 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p> Name of Meeting Board Date of Meeting 30 January 2025 Agenda item: 3.5 </p>
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<h2>Corporate Policies and Procedures – Annual Compliance Report</h2>	
Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Deputy Head of Board Business Unit

Approval/Scrutiny route:	Leadership Team- 23 January 2024
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Purpose
<p>The report provides the Leadership Team and Board with an annual update on the status of the Corporate policies, procedures and other written control documents across the organisation.</p> <p>Appendix 1 (a-f) is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 20 January 2025.</p>

Recommendation:				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
<p>The Board are asked to:</p> <ul style="list-style-type: none"> Take assurance on the prioritisation and progress being made to review policies, procedures and other written control documents. 				



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:

Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
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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 Social Care (Quality and Engagement) (Wales) Act	Corporate Policies and Procedures support the implementation of the act ensuring its embedded into our processes.
Financial implications	Not applicable
People implications	Not applicable

1. Purpose / situation

The report provides the Leadership Team and Board with an update on the status of the policies, procedures and other written control documents (policies) across the organisation.

Appendix 1 is an extract taken from the central Policy and Control Document Register and shows the status of documents as at 20 January 2025.

1. 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.

The Leadership Team consider a compliance report on a quarterly basis. The Leadership Team last considered the report at its meeting on 21 November 2024.

Each Committee also received quarterly compliance reports for the Policies within their remit.

This provides the Board and Committees with assurance that policies, procedures and other written control documents are being developed and maintained.

2. Description/Assessment

There are 160 policies and other written control documents on the Corporate Policy, Procedures and Other Written Control Documents register.

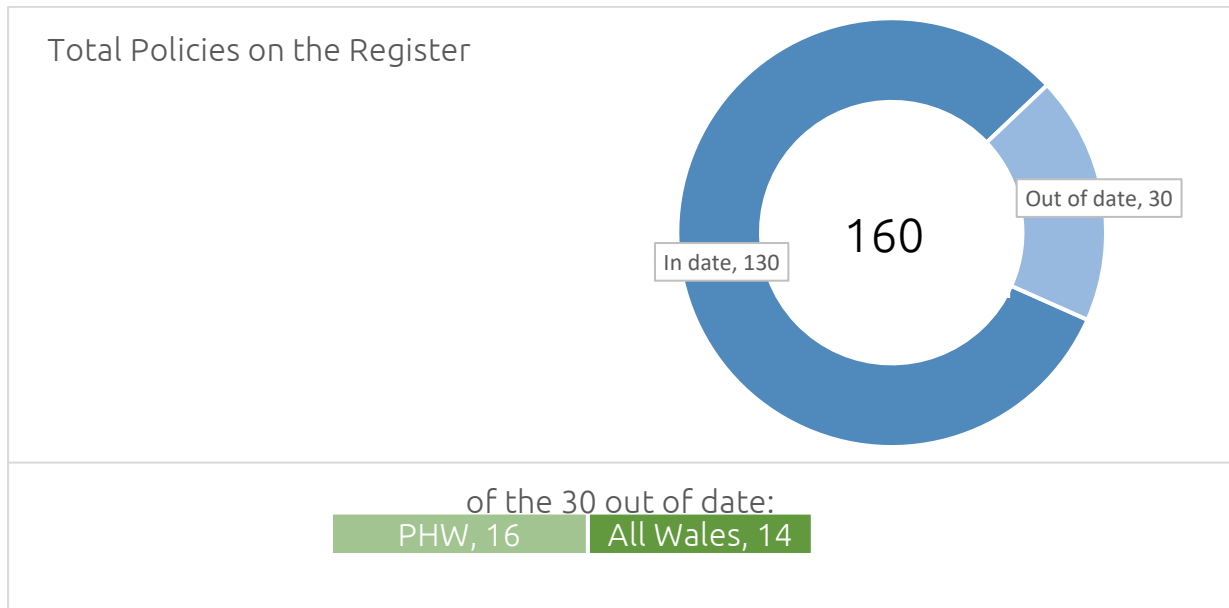
Executive colleagues responsible for the policies due for review are aware and taking active steps to ensure policies/procedures are reviewed and appropriate approval sought.

Work is ongoing to review the overall policy list with each lead to review the number of policies on the register and look to reduce and combine where possible.



Current Position

As of 20 January 2024, 130 (81%) policies/procedures are in date and 30 (19%) are out of review date.



