

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p> Name of Meeting Quality, Safety and Improvement Committee </p> <p> Date of Meeting 12 October 23 </p> <p> Agenda item: 5.2 </p>
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<h2 style="text-align: center;">Register of policies and written control documents</h2>	
Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	Leadership Team 21.09.23
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Purpose
<p>The report provides the Quality, Safety and Improvement 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>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 2023/24.</p>

Recommendation:				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
<p>The Committee is asked to:</p> <ul style="list-style-type: none"> Take 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				
<p>Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.</p> <p>This report contributes to the following:</p>				

Date: 04 October 2023	Version: 1	Page: 1 of 5
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Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
Strategic Priority/Well-being Objective	Choose an item.
Strategic Priority/Well-being Objective	Choose an item.

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 Choose an item. Choose an item.
Financial implications	N/A
People implications	N/A

1. Purpose / situation

The report provides the Quality, Safety and Improvement Committee with an update on the status of the 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 04 October 2023.

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 Leadership Team consider a compliance report on a quarterly basis and last considered the complete corporate policy register on 21st September 2023.

3. Description/Assessment

3.1 Status of policies and other written control documents

There are 28 policies on the policy register, which were approved by the Quality, Safety and Improvement Committee (QSIC) or have been delegated to the Committee by the Board.

As of 04 October 2023, 18 (64%) policies/procedures are in date, 10 (36%) policies are due for review. For all of the policies due for review, the decision updates are provided within **appendix 1**. The number of policies in date has improved by 20% since the 18 May QSIC meeting (44% were in date).

The Committee is asked to note that of the overdue policies, 9 are rated as 'low risk' to the organization and 1 is rated as 'Medium risk' (an update to the Medical Devices and Equipment Management Policy is available within appendix 1). All of the existing policies will remain current pending development of the document.

Of the 10 policies / procedures that are currently out of date:

4 have been presented for approval at the October 2023 meeting:

- Safeguarding Policy
- Adults at Risk procedure, and Children at Risk procedures
- Violence against Women, Domestic Abuse and Sexual Violence procedure

3 have completed the review process and are currently with the Leadership Team for endorsement to QSIC. These are due to be presented to the December 2023 QSIC meeting:

- Incident Management Procedure
- Medicines Management Policy and Code of Practice
- Medical Devices and Equipment Management Policy

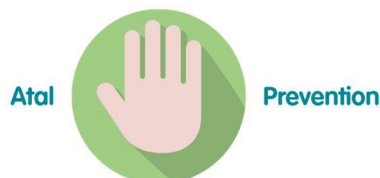
3 are due to be presented for approval at the February 2024 QSIC meeting:

- Waste Management Policy
- Decontamination Policy
- Uniform / Dress Code 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 EHIA's) are developed on a collaborative basis.



During development and review policies and written control documents are made available to Public Health Wales staff so that they can provide comment for consideration

1. Recommendation

The Quality, Safety and Improvement Committee is asked to:

- Take **assurance** on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents