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Iechyd Cyhoeddus
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Public Health
Wales

Name of Meeting
People and Organisational
Development Committee
Date of Meeting
18 April 2023
Agenda item:
3.6a

Register of policies and written control documents

Executive lead: Liz Blayney, Acting Board Secretary and Head of Board Business Unit

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Approval/Scrutiny route: Liz Blayney, Acting Board Secretary and Head of Board Business Unit

Purpose

The report provides the People and Organisational Development 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 Corporate Policy and other written Control Documents Register and shows the status of documents at end of 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 Corporate policies, procedures and other written control documents within the remit of the Committee.

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 People and Organisational Development Committee with an update on the status of the corporate 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 31 March 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.

From April 2023, the Leadership Team will consider compliance reports on a quarterly basis.

3. Description/Assessment

3.1 Status of policies and other written control documents

There are 32 policies on the on the policy register, which were approved by the People and Organisational Development Committee (including sub groups reporting to the Committee) or have been delegated to the Committee by the Board.

41 (39%) policies are in date and 19 (59%) policies are due for review.

For all of the policies due for review, the decision updates are provided within **appendix 1**, the Committee is asked to note that all of the currently overdue policies are rated as 'low risk' to the organisation and the existing document will remain current pending development of the document.

Of the 19 policies that are currently out of date, 11 are pending the development of an All Wales Policy. All 8 Public Health Wales policies are currently in the process of being reviewed or are due to be reviewed during 2023.

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



Hirdymor

Long Term

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



Atal

Prevention

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



Integreiddio

Integration

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



Cydweithio

Collaboration

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



Cynnwys

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 Committee is asked to:

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