Of the 30 policies and procedures that are currently out of date, 16 (53%) are Public Health Wales policies and 14 (47%) are pending the review of an All Wales Policy.

Since the Board last considered an update at the January 2024 Board meeting, 11 new policies/procedures have been developed and 30 existing policies/procedures were reviewed and approved.

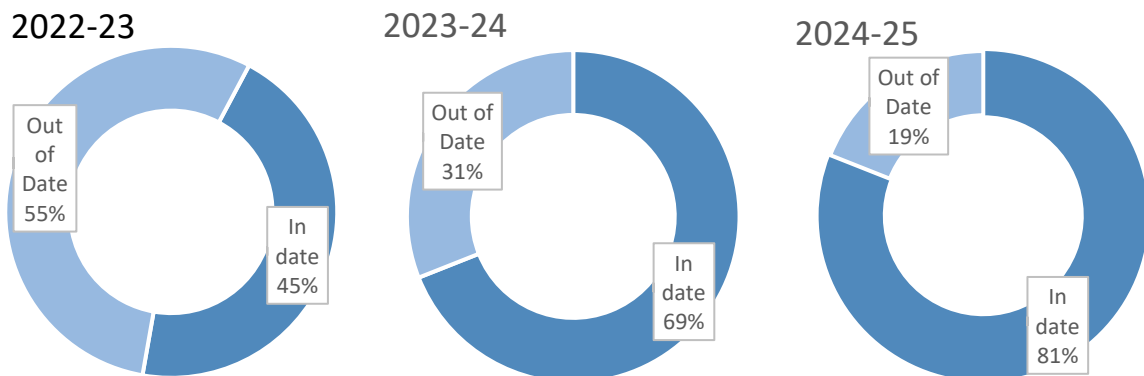
All Wales Policies

On the 8 June 2023, the Welsh Partnership Forum Business Committee agreed to a new approach to the review of All Wales People policies and procedures and therefore 11 of the All Wales policies due for review are marked as extant. Policies that are out of date are still valid, and the requirement to follow these remains in place.

Comparison (All Wales and PHW Policies) : Position 2025

January 2024 - 69% of policies were in date
January 2025 - 81% of policies are in date

The current position for 2024/25 highlights continued improvement for the third year running. This is a testament to the efforts made by all Directorates across the Organisation to continue to improve their review of policies during 2024/25.



