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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
People and Organisational
Development Committee
Date of Meeting
06 October 2022
Agenda item:
5.5

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 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"/>
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The Committee is asked to:

- **Receive assurance** on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents within the remit of the Committee.

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 corporate 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 31 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.

11 (35.5%) policies are in date and 20 (64.5%) 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 all of the currently overdue policies are rated as 'low risk' to the organisation and the existing document will remain current pending development of the document.

Of the 20 policies that are currently out of date:

- 8 are in the process of being reviewed, and are scheduled for approval between now and the end of January 2023. These are:
 - Annual Leave and Bank Holiday policy
 - Redeployment policy
 - Redundancy policy
 - Maternity, Adoption, Paternity/Maternity Support and IVF policy
 - Maternity, Adoption, Paternity/Maternity Support and IVF procedure for Pay and Leave procedure
 - Registration for Health Professionals policy
 - Validating Professional Registration procedure
 - Statutory and Mandatory training policy
- 7 are pending the development of an all wales policy. All Wales Policy review scheduled is currently being agreed by the Welsh Partnership Forum for the following:
 - Disciplinary policy and procedure (All Wales)
 - Capability Policy (All Wales)
 - Special Leave Policy (All Wales)
 - Recruitment and retention payment protocol (All Wales)
 - Menopause Policy (All Wales)
 - Organisational Change Policy (All Wales)
 - Reserve Forces Training and Mobilisation Policy (All Wales)
- 5 are due to commence review in 2023, timescales to be confirmed.
 - Mobile Phone policy
 - Flexible Working policy
 - My Contribution policy
 - Recruitment and Selection policy
 - Supporting Learning and Development 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 Committee is asked to:

- **Receive assurance** on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents within the remit of the Committee.