

 <b>GIG CYMRU NHS WALES</b>   Iechyd Cyhoeddus Cymru Public Health Wales	<b>Name of Meeting</b> Board <b>Date of Meeting</b> 28 July 2022 <b>Agenda item:</b> 4.3a
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## Section 1 - Policy / Procedure Information

<b>Policy / Procedure Title</b>	Corporate Policies, Procedures and other written control documents Management Policy (PHW 47)
<b>Policy Lead</b>	Liz Blayney, Deputy Board Secretary and Board Governance Manager
<b>Lead Executive</b>	Helen Bushell, Board Secretary and Head of Board Business Unit
<b>PHW / All Wales?</b>	PHW
<b>Date of last Review</b>	Policy -November 2019 (PHW47)
<b>Is the current policy / procedure within review date?</b>	Policy is due for review in November 2022.
<b>Approving Body /Group</b>	<b>Board</b>
<b>Version Number</b>	<b>5</b>
<b>Recommendation</b>	
<p>That the Board:</p> <ul style="list-style-type: none"> <li>• <b>Consider</b> the updated policy for the management of Corporate Policies within Public Health Wales.</li> <li>• <b>Consider</b> the information contained within the Equalities Impact Assessment (Appendix 3)</li> <li>• <b>Approve</b> the PHW 47 - Corporate Policies, Procedures and other written control documents Management Policy.</li> </ul>	

<b>Section 3 – Details of the Review:</b>	
<b>Background:</b>	
<b>Reason for review</b>	The policy is not due for review until November 2022, this has been reviewed and some minor changes proposed as a result of the update to the procedure (Procedure approved by the Executive Team 18 July 2022).
<b>Description/Assessment</b>	<p>The Corporate Policies, Procedures and other written control documents</p> <p>Management Policy sets the strategic direction and outlines the overarching principles for development, monitoring and formal review of Corporate Policies, Procedures and Other Written Control Documents.</p> <p>The Procedure contains more detailed process for how this is managed within Public Health Wales.</p> <p>A Corporate Policy, Procedure and other written control documents are those that relate to more than one directorate or division and where there is a wider impact on the whole organisation.</p>
<b>Consultation</b>	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	22 May -30 June 2022
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	
Had this policy / procedure been considered by any other groups?	Yes
If so, please provide detail of any comments / feedback or amendments	Feedback received has been incorporated into the final draft presented for approval.

made to the documents as a result of this	<ul style="list-style-type: none"> <li>- Update the welsh language requirements for clarity</li> <li>- Addition of approval flow chart</li> <li>- Update for clarity on people and OD specific policies.</li> <li>- Inclusion of reference to socio-economic duty</li> </ul>
<b>Impact Assessments</b>	
<b>Equality and Health Impact Assessment</b>	<p>All Policies should be accompanied by an Equality and Health Impact Assessment. Include the assessment here, and summarise any issues identified in the assessment.</p> <p>A EHIA has been completed for this policy and is attached to this report.</p>
<b>Welsh Language Impact</b>	The Policy / Procedure will be translated to welsh and available on the internet in welsh and English.
<b>Risk and Assurance</b>	This policy forms part of the assurance framework to ensure good governance in the management of policies and procedures. Bi-annual reports are provided to Committees, and BET.
<b>Health and Care Standards</b>	This Policy / Procedure supports and/or takes into account the <u>Health and Care Standards for NHS Wales Quality Themes</u>
<b>Financial implications</b>	None.
<b>People implications</b>	This policy covers people related policies.
<b>Socio Economic Duty</b>	This policy references the requirement to comply with our socio-economic duty as part of the impact assessments.

## 5 - Implementation

The following implementation will take place following consideration and approval of the policy by the Board on 28 July 2022:

<b>Implementation plan (with timescales)</b>		
Next steps	Timescale	Responsible officer(s)
Translation to welsh	within 14 days	Liz Blayney

Publication on website	within 14 days	Liz Blayney
Staff news item	within 3 weeks	Liz Blayney
Dissemination through Leadership Team and the Business Leads Group	within 3 weeks	Liz Blayney

## 6. Dissemination

The primary source for dissemination of this document (specify) within the organisation, wider community and our partners via the internet site and promotion through intranet and staff news item.

It will be circulated to Leadership Team and Business Leads group for dissemination across all directorates.