 <p>GIG CYMRU NHS WALES   Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p><b>Name of Meeting</b> Board</p>
	<p><b>Date of Meeting</b> 25 January 2024</p> <p><b>Agenda item:</b> 3.5</p>

<b>Corporate Policies and Procedures – Annual Compliance Report</b>	
<b>Executive lead:</b>	Paul Veysey, Board Secretary and Head of Board Business Unit
<b>Author:</b>	Liz Blayney, Deputy Board Secretary and Board Governance Manager

<b>Approval/Scrutiny route:</b>	Leadership Team- 11 December 2023
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<b>Purpose</b>
<p>The report provides the Board with an update on the status of the Corporate policies, procedures and other written control documents across the organisation.</p> <p><b>Appendix 1 (a-f)</b> is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 16 January 2024.</p>

<b>Recommendation:</b>				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
<p>The Board 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.</li> </ul>				



**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 the following:

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
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**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>	Not applicable
<b>People implications</b>	Not applicable

## 1. Purpose / situation

The report provides the Board with an update on the status of the policies, procedures and other written control documents (policies) across the organisation.

**Appendix 1** is an extract taken from the central Policy and Control Document Register and shows the status of documents as at 16 January 2024.

### 1. 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,.

The Leadership Team consider a compliance report on a quarterly basis. The Leadership Team last considered the report at its meeting on 11 December 2023.

Each Committee also received quarterly compliance reports for the Policies within their remit.

This provides the Board and Committees with assurance that policies, procedures and other written control documents are being developed and maintained.

## 2. Description/Assessment

There are 150 policies and other written control documents on the Corporate Policy, Procedures and Other Written Control Documents register.

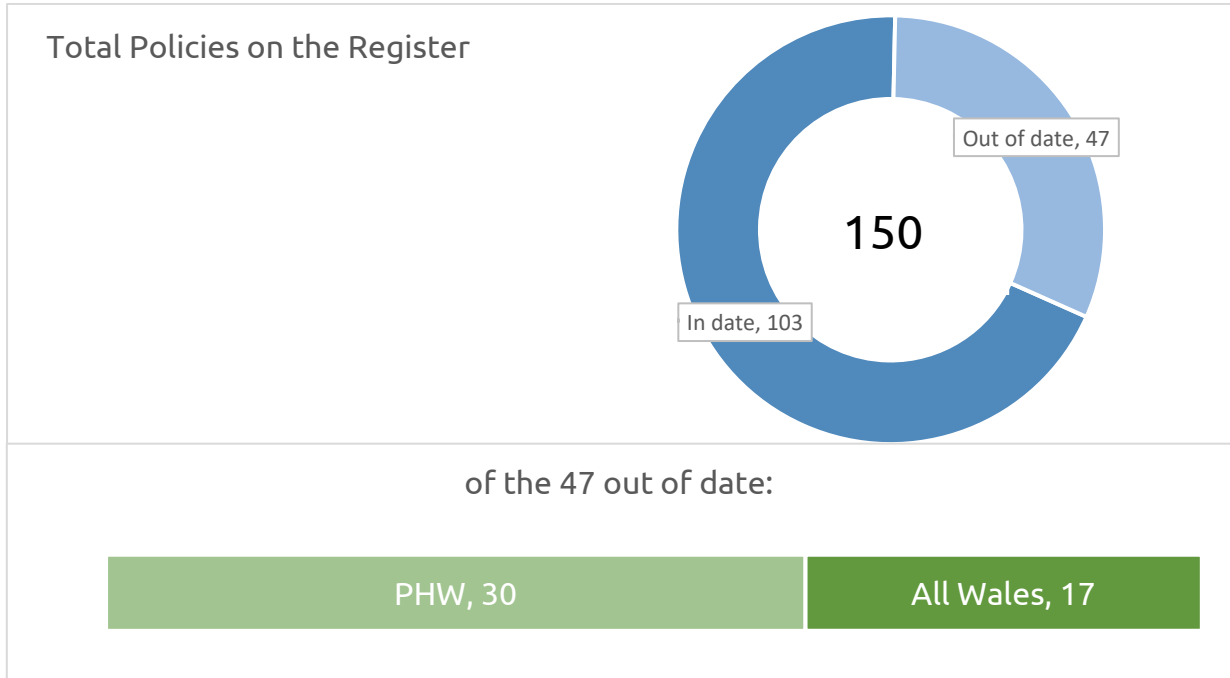
Executive colleagues responsible for the policies due for review are aware and taking active steps to ensure policies/procedures are reviewed and appropriate approval sought.

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.



## Current Position

As of 16 January 2024, 103 (69%) policies/procedures are in date and 47 (31%) are out of review date.



Of the 47 policies and procedures that are currently out of date, 30 (64%) are Public Health Wales policies and 17 (36%) are pending the review of an All Wales Policy. 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.

