

## **Corporate 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 Corporate Policies, Procedures and Other Written Control Documents Management Procedure.

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 Corporate policies, procedures and other written control documents. These also apply to staff within bodies hosted by Public Health Wales, for example the NHS Wales Collaborative.

### **Policy Commitment**

Our Policies, Procedures and other written control documents will in keeping with the organisational cultural values.

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 and Health Impact Assessments will be completed for all policies, procedures and other written control documents. This includes an assessment of the impact upon the Welsh language. Policies, procedures and other written control documents will not be approved without an Equality and Health Impact Assessments.

Where a procedure or other written control document has been developed in support of a policy it may not be necessary to undertake a further EHIA if the

impact is assessed to be the same. In this instance, the EHIA for the policy must be referenced in the procedure/ other written control document.

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.

Socioeconomic Duty Impact Assessments will also be completed where appropriate.

All policies, procedures and other written control documents held on the Corporate Policy, Procedure and other written control documents 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).

With regard to People Policies, Procedures and other written control documents, engagement with the Trade Unions is welcomed. All People Policies should be considered by Trade Unions via the Local Partnership Forum prior to formal approval.

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 Corporate Policy, Procedure and other written control documents Register and monitor compliance with this policy.

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

This Policy will be supported by the Corporate 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
- Translation requirements for all policies and procedures to be translated into Welsh.
- The format of documents including style and formatting
- Consultation and approval arrangements
- Communication and publication
- Any learning, education or development needs
- Review arrangements.

<b>Other supporting documents are:</b> <ul style="list-style-type: none"> <li>• Records Management Policy</li> <li>• Records Retention Procedure</li> </ul>	
<b>Scope</b> This policy applies to all of our staff in all locations including those with Honorary Contracts.	
<b>Equality and Health Impact Assessment</b>	An Equality Health Impact Assessment (EHIA) including the impact on the Welsh Language. Key actions have been identified and these have been incorporated within the Procedure developed in support of this policy.
<b>Approved by</b>	Public Health Wales Board
<b>Approval Date</b>	28 July 2023 (TBC)
<b>Review Date</b>	28 July 2025 (TBC)
<b>Date of Publication</b>	To be confirmed following approval.
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Executive Team
<b>Accountable Director</b>	Helen Bushell, Board Secretary and Head of Board Business Unit
<b>Author</b>	Liz Blayney, Deputy Board Secretary and 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 [Board Business Unit](#)**

**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 to reflect that all policies and procedures to be translated to welsh.

5	March 2022			<p>Minor updates to reflect changes to the underpinning procedure.</p> <p>Addition of reference to the Socio-economic duty.</p>
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