

# Extract of the Policy Register - People and Organisational Development Committee

31 March 2021

PHW / All Wales	Policy title	Policy ref.	Review date	Status (select from dropdown)	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Rag Status	Comments / Updates from quarterly reviews	Expected Date for issuing of revised policy
All Wales	<a href="#">Procedure for NHS staff to raise concerns (All Wales)</a>	AW09	18 January 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 update - The policy is still valid, due to the pandemic the Welsh Partnership Forum has not yet carried out a review. Propose extension to April 2022.	21/4/21 - POD to approve extension of date to April 2022
All Wales	<a href="#">Recruitment and retention protocol (All Wales)</a>	AW10	01 March 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 update - The policy is still valid, due to the pandemic the Welsh Partnership Forum has not yet carried out a review	21/4/21 - POD to approve extension of date to April 2022
PHW	<a href="#">Supporting Learning and Development policy</a>	PHW 70	24 October 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 update - April 2021 update - The policy is still valid, will be reviewed in 2021. Please carry the review date over to 2021. Prev Black 38	21/4/21 - POD to approve extension of date to April 2022
PHW	<a href="#">Fire safety policy</a>	PHW07	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022.	21/4/21 - POD to approve extension of date to April 2022
PHW	<a href="#">Fire Safety Procedure</a>	PHW07-TP01	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022.	21/4/21 - POD to approve extension of date to April 2022
PHW	<a href="#">Health and safety policy</a>	PHW10	27 March 2021	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022.	21/4/21 - POD to approve extension of date to April 2022
PHW	<a href="#">Water management policy</a>	PHW64	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022. 19.12.17 Approved via Chair's action. Replaces Black 67 Waste Management Policy and Yellow 16 Legionella/Legionnaire.	21/4/21 - POD to approve extension of date to April 2022
PHW	<a href="#">Water management procedure</a>	PHW64-TP01	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022.	21/4/21 - POD to approve extension of date to April 2022
All Wales	<a href="#">Dignity at Work Process (All Wales)</a>	AW07	01 September 2017	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - low risk presented	April 2021 update - Replaced with the Healthy Working Relationships Policy that will come into effect as of June 2021. Action for PODC to remove from the register after the new policy has been launched 22.10.20 New policy in development - Healthier Working Relationships 06.01.20 Currently being reviewed by the Welsh Partnership Forum	21/4/21 - PODC to remove from register
PHW	Employing ex-offenders and people with a criminal record policy	Black 50	01 March 2019	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - Action for the People and OD Committee to approve removal of this policy from the register. 22.10.20 Remove from register 15.01.20 The WPF have confirmed that this policy is no longer being developed, please remove from the register 15.01.20 Local policy for DBS inc employing ex offenders and people with criminal record to be developed with Ian Smith and Shared Services within the next 12 months	21/4/21 - PODC to remove from register
PHW	Employment reference guidance notes	Black 53	01 October 2016	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - Action for the People and OD Committee to approve removal of this policy from the register. 22.10.20 Remove from register 06.01.20 Please remove policy from the register 06.01.20 This will be included in the work on the 'All Wales Hire to Retire initiative, timeline unknown at present.	21/4/21 - PODC to remove from register
PHW	Exit interview/questionnaire policy and procedure	Black 51	01 January 2017	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - Action for the People and OD Committee to approve removal of this policy from the register. 22.10.20 Remove from register 06.01.20 Please remove policy from the register 06.01.20 This will be included in the work on the 'All Wales Hire to Retire initiative, timeline unknown at present.	21/4/21 - PODC to remove from register
PHW	Medical and Dental Disciplinary procedure	TBC		Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - Action for the People and OD Committee to approve removal of this policy from the register. 06.01.20 Replaced by Upholding Professional Standards document. Recommend that this policy be removed from the Policy Register.	21/4/21 - PODC to remove from register
PHW	Recruiting Locum Doctors	Black 73		Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - Action for the People and OD Committee to approve removal of this policy from the register. 15.01.20 The WPF have confirmed that this policy is no longer being developed, please remove from the register 15.01.20 Local policy to be developed in conjunction with other Health Boards by October 2020	21/4/21 - PODC to remove from register
All Wales	<a href="#">Grievance policy and procedure (All Wales)</a>	AW02	01 March 2019	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - low risk presented	April 2021 update - Replaced with the Healthy Working Relationships Policy that will come into effect as of June 2021. Action for PODC to remove from the register after the new policy has been launched 22.10.20 New policy in development - Healthier Working Relationships 06.01.20 Currently being reviewed by the Welsh Partnership Forum	21/4/21 - PODC to remove from register
PHW	Policy and procedure for managing Criminal Record Bureau (CRB) disclosure checks for eligible NHS staff	Black 49	01 July 2009	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - Action for the People and OD Committee to approve removal of this policy from the register. 22.10.20 Remove from register 15.01.20 The WPF have confirmed that this policy is no longer being developed. DBS checks are carried out by NWSSP. please remove from the register 15.01.20 Local policy for DBS inc employing ex offenders and people with criminal record to be developed with Ian Smith and Shared Services within the next 12 months	21/4/21 - PODC to remove from register

