

	Iechyd Cyhoeddus Cymru Public Health Wales	<b>Name of Meeting</b> Board <b>Date of Meeting</b> 23 January 2020 <b>Agenda item:</b> 7.3.230120
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## Policy, Procedure and Other Written Control Documents Policy – For Approval

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

<b>Approval/Scrutiny route:</b>	Business Executive Team (16 December 2019)
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<b>Purpose</b>
To present the updated Policy, Procedure and Other Written Controls Policy for approval ( <b>Appendix 1</b> ).

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

The Board is asked to:
<ul style="list-style-type: none"> <li>• <b>Consider</b> and <b>approve</b> the revised Policy, Procedures and Other Written Control Document Policy (<b>Appendix 1</b>)</li> </ul>

**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 the following:

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
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**Summary impact analysis**

**Equality and Health Impact Assessment**

An EHIA has been completed for the Policy, Procedure and other written control documents Policy.

**Risk and Assurance**

**Health and Care Standards**

This report supports and/or takes into account the [Health and Care Standards for NHS Wales](#) Quality Themes

All themes

**Financial implications**

There will be financial implications in adopting the policy, in relation to the increased cost of translating all policies and procedures into welsh.

**People implications**

None.

## **1. Purpose / situation**

To present the updated Policy, Procedure and Other Written Controls Policy to the Board for approval. The Board has retained the approval of the Policy within its scheme of delegation.

## **2. Background**

The Policy, Procedure and Other Written Controls Policy covers all Corporate Policies and Procedures that are held centrally on a central register. Corporate procedures are those that are mandatory for the whole organisation, it does not cover local Standing Operating Procedures held by the directorates with local instructions.

Policies describe the organisation's guiding principles that underpin our decisions, behaviours and actions for everything we do. Procedures and other written control documents translate these principles into more detailed instructions or guidance including

## **3. Description/Assessment**

The Policy has been reviewed in line with the process, and was updated with the following:

- ***'All policies, procedures and other written control documents held on the corporate register will be published on the website, and will be provided in the medium of Welsh.'***

This change reflects the decision to use the internet to ensure Policies are available publically to promote openness and transparency. In line with the Welsh Language standards, all documents published online will need to be provided in Welsh.

The Board Business Unit will establish a timetable for translation of existing policies. All Policies that are renewed and approved from now will be translated prior to publication.

### **Update on Policy, Procedure and Other Written Control Document Procedure that underpins the policy**

The Policy, Procedure and Other Written Control Document Procedure has been reviewed at the same time as the policy. Following review a period

of consultation was held with staff. As part of the consultation, a number of submissions were received which highlighted the need for further clarification about the remit of the procedure, and a review of the overall process to ensure a clear and consistent approach underpinned the Policy.

Further work is currently being undertaken to consider the following:

- Approval routes – who / what level is appropriate, to include review of role of Business Executive team, Senior Leadership Team and other sub groups in the process of consultation / providing quality assurance on policies before approval
- Level of information provided as part of the approval process to ensure consistent and appropriate scrutiny. This will require a redraft of the template report for policy approval
- The appropriateness of a separate implementation plan – potential for this to be incorporated into the report to the approving body
- Clearer distinction between the policy owner and the responsibilities of this, and those of the Lead executive and the Board Business Unit
- Inclusion of a process flow chart to help guide users through the process.

Following further consultation, the revised procedure will be presented to the Business Executive Team in March 2020 requesting approval.

#### **4. Recommendation**

The Board is asked to:

- Consider and approve the Policy, Procedures and Other Written Control Document Policy (**Appendix 1**)



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Wales

Reference Number: PHW47

Version Number: v4

Date of Next Review: xxx

## **Policies, Procedures and Other Written Control Documents Management Policy**

### **Policy Statement**

To ensure Public Health Wales delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will develop and describe our “ways of working” in policies, procedures and other written control documents.

Policies describe the organisation’s guiding principles that underpin our decisions, behaviours and actions for everything we do.

Procedures and other written control documents translate these principles into more detailed instructions or guidance including individual responsibilities.