Breakdown of 2025 data by Directorate

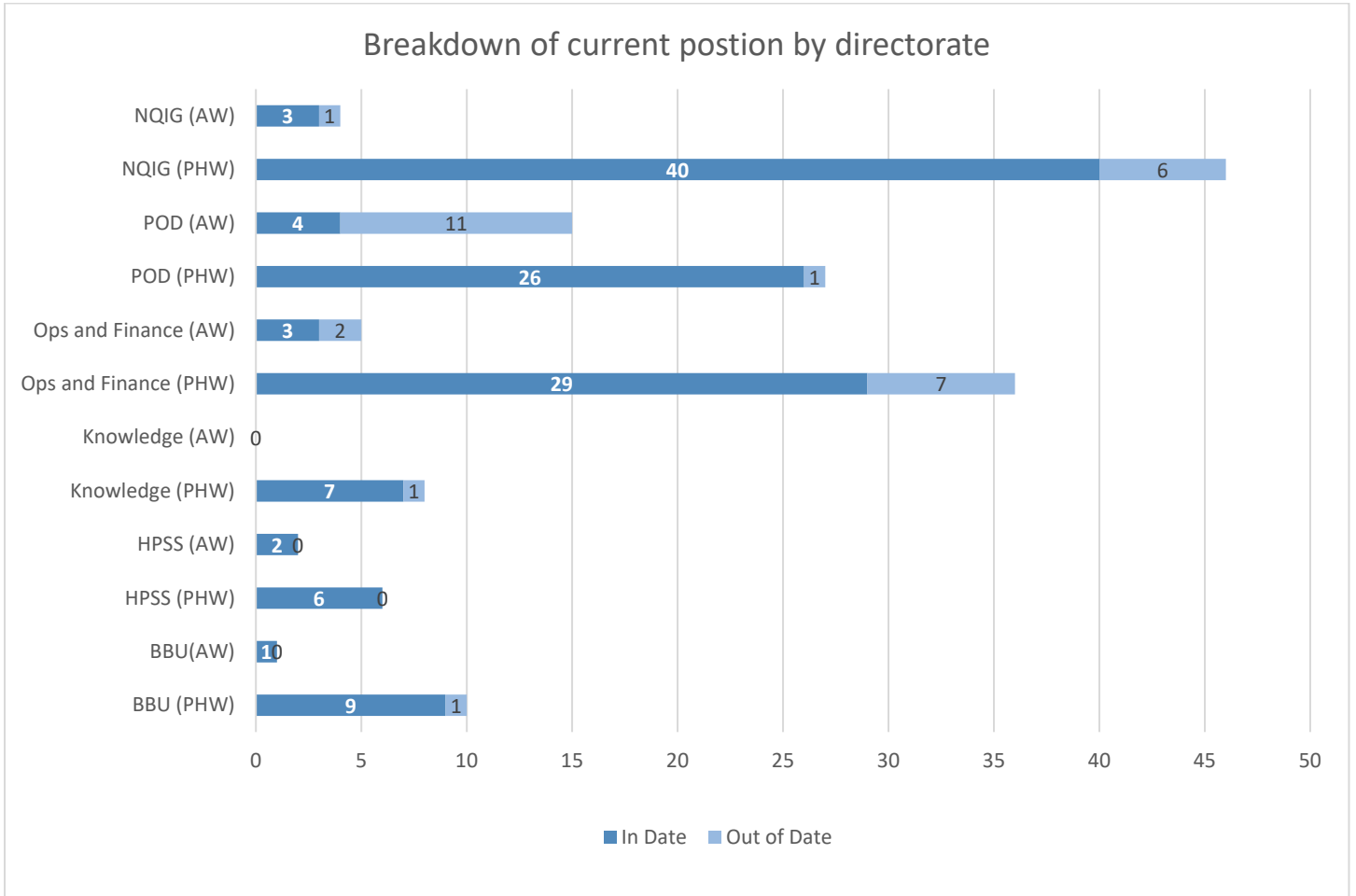
For all of the policies due for review, the Executive Leads provide updates on a quarterly basis on the progress to review the documents.

As part of this update, they also provide a risk level (Low, moderate or high) to indicate the level of risk associated with the policy not being reviewed and update.

Policies that are out of date are still valid, and the requirement to follow these remains in place.

A full copy of the register is provided at appendix 1, broken down by Directorate for ease of reference:

The following provides a summary of this data:



Risk Assessments

For each policy/procedure that is out of date, the Executive Lead provides an assessment of the risk level (Low, moderate or high) to indicate the level of risk associated with the policy not being reviewed and update.

Policy review status	Policy not yet approved but low risk presented	Policy not yet approved and moderate risk presented.	Policy not yet approved and high risk presented.	Risk assessment awaited	Number of Policies
Date passed	28	2	0	0	30

The two identified as moderate risk are:

Title	Current Position	Expected approval date
Joint Working Framework	This is currently under review and it is anticipated that this will presented to the Board for approval in May 2025	30 May 2025 Board
Social Media Policy (All Wales)	HEIW are leading on this and the following update has been received from their Head of Comms who will also update us directly when there is some progress made: 'We've engaged on the draft recommendations for a revised policy and have collated the responses. We're now working on a draft revised version based on the recommendations. This will initially be shared with colleagues in IG, Digital and legal to complete new sections in relation to their areas. Unfortunately, due to staff resources and competing demands we're unable to dedicate resources solely to this work but things are progressing.'	All Wales Policy – No update available on timing. Interim PHW local guidelines are in place and are current and in date

Current Progress

A number of policies are in the progress of being reviewed, and at least 3 are scheduled for approval between now and the end of March 2025. The dates of the relevant meetings have been included in the updates provided.

