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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
Quality, Safety and
Improvement Committee
Date of Meeting
19 October 2022
Agenda item:
4.9a

Register of policies and written control documents

Executive lead:	Helen Bushell, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

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 Corporate Policy and other written Control Documents Register and shows the status of documents at end of quarter 2 2022/23.

Recommendation:				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	Assurance <input checked="" type="checkbox"/>

The Committee is asked to:

- 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.

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 27 September 2022.

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 Business Executive Team Meeting consider a compliance report on a quarterly basis.

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 Quality, Safety and Improvement Committee (QSIC) or have been delegated to the Committee by the Board.

As of 28 September 2022, 12 (33%) policies/procedures are in date, 24 (67%) 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 of the 24 overdue policies, 22 are rated as 'low risk' to the organization and 2 are rated as 'Medium risk' (these are the Medical Devices and Equipment Management Policy and Procedure, due for approval December 2022). All of the existing policies will remain current pending development of the document.

Of the 24 policies that are currently out of date:

2 are due to be presented for approval at the October 2022 QSIC:

- Managing Allegations of Abuse by Staff Procedure
- Radiation Safety Policy

8 are due to be presented for approval at the December 2022 QSIC:

- Medical Devices Equipment Management Policy and Procedure
- Fire Safety Policy and Procedure
- Water Management Policy and Procedure
- Alerts, Safety Notices and Other Guidance Policy and Procedure

7 are due to be presented for approval at the February 2023 QSIC:

- Prevent Policy and Referral Process
- Consent to Examination, Screening or Intervention Policy

- Putting Things Right Policy and Procedure
- Infection, Prevention and Control Policy
- Decontamination Policy and Procedure

5 policies/procedures are due to be reviewed in 2023:

- Uniform/Dress Code Policy
- Security Procedure
- Waste Management Policy
- Waste Management Procedure
- Medicines Management Policy and Code of Practice

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 EHAs) 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:

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

