

Corporate Policies, Procedures and other written Control Document - Master Register
(People and Organisational Development Committee)

Policy Information

Current Status

PHW / All Wales	Policy title	Policy ref.	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Approval date	Review date due	Status	Rag Status	Updates from quarterly reviews	Expected Date for issuing of revised policy
PHW	Mobile Phone Policy	Black123	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	01 January 2009	01 March 2012	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 update: Draft remains under development as per November update due to capacity issues. Policy to be sent for consultation in April 2023.</p> <p>November 2022 update: A draft policy has been developed and is currently under review within the Estates and Health and Safety Division. This will be circulated to business leads for input prior to being sent for consultation. September Update: Update as per June 2022.</p> <p>June 2022 update: Procedure- to be developed during 2022/23. This has been put on hold due to Covid and capacity within Estates and Health and Safety Division.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Redeployment Policy	PHW09	People and Organisational Development Committee	Director of People and Organisational Development	01 April 2016	01 March 2019	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Following LPF further conversation have taken place and Staff side have been given more time to provide comments. Will be taken back to LPF on 25 April</p> <p>November 2022 update: Further conversations with TU colleagues are required at LPF on 9th Feb 2023</p> <p>September 2022: Policy workshop held 03/08/22. As below, due for POD approval January 2023</p> <p>June 2022 update: Will be merged with the Redundancy Policy (PHW52). Due to go to LPF 29 Sept, BET 5 December and final approval for POD 12 Jan 2023.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Recruitment and selection policy	PHW50	People and Organisational Development Committee	Director of People and Organisational Development	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Policy will be re reviewed in Q1 23/24 when the Equality and WL Managers are in post</p> <p>November 2022 update: Policy is being updated in line with the Socio Economic Duty and Welsh Language requirements. Timescale TBC.</p> <p>September 2022: Policy is being updated in line with the Socio Economic Duty and Welsh Language requirements. Timescale to be confirmed</p> <p>June 2022 update: Policy Workshop Scheduled for 1 September 2022.</p>	2023 (Timescales tbc, anticipate within 2023)

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PHW	Redundancy policy	PHW52	People and Organisational Development Committee	Director of People and Organisational Development	07 February 2017	01 February 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Following LPF further conversation have taken place and Staff side have been given more time to provide comments. Will be taken back to LPF on 25 April</p> <p>November 2022 update: Further conversations with TU colleagues are required at LPF on 9th Feb 2023</p> <p>September 2022: Policy workshop held 03/08/22. As below, due for POD approval January 2023</p> <p>June 2022 update: Will be merged with the Redeployment Policy (PHW09). Due to go to LPF 29 Sept, BET 5 December and final approval for POD 12 Jan 2023.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Supporting Learning and Development policy	PHW70	People and Organisational Development Committee	Director of People and Organisational Development	24 October 2018	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023: Will be reviewed following interim findings from the Work How It Works Best Evaluation</p> <p>November 2022 update: We will look to hold a policy workshop in February 2023 following interim findings from the Work How It Works Best Evaluation</p> <p>June 2022 update: Review carried over to 2022/23 – Reviewed in line with Future Ways of Working</p> <p>March 2022 update: Policy Workshop Schedule for 22/23 will be agreed by the beginning of May</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Flexible Working Policy	PHW72	People and Organisational Development Committee	Director of People and Organisational Development	03 July 2019	03 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Will be reviewed following interim findings from the Work How It Works Best Evaluation</p> <p>November 2022 update: We will look to hold a policy workshop in February 2023 following interim findings from the Work How It Works Best Evaluation</p> <p>October 2021 Update - Policy is under constant review, and will be informed by the Future Ways of working project. 22.10.20 Continuous review over the next 12 months. Temporary variation to the Flexible working Policy was reported to the Board on 30 April 2020. No formal application is required but managers should record working arrangements/adjustments and ensure colleagues are aware that it is temporary unless agreed otherwise.</p>	2023 (Timescales tbc, anticipate within 2023)