These include the:

- Outbreak Management Policy
- Recruitment and Selection Policy
- Information Governance Policy

3. Recommendation

The Board are asked to:

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

Appendix 1

Summary – Breakdown of data

			2023-24			2024-25		
			Total	In date	Out of date	Total	In date	Out of Date
Appendix A	Board Business Unit (BBU)	PHW	9	5	4		9	1
		All Wales	1	1	0		1	0
Appendix B	Health Protection and Screening (HPSS)	PHW	7	6	1		6	0
		All Wales	0	0	0		2	0
Appendix C	Knowledge	PHW	2	2	0		7	1
		All Wales	0	0	0		0	0
Appendix D	Operations and Finance	PHW	32	22	10		29	7
		All Wales	2	0	2		3	2
Appendix E	People and OD (POD)	PHW	29	22	7		26	1
		All Wales	13	2	11 extant		4	11 extant
Appendix F	Nursing, Quality and Information Governance (NQIG)	PHW	48	40	8		40	6
		All Wales	7	3	4		3	1
			150	103	47	160	130	30

The following provides a breakdown of the 30 PHW Policies/Procedures that are currently out of date including the expected approval date for review:

Board Business Unit :

Policy		Update	Expected Approval date;
PHW/SCD13	Joint Working Framework	This is currently under review and on track to be presented to the Board for approval in March 2024	28 March 2024

Knowledge & Research Directorate:

Policy		Update	Expected Approval date;
AW16/CD03	Small numbers publishing guidance	This policy has moved to the Head of Digital and an update is awaited.	



Operations and Finance:

Policy		Update	Expected Approval date;
PHW63	Waste management policy	Policy and Procedure will be finalised for translation ahead of consultation end of January 2025. As soon as Translation is completed the procedure will be published for consultation.	02 June 2025 QSIC
PHW63-TP01	Waste management procedure		
PHW57	Bomb Threat and Suspicious Packages Procedure	Drafting remains to be finalised - This will be undertaken and concluded during February further to which the Procedures will be sent for translation and on completion will be published for consultation.	April 2025 H&S Group
PHW58	Security procedure		
Black125	Environmental Policy	January 2025: The need for a revised policy has now been identified and the drafting will be undertaken by the our ISO advisory consultant during Q1 & Q2 further to which the Policy will be sent for translation and on completion will be published for consultation.	27 Nov 2025 Board
Black123	Mobile Phone Policy	Migration work has now completed transition and teething issues experienced with ordering / provision / utilisation for overseas use and billing have been resolved. Completion of the final draft will be by end of February.	15 July 2025 PODC
PHW/STP04	Office 365 Acceptable Use Procedure	A review is planned to look to include the introduction of AI to the M365 product suite.	22 May 2025 LT
AW14	Social Media Policy	HEIW are leading on this and the following update has been received from their Head of Comms who will also update us directly when there is some progress made: 'We've engaged on the draft recommendations for a revised policy and have collated the responses. We're now working on a draft revised version based on the recommendations. This will initially be shared with colleagues in IG, Digital and legal to complete new sections in relation to their areas. Unfortunately, due to staff resources and competing demands we're unable to dedicate resources solely to this work but things are progressing.'	TBC

AW22	Lease Car /Pool Vehicle Policy	Steve Withers, Assistant Dir. of Employment services (NWSSP) advised he has received no update on approval of this All-Wales policy. There is no change to the Policy other than admin changes and is awaiting sign off.	TBC
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People and OD:

Policy	Update	Expected Approval date;
PHW50	Recruitment and selection policy	This Policy has been updated and is with the Leadership Team for endorsement to the PODC for final approval
		17 February 2025 PODC

NQIG :

Policy	Update	Expected Approval date;
PHW56	Risk Management Policy	Awaiting formal endorsement of the risk appetite framework (Nov 2024) to update and for clarity on the National position regarding the Datix Web module which is due later in the year. Hoping to be able to review the policy and procedure following the above, so likely to be reviewed in January 2025, with consultation to follow.
PHW56/TP01	Risk Management Procedure	
AW16	Information Governance Policy	Policy has been finalised and is due to commence the approval process
AW16/TP02	Remote Working Procedure	This will follow the approval of the PHW Information Governance Policy.
PHW46	Uniform/Dress code policy	We are still waiting for the Welsh Government Policy to be published. Once this has been published, the PHW policy will be reviewed and updated. Following review and consultation, it will not be likely that the PHW policy will be ready for approval until March 2025.
PHW40 &	Outbreak Management Policy	Endorsed by the Infection Prevention Control (IPC) Group in November 2024 and due for approval at QSIC February 2025.
		10 March 2025 ACGC
		17 April 2025 LT
		29 May 2025 Board
		04 February 2025 QSIC



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PHW40/TP01	Outbreak Management Procedure	A request will be made to archive the procedure at the 4 th February QSIC meeting	04 February 2025 QSIC
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