



 <p data-bbox="395 389 523 537">GIG CYMRU NHS WALES</p> <p data-bbox="560 389 826 537">Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p data-bbox="1129 376 1401 412">Name of Meeting</p> <p data-bbox="1182 414 1401 555">People and Organisational Development Committee</p> <p data-bbox="1145 560 1401 595">Date of Meeting</p> <p data-bbox="1203 598 1401 633">11 April 2024</p> <p data-bbox="1193 636 1401 672">Agenda item:</p> <p data-bbox="1353 674 1401 705">3.4</p>
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<h2 style="text-align: center;">Bi-annual Corporate Policies and Procedures Update</h2>	
<p>Executive lead:</p>	<p>Paul Veysey, Board Secretary and Head of Board Business Unit</p>
<p>Author:</p>	<p>Liz Blayney, Deputy Board Secretary and Board Governance Manager</p>

<p>Approval/Scrutiny route:</p>	<p>Liz Blayney, Deputy Board Secretary and Board Governance Manager</p>
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<p data-bbox="204 1234 331 1270">Purpose</p> <p data-bbox="220 1308 1265 1415">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 data-bbox="220 1456 1297 1563">Appendix 1 is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 21 March 2024.</p>
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<p>Recommendation:</p>				
<p style="text-align: center;">APPROVE <input type="checkbox"/></p>	<p style="text-align: center;">CONSIDER <input type="checkbox"/></p>	<p style="text-align: center;">RECOMMEND <input type="checkbox"/></p>	<p style="text-align: center;">ADOPT <input type="checkbox"/></p>	<p style="text-align: center;">ASSURANCE <input checked="" type="checkbox"/></p>
<p data-bbox="204 1780 1203 1816">The People and Organisational Development Committee is asked to:</p> <ul data-bbox="256 1818 1278 1926" style="list-style-type: none"> • Take assurance on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee. 				
<p data-bbox="204 1966 852 2002">Link to Public Health Wales Strategic Plan</p>				



Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

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 Social Care (Quality and Engagement) (Wales) Act	Corporate Policies and Procedures support the implementation of the act ensuring its embedded into our processes.
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 for which it is the approving body. The Committee last considered an update at its meeting on 8 November 2023.

Appendix 1 is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 21 March 2024.

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 report provides the Committee with assurance that required policies, procedures and other written control documents are being developed and maintained and that progress is being made to review and update policies that have passed their review date.

The Leadership Team may consider a compliance report on a quarterly basis for ongoing monitoring and management of the main policy register. The Leadership Team last considered the report at its meeting on 21 March 2024.

3. Description/Assessment

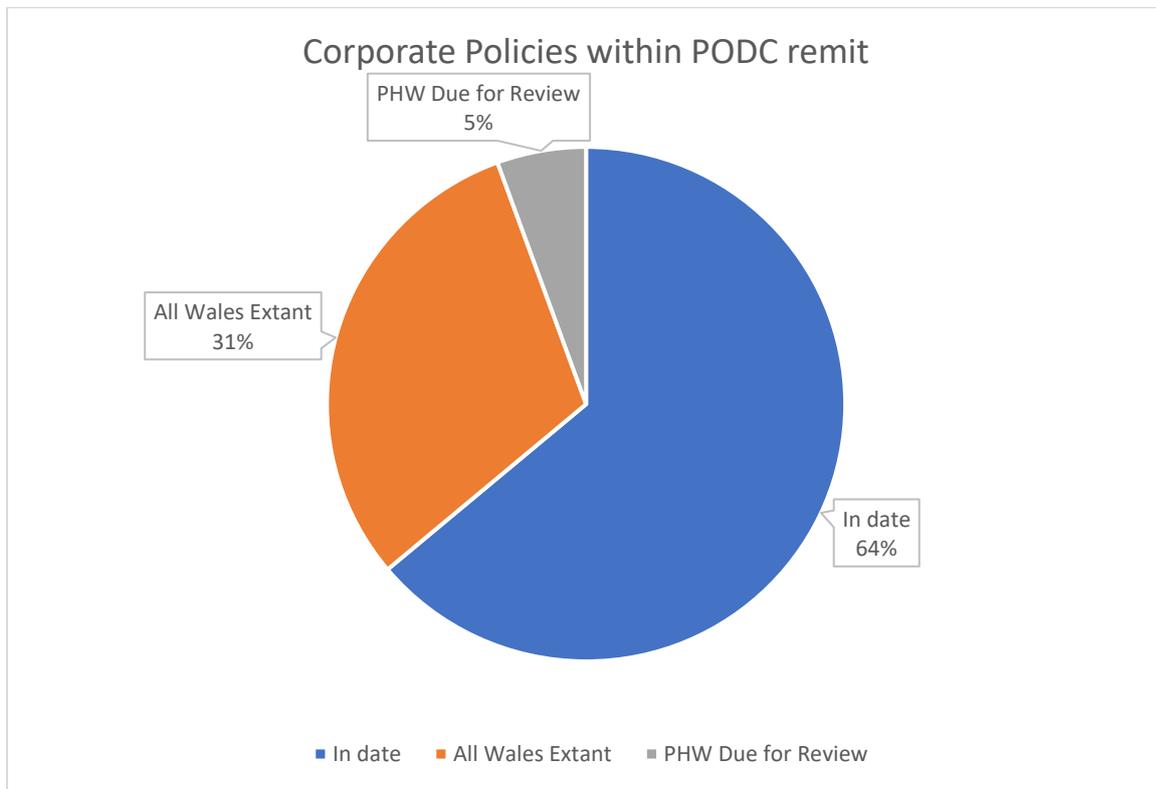
3.1 Status of policies and other written control documents

There are 36 policies 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 21 March 2024, 23 (64%) policies/procedures are in date and 13 policies are overdue for review (36%). Of the 13 policies and procedures that are currently out of date, 2 (5%) are Public Health Wales policies and 11 (31%) are pending the review of an All Wales Policy. On the 8 June 2023, the Welsh Partnership Forum Business Committee agreed to a new approach to the review of All Wales policies and procedures.

The updated approach has been reflected in the All Wales policy updates in Appendix 1, and therefore a number of All Wales people related policies are marked as extant. 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.



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.

Executive colleagues responsible for the policies due for review are aware and taking active steps to ensure policies/procedures are reviewed and appropriate approval sought.

Work is ongoing to review the overall policy list with each lead to review the number of policies on the register and look to reduce and combine where possible.

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



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



Organisational policies, procedures and written control documents provide staff within 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 document 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 policies, procedures and other written control documents within the remit of the Committee.