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PHW	Statutory and Mandatory training policy	PHW04	People and Organisational Development Committee	Director of People and Organisational Development	21 July 2020	21 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Will be reviewed 23/24 in line with the WG Race action plan and with the On boarding and induction project</p> <p>November 2022 update: Draft policy will be ready for consultation process by end December</p> <p>September 2022: Policy Workshop held on 08/08/22. Draft policy will be ready for the consultation process by the end of September</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	My Contribution policy	PHW66	People and Organisational Development Committee	Director of People and Organisational Development	14 September 2020	14 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update will be reviewed following interim findings from the Work How It Works Best Evaluation</p> <p>November 2022 update: Review date is pushed back to Q4 due to the need to align the MYC policy work with other key people & OD development work/programmes, including the behavioural framework, learning and development plans and the development of training modules.</p> <p>June 2022 update: Due to the need to align the MYC policy work with other key People & OD development work/programmes, including the behavioural framework, learning and development plans and the development of training modules, we think it would be in our interest to defer the review date to the end of the financial year to ensure that the various pieces of interdependent work involved complement each other.</p>	2023 (Timescales tbc, anticipate within 2023)

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All Wales	Capability Policy (All Wales)	AW05	People and Organisational Development Committee	Director of People and Organisational Development	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update review as yet</p> <p>All Wales Policy not issued for review as yet</p> <p>November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>September 2022: Currently under review</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p>	2023 - Awaiting final draft of the All Wales Policy
All Wales	Special Leave Policy (All Wales)	AW06	People and Organisational Development Committee	Director of People and Organisational Development	30 April 2020	30 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update review as yet</p> <p>Due for review April 2024 by the Welsh Partnership Forum</p> <p>November 2022 update: Due for review April 2024</p> <p>September 2022: Due to be reviewed January '24</p>	2024 - Awaiting final draft of the All Wales Policy

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All Wales	Recruitment and retention payment protocol (All Wales)	AW10	People and Organisational Development Committee	Director of People and Organisational Development	04 July 2017	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update review April 2024 by the Welsh Partnership Forum</p> <p>November 2022 update: Due for review April 2024</p> <p>September 2022: Due for review in April '24</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p>	2024 - Awaiting final draft of the All Wales Policy
All Wales	Organisational Change Policy (All Wales)	AW12	People and Organisational Development Committee	Director of People and Organisational Development	04 February 2019	04 February 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update as yet</p> <p>All Wales November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>September 2022: Currently under review</p> <p>March 2022 update: Updated policy due to be approved at the next Welsh Partnership Forum. October 2021 Update - Policy circulated for review in May 2021, awaiting updated policy for adoption Chairs action approved 04/02/19, ratified at PODC in Apr 19.</p>	2023 - Awaiting final draft of the All Wales Policy

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All Wales	Reserve Forces Training and Mobilisation Policy (All Wales)	AW21	People and Organisational Development Committee	Director of People and Organisational Development	21 July 2020	21 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Due for review April 2023 by the Welsh Partnership Forum</p> <p>November 2022 update: Due for review in April 2023</p> <p>September 2022: Due for review in April 23</p> <p>Circulated for comments in 26 May 2021, updated policy not yet approved by the Welsh Partnership Forum</p> <p>March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020</p>	2023 - Awaiting final draft of the All Wales Policy
All Wales	Menopause Policy (All Wales)	AW15	People and Organisational Development Committee	Director of People and Organisational Development	04 February 2019	04 February 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Comments provided to the WPF on 23 January</p> <p>November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>September 2022: Due for review in September 22</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p>	2023 - Awaiting final draft of the All Wales Policy
All Wales	Managing Attendance at Work Policy	AW01	People and Organisational Development Committee	Director of People and Organisational Development	04 December 2019	04 December 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Currently under review by the Welsh Partnership Forum</p> <p>November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>October 2021 Update - The policy has been constantly reviewed during the pandemic by the All Wales Managing Attendance at Work policy working group. Replaced the All Wales sickness absence policy and policy ref allocated from this policy.</p>	2023 - Awaiting final draft of the All Wales Policy

