 <p> <b>GIG</b>      CYMRU  <b>NHS</b>      WALES   </p> <p>     Iechyd Cyhoeddus      Cymru      Public Health      Wales   </p>	<p> <b>Name of Meeting</b>        Knowledge, Research        and Information        Committee  <b>Date of Meeting</b>        06 June 2024  <b>Agenda item:</b>        3.7     </p>
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<h2>Bi-annual Corporate Policies and Procedures Update</h2>	
<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>	Liz Blayney, Deputy Board Secretary and Board Governance Manager
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<b>Purpose</b>
<p>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.</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 23 May 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 Knowledge, Research and Information 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>         Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.     </p>
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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 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. The Committee last considered an update at its meeting on 05 December 2023.

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 23 May 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 last considered the report at its meeting on 21 March 2024.

## **3. Description/Assessment**

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

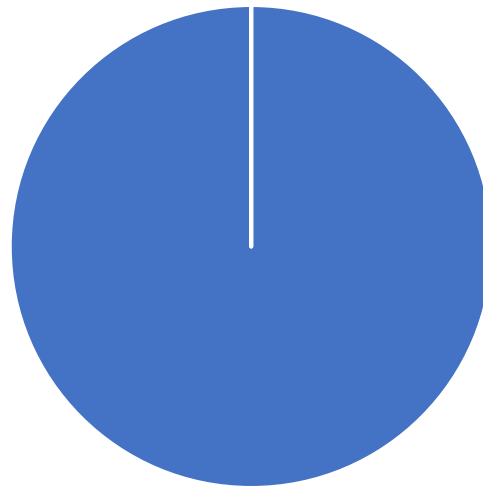
There are 2 policies on the policy register, which were approved by the Knowledge, Research and Information Committee (KRIC) or have been delegated to the Committee by the Board.

As of 23 May 2024, 2 (100%) policies/procedures are in date.

Executive colleagues responsible for the policies are aware of the need to ensure policies/procedures are reviewed and appropriate approval sought as they become due for review.



### Corporate Policies within KRIC Remit



■ In Date

### 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 EHAs) are developed on a collaborative basis.



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:

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