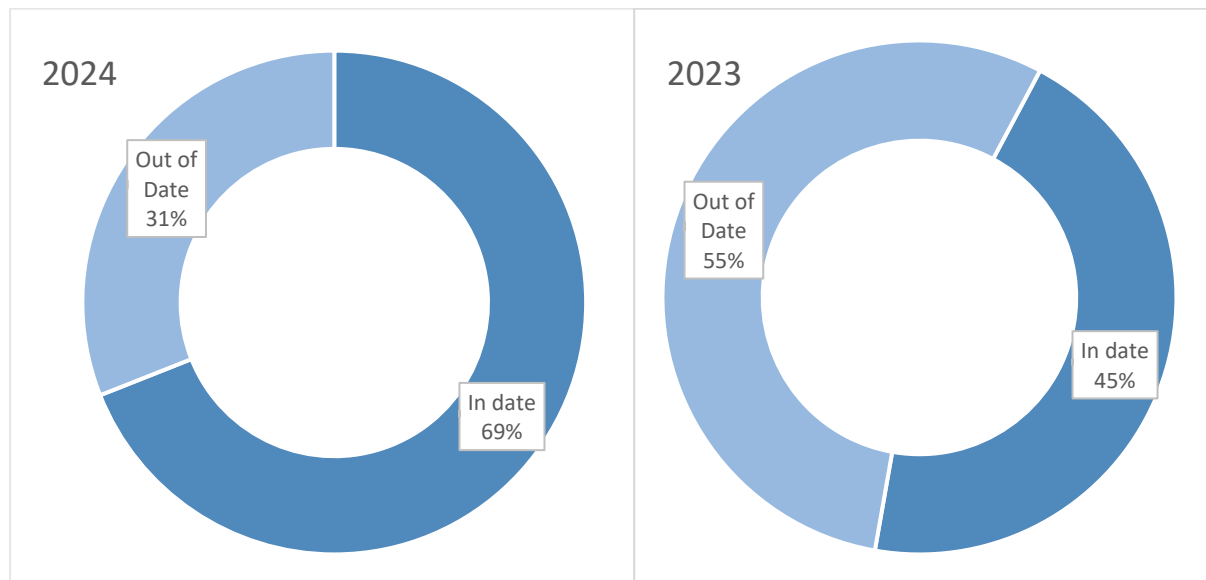
The updated approach has been reflected in the All Wales policy updates in Appendix 1, and therefore a number of All Wales people related policies are marked as extant.

62 policies/procedures have been reviewed and through the approval process since 17 January 2023.

6 new policies/procedures have been developed.

## Comparison : Position 2023

The 2024 position is a marked improvement on the annual review reported to Board during January 2023. This is a testament to the efforts made by all Directorates across the Organisation to improve their review of policies during 2023/24.



## Breakdown of 2024 data by Directorate

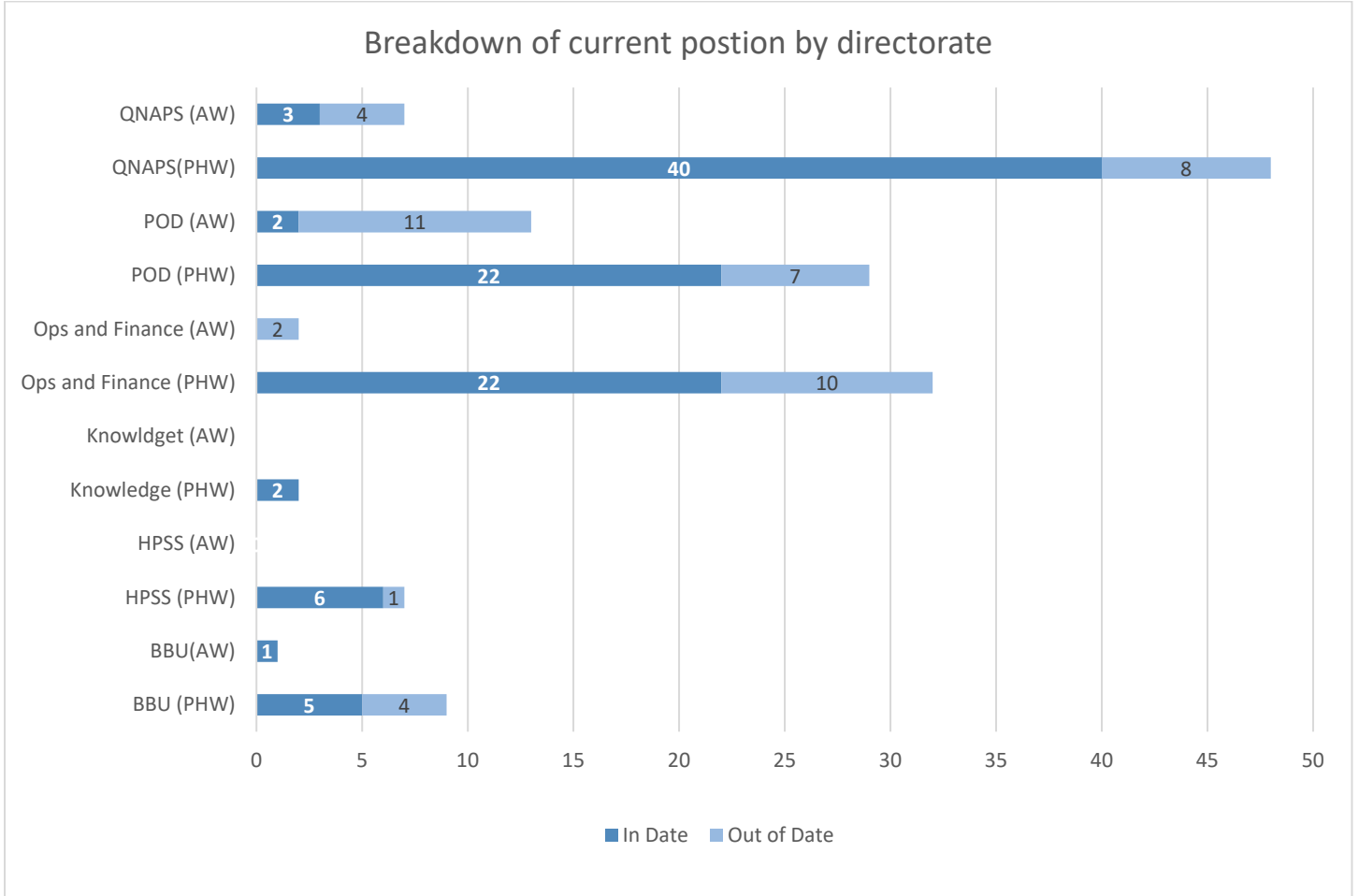
For all of the policies due for review, the Executive Leads provide updates on a quarterly basis on the progress to review the documents.