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All Wales	Disciplinary policy and procedure (All Wales)	AW03	People and Organisational Development Committee	Director of People and Organisational Development	04 July 2017	01 March 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update Will now be taken forward during 2023 building on the learning from the Respect and Resolution policy implementation and review</p> <p>November 2022 update: Will be taken forward during 2023 building on the learning from the Respect and Resolution policy implementation and review.</p> <p>September 2022: Will be taken forward during 2023 building on the learning from the Respect and Resolution policy implementation and review.</p>	2023 - Awaiting final draft of the All Wales Policy
All Wales	Secondment policy (All Wales)	AW04	People and Organisational Development Committee	Director of People and Organisational Development	23 August 2021	01 March 2023	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 2023 Update review June 2024 by the Welsh Partnership Forum</p> <p>Due for</p>	2024
All Wales	Employment Break Scheme (All Wales)	AW11	People and Organisational Development Committee	Director of People and Organisational Development	16 March 2020	16 March 2023	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 23: Due for an All Wales Review in January 23, awaiting an update</p>	
All Wales	Pay Progression Policy (All Wales)	AW13	People and Organisational Development Committee	Director of People and Organisational Development	16 March 2020	16 March 2023	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>March 23:: Due for All Wales Review October</p>	
PHW	Family Leave Policy	PHW45	People and Organisational Development Committee	Director of People and Organisational Development	15 March 2023	15 March 2026	Policy in Date	Approved		In date
PHW	Annual Leave and Bank Holiday Policy	PHW06	People and Organisational Development Committee	Director of People and Organisational Development	15 March 2023	15 March 2026	Policy in Date	Approved		In date
PHW	Registration for Health Professionals Policy	PHW71	People and Organisational Development Committee	Director of Executive Quality, Nursing and Allied Health	15 March 2023	15 March 2026	Policy in Date	Approved	<p>March 2023 Update Policy was approved by PODC on 15th March 2023 with the caveat that a Staff Side Representative be given the opportunity to input into the policy. The aim is to provide the Committee with an updated policy / procedure by beginning of May 2023.</p>	In date

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PHW	Registration for Health Professionals Procedure	PHW71/TP01	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 March 2023	15 March 2026	Policy in Date	Approved	March 2023 Update Policy was approved by PODC on 15th March 2023 with the caveat that a Staff Side Representative be given the opportunity to input into the policy. The aim is to provide the Committee with an updated policy / procedure by beginning of May 2023.	In date
PHW	Family Leave Procedure	PHW45/TP01	People and Organisational Development Committee	Director of People and Organisational Development	16 February 2023	16 February 2026	Policy in Date	Approved	March 2022 Update Approved at PODC on 15 March subject to a paragraph on Carers leave being added Renamed to 'Family Leave'	
PHW	Substance Misuse (Drugs and Alcohol) Policy	PHW49	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved		In date
PHW	Adverse weather conditions/transport disruption policy	PHW51	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved		In date
All Wales	Procedure for NHS staff to raise concerns (All Wales)	AW09	People and Organisational Development Committee	Board Secretary and Head of Board Business Unit	16 February 2022	01 February 2025	Policy in Date	Approved		In date
PHW	Retirement procedure	PHW/STP07	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved	Formerly PHW 53	In date
PHW	Mental Wellbeing Policy	PHW54	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved	Formerly Prevention of Stress and management of Mental Wellbeing Policy	In date
PHW	Personal Relationships at Work Policy	PHW11	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved		In date

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All Wales	Respect and Resolution Policy	AW23	People and Organisational Development Committee	Director of People and Organisational Development	06 May 2021	06 May 2024	Policy in Date	Approved		In date
PHW	Use of Welsh Language Policy	PHW75	People and Organisational Development Committee	Director of People and Organisational Development	15 March 2023	15 March 2026	Policy in Date	Approved		In date