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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
Knowledge, Research and
Information Committee
Date of Meeting
13 June 2023
Agenda item:
10.1

Register of policies and written control documents update

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:	Paul Veysey, Board Secretary and Head of Board Business Unit
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Purpose

The report provides the Knowledge, Research and Information Committee with an update on the status of the policies, procedures and other written control documents 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 (where this Committee is the approving body) during quarter 4 2022/23.

Recommendation:

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

- Receive assurance** on the prioritisation and progress being made to review Knowledge, Research and Information Committee policies, procedures and other written control documents.

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 seven of the strategic priorities and well-being objectives.

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
Financial implications	Not applicable
People implications	Not applicable

1. Purpose / situation

The report provides the Knowledge, Research and Information 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 06 June 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.

3. Description/Assessment

3.1 Status of policies and other written control documents

There are three policies on the policy register, for which the Knowledge, Research and Information Committee is the approving body. All three policies are due for review. Of the three policies due for review, two have completed the consultation period and are entering the start of the approval process. Work has begun in June 2023 on the one remaining policy. It is anticipated that all three policies will be tabled for approval at the September 2023 Knowledge Research and Information Committee meeting. Decision updates are provided in full within appendix 1.

The Committee is asked to note that one overdue policy is rated as 'medium risk' to the organisation but remains current pending development of the document. The Executive colleague responsible for the policy due for review is aware and taking active steps to ensure it is reviewed and appropriate approval sought.

3.2 Well-being of Future Generations (Wales) Act 2015



Long Term

Organisational policies, procedures and written control documents provide the organisation with long-term controls for risks.



Prevention

Organisational policies, procedures and written control documents provide staff within instruction and guidance, to prevent non-compliance.



Integration

A number of policies, procedures and written control documents are interdependent with one another. Content is cross-referenced and integrated as appropriate.



Collaboration

All policies, procedures and written control documents (and associated EHIAs) are developed on a collaborative basis.



Involvement

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

4. Recommendation

The Knowledge, Research and Information Committee is asked to:

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