

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p>Name of Meeting People and Organisational Development Committee</p> <p>Date of Meeting 8 November 2023</p> <p>Agenda item: 3.8</p>
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Register of policies and written control documents	
Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	Leadership Team 21 September 2023
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Purpose
<p>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.</p> <p>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 2 - 2023/24.</p>

Recommendation:				
APPROVE	CONSIDER	RECOMMEND	ADOPT	ASSURANCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The Committee is asked to:</p> <ul style="list-style-type: none">○ Take assurance on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents within the remit of the Committee.				
<p>Link to Public Health Wales Strategic Plan</p> <p>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:	
Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
Strategic Priority/Well-being Objective	Choose an item.
Strategic Priority/Well-being Objective	Choose an item.

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	<p>This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes</p> <p>Governance, Leadership and Accountability</p> <p>Choose an item.</p> <p>Choose an item.</p>
Financial implications	N/A
People implications	N/A

1. Purpose / situation

The report provides the People and Organisational Development Committee with an update on the status of the 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 October 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.

The Leadership Team consider a compliance report on a quarterly basis and last considered the complete corporate policy register on 21st September 2023.

3. Description/Assessment

3.1 Status of policies and other written control documents

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

As of 31 October 2023, 13 (41%) policies/procedures are in date, 8 (25%) internal policies are due for review and 11 (34%) All Wales 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 overdue policies are rated as 'low risk' to the organisation. All of the existing policies will remain current pending development of the documents.

Of the 19 policies / procedures that are currently out of date:

3 have completed the review process and are currently with the Leadership Team for endorsement. These are due to be presented for approval at the November 2023 meeting:

- Supporting Learning and Development Policy **AND** Statutory and Mandatory Training Policy has been merged to Learning and Development Policy
- My Contribution Policy

4 are due to be presented for approval at the February 2024 PODC meeting:

- Mobile Phone Policy
- Redeployment Policy
- Redundancy Policy
- Flexible Working Policy

1 is due to have completed the review process by end of Quarter 4, 2-23/24:

- Recruitment and Selection Policy

There are 11 All Wales Policies that are currently due for review for which we are waiting on the Welsh Partnership Forum Business Committee to update.

During September 2023, the People and Organisational Development Team received an update on All Wales policies from Andrew Davies, Policy and Development Manager at the NHS Wales Employers Unit. This read:

‘At its meeting held on 8 June 2023, the Welsh Partnership Forum Business Committee, agreed to a new approach to the review of All Wales policies and procedures.

The core element of this new approach is to move away from using a review date as a prompt for review of an existing policy. The new approach will recognise key prompts for review and provide an option for a transactional review where changes/updates to an existing policy are more administrative than material.

The Welsh Partnership Forum Business Committee also confirmed that All Wales W&OD policies remain extant until replaced by an updated version approved by the Welsh Partnership Forum.

NHS Wales Employers will issue this schedule on a quarterly basis as confirmation of policies remaining extant to provide clarity and support organisations from a governance and assurance perspective.’

The Board Business Unit suggests that the 11 policies that currently remain extant will be reviewed by the Organisation on the same three yearly frequency to ensure that the policies remain relevant to our operation, and to identify whether an All-Wales review should be requested.

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.

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 EHIA's) are developed on a collaborative basis.



During development and review policies and written control documents are made available to Public Health Wales staff so that they can provide comment for consideration

4. Recommendation

The People and Organisational Development Committee is asked to:

- Take **assurance** on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents