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Iechyd Cyhoeddus
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Public Health
Wales

Name of Meeting
Quality, Safety and
Improvement Committee
Date of Meeting
16 May 2023
Agenda item:
4.6

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 20.04.23
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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 4 2022/23.

Recommendation:

APPROVE

CONSIDER

RECOMMEND

ADOPT

ASSURANCE

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 27th April 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.

3. Description/Assessment

3.1 Status of policies and other written control documents

There are 27 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 27 April 2023, 12 (44.5%) policies/procedures are in date, 15 (55.5%) policies are due for review. For all of the policies due for review, the decision updates are provided within **appendix 1**. A number of policies are due to be issued for approval at the May QSIC meeting. Approval of these items may increase the percentage of policies in date to 59%, and the number of out of review policies to 41%.

The Committee is asked to note that of the overdue policies, 14 are rated as 'low risk' to the organization and 1 is rated as 'Medium risk' (an update to the Medical Devices and Equipment Management Policy is available within appendix 1). All of the existing policies will remain current pending development of the document.

Of the 15 policies / procedures that are currently out of date:

4 are due to be presented for approval at the May 2023 meeting:

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

- Prevent Policy and referral process

9 are due to be presented for approval at the July 2023 QSIC:

- Safeguarding Policy
- Adults at Risk procedure, and Children at Risk procedures
- Violence against Women, Domestic Abuse and Sexual Violence procedure
- Decontamination Policy
- Incident Management Policy and Procedure
- Medicines Management Policy and Code of Practice
- Medical Devices and Equipment Management Policy

1 is due to be presented for approval at the October 2023 QSIC:

- Waste Management Policy

1 policy is awaiting review on an all Wales basis:

- Uniform / Dress Code Policy

The newly drafted Duty of Candour Policy and Procedure is also being presented to the Quality, Safety and Improvement Committee for approval (agenda item 5.1)

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:

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