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Policy / Procedure Review Report

People and Organisational
Development Committee
6 September 2022
Agenda Item: 3.5

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Personal Relationships at Work Policy
Policy Owner	Ruth Tofton, Senior People and OD Advisor
Lead Executive	Neil Lewis, Director of People and OD
PHW / All Wales?	PHW
Date of last Review	May 2018
Is the current policy / procedure within date?	No
Approving Body /Group	People and OD Committee
Version Number	1

Section 2 – Recommendation

The Business Executive Team reviewed this draft policy on 5 July 2022 and endorsed for submission to the Committee for approval.

The Committee is asked to **approve** the new Personal Relationships at Work Policy

Note that the Personal Relationships at Work Policy replaces the Protocol for Managing Personal Relationships at Work (PHW/SCD05), which will be removed from the Corporate Policies Register.

3 – Details of the Review:

Background:

Reason for review	The policy was reviewed in line the People and OD policy review schedule in 2019. However, due to the pandemic, the approval of the policy was paused. We have recently reviewed the policy again in partnership with staff side colleagues, the networks and relevant subject experts across Public Health Wales
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Consultation:

Has this Policy / Procedure been through the appropriate consultation process?	Yes, 28 day consultation
Date range of consultation:	October 2021
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	
<ul style="list-style-type: none">• New Policy (was previously a protocol)• Re-write of the existing protocol• New Risk Assessment document devised	
Had this policy / procedure been considered by any other groups?	Yes, Local Partnership Forum
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	
n/a	

4 – Impact Assessments

Equality and Health Impact Assessment	Completed and submitted with the Policy to the approving body.
Risk and Assurance	N/A
Health and Care Standards	This policy supports and/or take into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability Theme 7 - Staff and Resources Theme 2 - Safe Care
Financial implications	No financial implications have been identified.
People implications	This policy other All Wales and PHW policies that are already in existence and so no additional people implications have been identified.

5 - Implementation

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)
Once approved the updated policy will be launched via the staff and manager bulletins and updated intranet pages.	With 4 weeks of approval	Ruth Tofton