

 GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Quality, Safety and Improvement Committee Date of Meeting 10 November 2021 Agenda item: 4.7
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Register of policies and written control documents

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Approval/Scrutiny route:	Helen Bushell, Board Secretary and Head of Board Business Unit
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Purpose

The report provides the Quality, Safety and Improvement 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 central Policy and Control Document Register and shows the status of documents at end of quarter 1.

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:

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

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 Quality, Safety and Improvement 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 2 November 2021.

2. Background

The Board approved a new organisation-wide [Policy and Written Control Documents Policy and Procedure](#) in September 2016. All new/revised documents are now developed and approved in accordance with the provisions and processes set out in these documents.

Section 4.2 of the procedure specifies that the Register will be reported annually to the Board, and the relevant sections reported to board committees twice yearly. This provides the Board and committees with assurance that required policies, procedures and other written control documents are being developed and maintained.

3. Description/Assessment

3.1 Status of policies and other written control documents

There are 22 policies on the policy register, which were approved by the Quality, Safety and Improvement Committee (QSIC) or have been delegated to the Committee by the Board.

As of 2nd November 2020, 11 (50%) policies/procedures are in date, 9 (40%) policies are due for review (and therefore out of date) and 2 (10%) policies/procedures are awaiting approval at the November QSIC meeting.

For all of the policies due for review, the decision updates are provided within **appendix 1**.

Table 1 provides information regarding the status of policies due for review and a summary of the outcome of the risk assessments undertaken. All 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.

Three policies awaiting risk assessments became due for review on the 4th October 2021 and will be risk assessed in the near future. A further 2 policies will expire late November and are also under review.

Policy review status	Policy not yet approved but low risk presented	Policy not yet approved and moderate risk presented.	Policy not yet approved and high risk presented.	Risk assessment awaited	Number of Policies
Date passed - action underway	3	1		3	7
Date passed - awaiting national policy	2				2
Policies awaiting approval					2

Table 1

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 Quality, Safety and Improvement Committee is asked to:

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

