

Corporate Policies, Procedures and other written Control Document Register extract

PHW / All Wales	Policy title	Policy ref.	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Policy Lead/Author	V	Approval date	Review date due	Status	Rag Status	Updates from quarterly reviews	Expected Date for issuing of revised policy
PHW	Annual Leave and Bank Holiday Policy	PHW06	People and Organisational Development Committee	Director of People and Organisational Development	Joe O'Brien	1	10 October 2011	10 October 2014	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Policy Workshop held on 23/08/22. Draft policy will be ready for the consultation process by the end of September</p> <p>June 2022 update: Will be merged with the Annual Leave Scheme (PHWSCD02) Scheduled for Policy workshop on 02 August 2022, scheduled for 5 December BET, POD 12 Jan for approval.</p> <p>March 2022 update: Policy will be reviewed in May/June 2022 a part of a project around Annual Leave overall. 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</p>	12 Jan 23 (PODC)
PHW	Redeployment Policy	PHW09	People and Organisational Development Committee	Director of People and Organisational Development	Karen Williams, Head of Corporate Workforce / Lucy Day	1	01 April 2016	01 March 2019	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Policy workshop held 03/08/22. As below, due for POD approval January 2023</p> <p>June 2022 update: Will be merged with the Redundancy Policy (PHW52). Due to go to LPF 29 Sept, BET 5 December and final approval for POD 12 Jan 2023.</p> <p>March 2022 update: Policy Review and Development Workshop scheduled for May 22. 22.10.20 Carry over to 2021. Low Risk. Policy workshop to be arranged for Nov 2021. 06.01.20 Being reviewed at policy workshop on 20 January 2020</p>	12 Jan 23 (PODC)
PHW	Redundancy policy	PHW52	People and Organisational Development Committee	Director of People and Organisational Development	Alison Barell-West	1	07 February 2017	01 February 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Policy workshop held 03/08/22. As below, due for POD approval January 2023</p> <p>June 2022 update: Will be merged with the Redeployment Policy (PHW09). Due to go to LPF 29 Sept, BET 5 December and final approval for POD 12 Jan 2023.</p> <p>March 2022 update: Policy Review and Development Workshop scheduled for May 22. 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</p>	12 Jan 23 (PODC)
PHW	Maternity, Adoption, Paternity/Maternity Support and IVF policy	PHW45	People and Organisational Development Committee	Director of People and Organisational Development	Jane Rees	2	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: The revised policy and procedure will be ready for consultation by mid-October</p> <p>June 2022 update: Policy and procedure have been revised, following workshop with staff representatives. They will be supported by extensive information and tools available via a "Family Leave" pack that will sit on the staff intranet. Work to prepare this is ongoing, but as soon as a final draft is ready it will be made available in Word form so that the policy, procedures and pack can be consulted on as a whole.</p> <p>March 2022 update: Work is ongoing to re write the policy and procedure and develop a toolkit October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation</p>	12 Jan 23 (PODC)
PHW	Maternity, Adoption, Paternity/Maternity Support and IVF Procedure for Pay and Leave Procedure	PHW45/TP01	People and Organisational Development Committee	Director of People and Organisational Development	Jane Rees	1	30 April 2020	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: The revised policy and procedure will be ready for consultation by mid-October</p> <p>June 2022 update: Policy and procedure have been revised, following workshop with staff representatives. They will be supported by extensive information and tools available via a "Family Leave" pack that will sit on the staff intranet. Work to prepare this is ongoing, but as soon as a final draft is ready it will be made available in Word form so that the policy, procedures and pack can be consulted on as a whole.</p> <p>March 2022 update: Work is ongoing to re write the policy and procedure and develop a toolkit. 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.</p>	12 Jan 23 (PODC)
PHW	Registration for Health Professionals Policy	PHW71	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Sian Bolton	4	10 January 2019	10 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>Sep 2022 update: Procedure revised and with Exec Director for approval . Will be approved by PODC in Jan 2023.</p> <p>June 2022 update: Procedure revised and with Exec Director for approval . Will be reported to BET on 19 September for recommendation to PODC for approval on 6 October 2022.</p> <p>March 2022 update: Policy revised and seeking approval from PODCOM in July. Supersedes Black 52</p>	12 Jan 23 (PODC)

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PHW	Validating Professional Registration Procedure	PHW71/TP01	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Sian Bolton	1	10 January 2019	10 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	Sep 2022 update: Procedure revised and with Exec Director for approval . Will be approved by PODC in Jan 2023. June 2022 update: Procedure revised and with Exec Director for approval . Will be reported to BET on 19 September for recommendation to PODC for approval on 6 October 2022. March 2022 update: Policy revised and seeking approval from PODCOM in July Supersedes Black 52	12 Jan 23 (PODC)
PHW	Statutory and Mandatory training policy	PHW04	People and Organisational Development Committee	Director of People and Organisational Development	Lisa Whiteman / Lucy Day	2	21 July 2020	21 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Policy Workshop held on 08/08/22. Draft policy will be ready for the consultation process by the end of September June 2022 update: due for Policy Workshop August 2022, BET 5 Dec, and final approval from PODC on 12 January 2023. April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19: Colleagues are able, during this period, to complete Fire Safety Awareness training online in the absence of classroom training sessions	12 Jan 23 (PODC)
All Wales	Disciplinary policy and procedure (All Wales)	AW03	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	40	04 July 2017	01 March 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Will be taken forward during 2023 building on the learning from the Respect and Resolution policy implementation and review. June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received October 2021 Update - All Wales Policy review delayed due to COVID. Policy still valid	2023 - Awaiting final draft of the All Wales Policy
All Wales	Capability Policy (All Wales)	AW05	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	2	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Currently under review June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received	2023 - Awaiting final draft of the All Wales Policy
All Wales	Menopause Policy (All Wales)	AW15	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	1	04 February 2019	04 February 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Due for review in September 22 June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received	2023 - Awaiting final draft of the All Wales Policy
All Wales	Reserve Forces Training and Mobilisation Policy (All Wales)	AW21	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	2	21 July 2020	21 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Due for review in April 23 Circulated for comments in 26 May 2021, updated policy not yet approved by the Welsh Partnership Forum March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020	2023 - Awaiting final draft of the All Wales Policy
All Wales	Organisational Change Policy (All Wales)	AW12	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	15	04 February 2019	04 February 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Currently under review June 2022 update: WPF Draft Circulated for comments in 26 May 2021, updated policy not yet approved by the Welsh Partnership Forum. March 2022 update: Updated policy due to be approved at the next Welsh Partnership Forum. 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 Apr 19.	2023 - Awaiting final draft of the All Wales Policy