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All Wales	<a href="#">Disciplinary policy and procedure (All Wales)</a>	AW03	01 March 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue - Risk assessment awaited	April 2021 update - Replaced with the Healthy Working Relationships Policy that will come into effect as of June 2021. Action for PODC to remove from the register after the new policy has been launched	21/4/21 - PODC to remove from register
PHW	Procedures for dealing with professional conduct/competence of trust medical staff	Black 43		Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - Action for the People and OD Committee to approve removal of this policy from the register. 22.10.20 Remove from register 15.01.20 Replaced by Upholding Professional Standards document, Recommend that this policy be removed from the Policy Register	21/4/21 - PODC to remove from register
PHW	<a href="#">Bomb Threat and Suspicious Packages Procedure</a>	PHW57	25 May 2020	Policy review date passed - action underway/required	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 - see update for Security Procedure - this will be reviewed in 2021/22 Procedure superseded Black 17 (dealing with suspect pages). Procedure will be reviewed in line with legislative and operational changes.	Note Update
PHW	<a href="#">Mobile Phone Policy</a>	Black 123	01 March 2012	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 21 Update - Procedure- to be developed during 2021/22. This has been put on hold due to Covid and capacity within Estates and Health and Safety Division January 2020- Policy and procedure currently being reviewed and updated. This is being undertaken alongside the development of guidance for new mobile phone users following actions identified as a result of a cyber security exercise. This will be progressed during quarter 4 2019/20 and likely to be issued end of quarter 1 in 2020/21. May 2019- Mobile phone contractor has changed and new ordering system to be established. The procedure will be updated to ensure new process for ordering is included within the procedure. Mobile Phone policy to be reviewed. 2019/2005/12/18 Having just moved to a new mobile provider with a different ordering system training is required to understand process for on line ordering, this can then be incorporate into the procedure and expected to go out for	Note Update
PHW	<a href="#">Prevention of Stress and management of Mental Wellbeing Policy</a>	PHW 54	01 March 2019	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April update - policy will be reviewed in 2021/22 06.01.20 Policy reviewed and updated, will go to Local Partnership Forum in April for approval.	Note Update
PHW	<a href="#">Redundancy policy</a>	PHW 52	01 February 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 update - this policy will be merged with the Redployment and FTC procedure 22.10.20 Carry over to 2021. Low Risk 20.02.20 Was reviewed at policy workshop on 20 January 2020, will now go through the consultation process	Note Update
PHW	<a href="#">Retirement procedure</a>	PHW 53	01 November 2019	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 update - Ready to be approved. We are working with Corporate Governance on a revised approval process 10.03.2020 - Policy out for consultation - Deadline for comments - 08/04/2020	Note Update
All Wales	<a href="#">Secondment policy (All Wales)</a>	AW04	01 March 2018	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - low risk presented	April 2021 update - policy will be reviewed in 2021/22 06.01.20 Policy has been circulated to all health boards/trusts for comment. Due to be April 2021 update - discussed as next Welsh Partnership Forum meeting.	Note Update
PHW	<a href="#">Security procedure</a>	PHW58	25 May 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - this is out of date and needs updating to incorporate and link to other policies such as Bomb Threat Procedure, CCTV Procedure. This will be developed during 2021/22 Procedure superseded Black 22 (Security Policy). Procedure will be reviewed in line with legislative and operational changes.	Note Update
PHW	<a href="#">Uniform/Dress code policy</a>	PHW46	01 January 2019	Policy review date passed - awaiting national policy	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Overdue for review - Low risk presented	April 2021 update - P olicy will be reviewed in 2021/22 Dec 2019 - The National Uniform Policy is being reviewed by the HARP team and the current draft is due out for Consultation. This will be adopted by Public Health Wales once ratified.	Note Update
PHW	<a href="#">Waste management policy</a>	PHW63	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - this policy will be reviewed and updated during 2021/22 19.12.17 Approved via Chair's action. Replaces Black 67 Waste Management Policy and Yellow 16 Legionella/Legionnaire.	Note Update
PHW	<a href="#">Waste management procedure</a>	PHW63-TP01	30 September 2020	Policy review date passed - action underway/required	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Overdue for review - Low risk presented	April 2021 update - this policy will be reviewed and updated during 2021/22	Note Update
PHW	Welsh Language Scheme	No ref	01 April 2013	Policy review date passed - action underway/required	People and Organisational Development Committee	Director of People and Organisational Development	Overdue for review - Low risk presented	April 2021 - UPDATE TO BE PROVIDED 20.02.20 Policy ready to proceed to the approval process, will go to Local Partnership Forum in April	Note Update