



 <p>GIG CYMRU NHS WALES</p> <p>Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p>Name of Meeting People and Organisational Development Committee</p> <p>Date of Meeting 20 January 2026</p> <p>Agenda item: 10</p>
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Policy / Procedure Approval Report

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Adverse Weather Policy Annual Leave and Bank Holiday Policy Use of Welsh Language Policy
Policy Lead	
Lead Executive	Neil Lewis, Director of People & OD
PHW / All Wales?	PHW
Date of last Review	2022/23
Is the current policy / procedure within review date?	
Approving Body /Group	Business Executive Team People and Organisational Development Committee
Version Number	1

Section 2: Recommendation

APPROVE <input checked="" type="checkbox"/>	CONSIDER <input checked="" type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
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The Committee is asked to:

- **Consider** the revised policies, (Appendix 1) and the Equalities Impact Assessment (Appendix 1a)
- **Approve** the Adverse Weather Policy, Annual Leave and Bank Holiday Policy and the Use of the Welsh Language Policy.



Section 3 – Details of the Review:	
Background:	
Reason for review	<ul style="list-style-type: none"> Review deadline due / passed
Description/Assessment	<p>These policies are needed to ensure legal compliance, fairness, and operational resilience.</p> <ul style="list-style-type: none"> An Adverse Weather Policy protects staff safety and clarifies pay and attendance during disruptions. The Annual Leave and Bank Holiday Policy guarantees statutory entitlements, prevents disputes, and supports workforce planning. A Welsh Language Policy meets regulatory requirements, promotes cultural inclusion, and strengthens engagement. <p>Together, these policies create clarity, consistency, and trust while safeguarding both employees and organisational continuity.</p>
Consultation	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	27 October 2025 – 30 November 2025
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	All amendments are detailed in each policy document in the "Summary of reviews/amendments" table at the start of each document.
(Add detail)	
Had this policy / procedure been considered by any other groups?	Yes – Local Partnership Forum on 2 December 2025 and Leadership Team on 18 December 2025
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	N/A – Endorsed for approval



Section 4: Impact Assessments	
Equality and Health Impact Assessment	See attached
Welsh Language Impact	The Policy / Procedure will be translated to Welsh and available on the internet bilingually.
Risk and Assurance	These policies are relevant to the Strategic Risk Register, Corporate Risk Register (CRR), and Directorate Risk Register because they directly address risks linked to workforce wellbeing, compliance, and operational continuity.
Health and Social Care (Quality and Engagement) (Wales) Act	Up to date HR policies, developed in partnership, address the Duty of Quality by proposing structured, transparent, and equitable policies that promote safe, person-centred, and equitable environments across the organisation, fulfilling the Act's aim of system-wide quality improvement.
Financial implications	<p>Use of Welsh Language Policy</p> <ul style="list-style-type: none"> Compliance costs for translation, bilingual signage, staff training, and reporting <p>Annual Leave & Bank Holiday Policy</p> <ul style="list-style-type: none"> Covering absences may require overtime or temporary staff
People implications	<p>Adverse Weather Policy</p> <ul style="list-style-type: none"> Improved clarity on safety, attendance, pay, and remote-working expectations during severe weather. Likely reduction in anxiety and inconsistent manager decisions; potential uplift in perceived fairness and trust. Possible short-term workload rebalancing for roles that must be on site. <p>Annual Leave & Bank Holiday Policy</p> <ul style="list-style-type: none"> Greater consistency in entitlement and authorisation; supports wellbeing and reduces disputes. Operational peaks may require tighter rota planning, which can affect perceived flexibility <p>Use of Welsh Language Policy</p>



	<ul style="list-style-type: none"> • Strengthens inclusion for Welsh speakers/learners; may require training/skills development for non-Welsh speakers. • Possible initial concern about added workload (translation, bilingual comms) unless support is visible.
Socio Economic Duty	Adopting these revised policies requires consideration of the Socio-Economic Duty, which obliges public bodies in Wales to have due regard to reducing inequalities of outcome linked to socio-economic disadvantage when making strategic decisions. Each policy could impact staff differently based on income, contract type, or access to resources: for example, adverse weather arrangements may disadvantage lower-paid or on-site staff who cannot work remotely; annual leave rules must ensure fairness for part-time staff; and Welsh language provisions should support accessibility for all, not create barriers.

Section 5 - Implementation

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)
All policies will be published on the internet, with updates to related content on the staff intranet. A news article will also be published to alert all colleagues to these updates.	February 2026	Lucy Day/Karen Fitzgibbon

Section 6 – Dissemination

The revised policies will be communicated through a clear, multi-channel approach to ensure all staff are informed and understand the changes.

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