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PHW	Mobile Phone Policy	Black123	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Mark Parsons	1	01 January 2009	01 March 2012	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September Update: Update as per June 2022.</p> <p>June 2022 update: Procedure- to be developed during 2022/23. This has been put on hold due to Covid and capacity within Estates and Health and Safety Division.</p> <p>March 2022 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. 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 ned 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 even though the policy was published in 2010, it is still adequate until its review is completed. The timing also coincides with a new contract with a mobile phone provider, therefore any new aspects will be considered in the review.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Flexible Working Policy	PHW72	People and Organisational Development Committee	Director of People and Organisational Development	Caroline Hill, Senior Regional HR Adviser // Lucy Day	3	03 July 2019	03 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Policy Workshop has been delayed. We will look to hold a policy workshop in February 2023 following interim findings from the Work How It Works Best Evaluation</p> <p>June 2022 update: due for Policy Workshop August 2022, BET 5 Dec, and final approval from PODC on 12 January 2023.</p> <p>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.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	My Contribution policy	PHW66	People and Organisational Development Committee	Director of People and Organisational Development	Lisa Whiteman	2.3	14 September 2020	14 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>June 2022 update: Due to the need to align the MYC policy work with other key People & OD development work/programmes, including the behavioural framework, learning and development plans and the development of training modules, we think it would be in our interest to defer the review date to the end of the financial year to ensure that the various pieces of interdependent work involved complement each other.</p> <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. 22.10.20 Updated policy approved and published. 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>	2023 (Timescales tbc, anticipate within 2023)
PHW	Recruitment and selection policy	PHW50	People and Organisational Development Committee	Director of People and Organisational Development	Matthew Browne	1	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Policy is being updated in line with the Socio Economic Duty and Welsh Language requirements. Timescale to be confirmed</p> <p>June 2022 update: Policy Workshop Scheduled for 1 September 2022.</p> <p>May 2022 update: The policy requires further updates to bring it in line with the Socio Economic Duty and D&I training for managers. Dependent on what is required another review workshop could be needed. March 2022 update: Policy ready to go out for consultation. October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Supporting Learning and Development policy	PHW70	People and Organisational Development Committee	Director of People and Organisational Development	Lisa Whiteman	2	24 October 2018	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: We will look to hold a policy workshop in February 2023 following interim findings from the Work How It Works Best Evaluation</p> <p>June 2022 update: Review carried over to 2022/23 – Reviewed in line with Future Ways of Working</p> <p>March 2022 update: Policy Workshop Schedule for 22/23 will be agreed by the beginning of May</p>	2023 (Timescales tbc, anticipate within 2023)
All Wales	Recruitment and retention payment protocol (All Wales)	AW10	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	2	04 July 2017	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Due for review in April '24</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received. 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</p>	2024 - Awaiting final draft of the All Wales Policy

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All Wales	Special Leave Policy (All Wales)	AW06	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	23	30 April 2020	30 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Due to be reviewed January '24</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received. 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: 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. 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. 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</p>	2024 - Awaiting final draft of the All Wales Policy
All Wales	Managing Attendance at Work Policy	AW01	People and Organisational Development Committee	Director of People and Organisational Development		3	04 December 2019	04 December 2022	Policy in Date	Approved	October 2021 Update - The policy has been constantly 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.	In date
All Wales	Secondment policy (All Wales)	AW04	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	1	23 August 2021	01 March 2023	Policy in Date	Approved	August 2021. Policy updated and approved by PODC Chair's Action on 23 August 2021.	In date
All Wales	Employment Break Scheme (All Wales)	AW11	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	11	16 March 2020	16 March 2023	Policy in Date	Approved		In date
All Wales	Pay Progression Policy (All Wales)	AW13	People and Organisational Development Committee	Director of People and Organisational Development	Welsh Partnership Forum	1	16 March 2020	16 March 2023	Policy in Date	Approved		In date
All Wales	Respect and Resolution Policy	AW23	People and Organisational Development Committee	Director of People and Organisational Development		1	06 May 2021	06 May 2024	Policy in Date	Approved		In date
All Wales	Procedure for NHS staff to raise concerns (All Wales)	AW09	People and Organisational Development Committee	Board Secretary and Head of Board Business Unit	Welsh Partnership Forum	2	16 February 2022	01 February 2025	Policy in Date	Approved		In date