As part of this update, they also provide a risk level (Low, moderate or high) to indicate the level of risk associated with the policy not being reviewed and update.

Policies that are out of date are still valid, and the requirement to follow these remains in place.

A full copy of the register is provided at appendix 1, broken down by Directorate for ease of reference:

The following provides a summary of this data:



## Risk Assessments

For each policy/procedure that is out of date, the Executive Lead provides an assessment of the risk level (Low, moderate or high) to indicate the level of risk associated with the policy not being reviewed and update.

Policy review status	Policy notyet approvedbut low risk presented	Policy notyet approved and moderaterisk presented.	Policy notyet approved and high risk presented.	Risk assessment awaited	Number of Policies
Date passed	43	4	0	0	47

The four identified as moderate risk are:

Title	Current Position	Expected approval date
Joint Working Framework	This is currently under review and on track to be presented to the Board for approval in March 2024	28 March 2024
Intellectual Property	The review has been completed, and a substantial re-write has taken place including review and comment by the legal team. This is currently out for consultation and is on track to be presented to the Knowledge, Research and Information Committee for approval in March 2024	6 March 2024
Social Media Policy (All Wales)	There has been no further update on this from HEIW. In the interim PHW continues to use and maintain social media guidelines for PHW staff that were approved in January 2023.	All Wales Policy – No update available on timing.  Interim PHW local guidelines are in place and are current and in date
NHS Email Use Policy (All Wales)	Dec 2023 update: Still awaiting final decision on the all Wales Policies from IGMAG/WIGB. A paper has been submitted to the SIRO on PHW IG Policy framework and a decision is awaited.	All Wales Policy – No update available on timing.

## Current Progress

A number of policies are in the progress of being reviewed, and at least 8 are scheduled for approval between now and the end of March 2024. The dates of the relevant meetings have been included in the updates provided.

These include the:

- Protocol for nominating Public Health Wales Staff for Honours
- Intellectual Property
- Handling and Transport of Clinical Specimens Procedure
- Control of Substances Hazardous to Health Procedure
- Disposal of obsolete and surplus equipment, vehicles, furniture and consumables Procedure
- Breastfeeding Guidelines
- Redundancy / Redeployment Policy (merged)
- Flexible Working Policy

The dates of the anticipated approval dates for all policies have been included within the detailed breakdown in the appendices.



### 3. Recommendation

The Board is asked to:

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





### Appendix Summary – Breakdown of data

			2022-23			2023-24		
			Total	In date	Out of date	Total	In date	Out of Date
Appendix A	Board Business Unit	PHW	9	4	5	9	5	4
		All Wales	1	1	0	1	1	0
Appendix B	Health Protection and Screening	PHW	7	4	3	7	6	1
		All Wales	0	0	0	0	0	0
Appendix C	Knowledge	PHW	2	2	0	2	2	0
		All Wales	0	0	0	0	0	0
Appendix D	Operations and Finance	PHW	36	11	25	32	22	10
		All Wales	2	1	1	2	0	2
Appendix E	People and OD	PHW	25	9	16	29	22	7
		All Wales	13	3	10	13	2	11
Appendix F	QNAPS	PHW	44	24	20	48	40	8
		All Wales	5	4	1	7	3	4
			144	63	81	150	103	47