

 <p> <b>GIG</b>      CYMRU  <b>NHS</b>      WALES   </p> <p>     Iechyd Cyhoeddus      Cymru      Public Health      Wales   </p>	<p><b>Name of Meeting</b>          People and Organisational Development Committee</p> <p><b>Date of Meeting</b>          21 October 2024</p> <p><b>Agenda item:</b>          7.2</p>
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<h2 style="text-align: center;">Bi-annual Corporate Policies and Procedures Update</h2>	
<p><b>Executive lead:</b></p>	<p>Paul Veysey, Board Secretary and Head of Board Business Unit</p>
<p><b>Author:</b></p>	<p>Liz Blayney, Deputy Board Secretary and Board Governance Manager</p>

<p><b>Approval/Scrutiny route:</b></p>	<p>Paul Veysey, Board Secretary and Head of Board Business Unit</p>
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<p><b>Purpose</b></p> <p>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.</p> <p><b>Appendix 1</b> is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 09 October 2024.</p>
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<p><b>Recommendation:</b></p>				
<p style="text-align: center;">APPROVE <input type="checkbox"/></p>	<p style="text-align: center;">CONSIDER <input type="checkbox"/></p>	<p style="text-align: center;">RECOMMEND <input type="checkbox"/></p>	<p style="text-align: center;">ADOPT <input type="checkbox"/></p>	<p style="text-align: center;">ASSURANCE <input checked="" type="checkbox"/></p>
<p>The People and Organisational Development Committee is asked to:</p> <ul style="list-style-type: none"> <li>Take <b>assurance</b> on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee.</li> </ul>				
<p><b>Link to Public Health Wales <a href="#">Strategic Plan</a></b></p>				



Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
<b>Strategic Priority/Well-being Objective</b>	Choose an item.
<b>Strategic Priority/Well-being Objective</b>	Choose an item.

### Summary impact analysis

<b>Equality and Health Impact Assessment</b>	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.
<b>Risk and Assurance</b>	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.
<b>Health and Social Care (Quality and Engagement) (Wales) Act</b>	Corporate Policies and Procedures support the implementation of the act ensuring its embedded into our processes.
<b>Financial implications</b>	N/A
<b>People implications</b>	N/A

## 1. Purpose / situation

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. The Committee last considered an update at its meeting on 11 April 2024.

Appendix 1 is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 09 October 2024.

## 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 report provides the Committee with assurance that required policies, procedures and other written control documents are being developed and maintained and that progress is being made to review and update policies that have passed their review date.

The Leadership Team may consider a compliance report on a quarterly basis for ongoing monitoring and management of the main policy register. The Leadership Team is due to consider the next iteration of the report at its meeting on 17 October 2024.

## 3. Description/Assessment

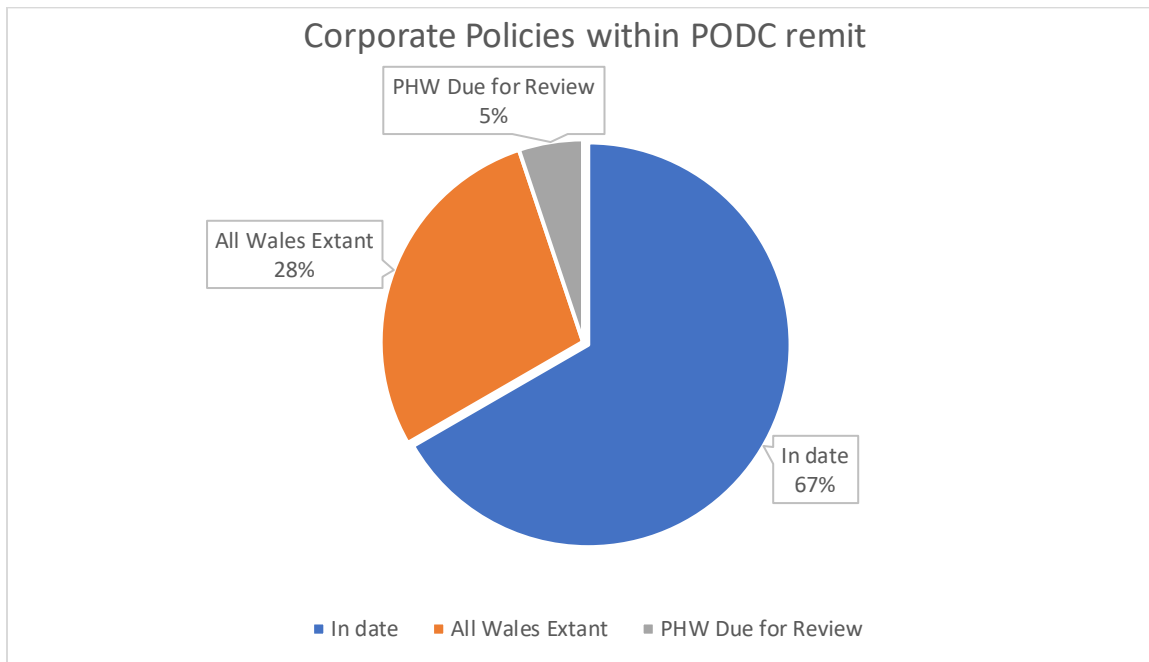
### 3.1 Status of policies and other written control documents

There are 39 policies on the policy register, which were approved by the People and Organisational Development Committee (PODC) or have been delegated to the Committee by the Board.

As of 09 October 2024, 26 (67%) policies/procedures are in date and 13 policies are overdue for review (33%). Of the 13 policies that are currently out of date, 2 (5%) are Public Health Wales policies and 11 (28%) are All Wales policies.

On the 8 June 2023, the Welsh Partnership Forum Business Committee agreed to a new approach to the review of All Wales policies and procedures. The updated approach has been reflected in the All Wales policy updates in **Appendix 1**, and therefore a number of All Wales people related policies are marked as extant. The Board Business Unit suggests that the 11 policies that currently remain extant will be reviewed by the Organisation on the same three yearly frequency to ensure that the policies remain relevant to our operation, and to identify whether an All-Wales

review should be requested.



The Committee is asked to note that all of the overdue policies are rated as ‘low risk’ to the organisation. All of the existing policies will remain current pending development of the documents.

**Appendix 1** sets out the current status of all the policies, including the actions being undertaken to review the policies due for review.

Executive colleagues responsible for the policies due for review are aware and taking active steps to ensure policies/procedures are reviewed and appropriate approval sought.

Work is ongoing to review the overall policy list with each lead to review the number of policies on the register and look to reduce and combine where possible.

#### 4. Recommendation

The People and Organisational Development Committee is asked to:

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