Development Committee	Director of People and Organisational Development	Approved		In date