All members of staff must follow approved policies and procedures. These also apply to staff within bodies hosted by Public Health Wales, for example the NHS Wales Collaborative.

### **Policy Commitment**

Our documents will be written in plain language so that all staff, stakeholders and where appropriate people using our services, are clear about what is expected. It will be possible to find them easily on our internet and/or intranet sites.

Each document will have a lead Director who has responsibility for making sure that it is regularly reviewed and kept up to date.

Equality Impact Assessments will be completed for all policies (and where appropriate procedures and other written control documents). This includes an assessment of the impact upon the Welsh language. Policies will not be approved without an appropriate Equality and Welsh Language Impact Assessment.

Health Impact Assessments will also be completed where required and consideration will also be given to the requirements of the Well-being of Future Generations (Wales) Act 2015. This will include the need to think about how the organisation will make progress towards achieving the well-being goals.

All policies, procedures and other written control documents held on the

corporate register will be published on the website, and will be provided in the medium of Welsh.

Our staff and stakeholders will be actively consulted during the development of all policies (and where appropriate procedures and other written control documents).

Documents will be supported by an implementation plan. This should set out the actions needed to enable the delivery of the document.

With regard to People Policies, engagement with the Trade Unions is required. All People Policies must first be reviewed by the Local Partnership Forum (LPF).

There will be clear and appropriate approval mechanisms that reflect the scope and content of the document.

The Board Business Unit will provide central management of the document database and monitor compliance with this policy.

### **Supporting Procedures and Written Control Documents**

This Policy will be supported by the Policies, Procedures and Other Written Control Documents Management Procedure. This describes the following with regard to written control documents:

- The process for developing/updating documents
- The requirements regarding equality, Welsh language, and health impact assessment
- The need to consider a wide range of legislation, but in particular the Well-being and Future Generations (Wales) Act 2015
- Style and formatting
- Translation requirements for all policies and procedures to be translated into Welsh.
- Consultation and approval arrangements
- Recording, storage and archiving
- Communication and publication
- Any learning, education or development needs
- The format of documents

#### **Other supporting documents are:**

- Records Management Policy
- Records Retention Procedure

### **Scope**

This policy applies to all of our staff in all locations including those with Honorary Contracts.

<b>Equality and Health</b>	An Equality Health Impact Assessment (EHIA) and A
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<b>Impact Assessment</b>	<p>Welsh Language Impact Assessment (WLIA) has been completed and this found there to be a positive impact – primarily as all policies will be available in Welsh. Key actions have been identified and these have been incorporated within the Procedure developed in support of this policy.</p> <p>A Health Impact Assessment is not required for this policy but has been included in EHIA.</p>
<b>Approved by</b>	Public Health Wales Board
<b>Approval Date</b>	
<b>Review Date</b>	
<b>Date of Publication</b>	
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Business Executive Team
<b>Accountable Director</b>	Helen Bushell, Board Secretary and Head of Board Business Unit
<b>Author</b>	Liz Blayney, Board Governance Manager

**Disclaimer**

**If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).**

**Summary of reviews/amendments**

<b>Version number</b>	<b>Date of Review</b>	<b>Date of Approval</b>	<b>Date published</b>	<b>Summary of Amendments</b>
1	31/12/10	16/05/10	16/05/10	C01/10 – <b>Procedure for the Management and Development of Public Health Wales Policies</b> (original document) was reviewed after its initial introduction in June 2010. The review made minor amendments to the process.
2	16/11/11	06/06/12	06/06/12	PHW01 – <b>Process for the Development and Approval of Public Health Wales Policies</b> was developed as a result of a review and superseded C01/10.
3	06/06/15	29/06/16	21/10/16	PHW47 - <b>Policies, Procedures and Other Written Control Documents Management Policy</b> developed as result of policy process review in May-August 2016. PHW47 supersedes the previous process document PHW01.
4	16/10/19			Policy reviewed in line with the agreed review period. No major changes made.
	11/12/19			Update following the implementation of the Welsh Language Standards and the requirement for all policies and procedures to be translated to



				welsh as they all appear on the website.
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