 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p> Name of Meeting Board </p> <p> Date of Meeting 26 March 2026 </p> <p> Agenda item: 4.6 </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 Business Executive Team
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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. This report is being presented to the Business Executive Team for information.</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 10 March 2026.</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 of 10 March 2026.

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 19 March 2026*

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

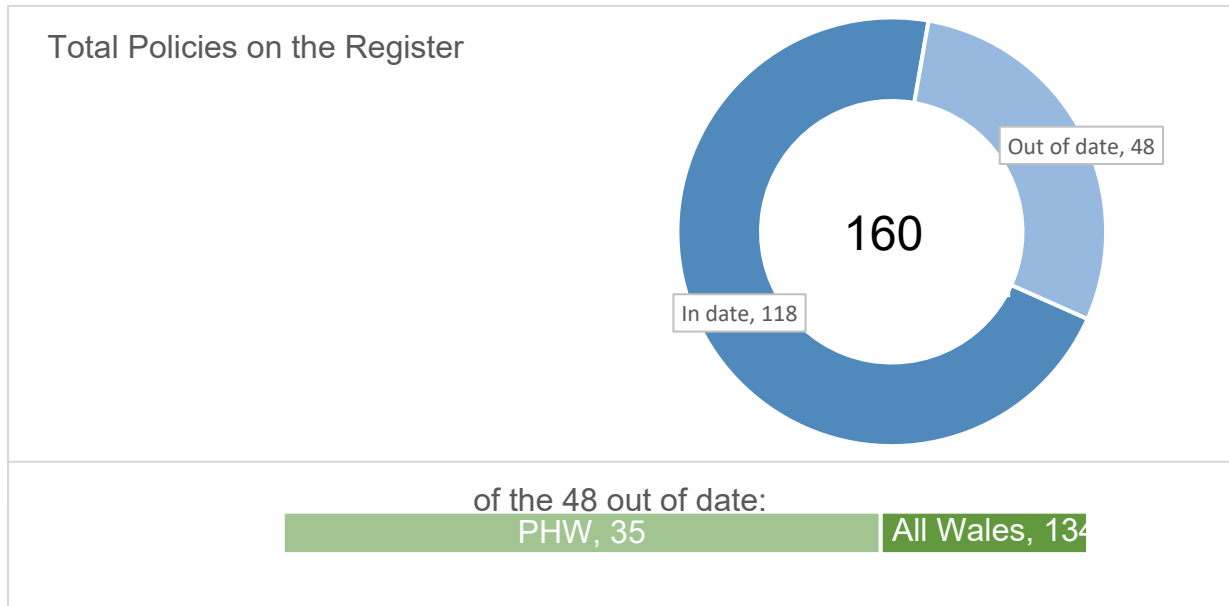
Executive colleagues responsible for the policies due for review are aware and taking active steps to ensure policies/procedures are reviewed and appropriate approval sought. The Board Business Unit also highlights policies that are due for review within the next six months.

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 10 March 2026, 118 (71%) policies/procedures are in date and 48 (29%) are out of review date.



Of the 48 policies and procedures that are currently out of date, 35 (73%) are Public Health Wales policies and 13 (27%) are pending the review of an All Wales Policy.

Policies that are out of date are still valid, and the requirement to follow these remains in place.

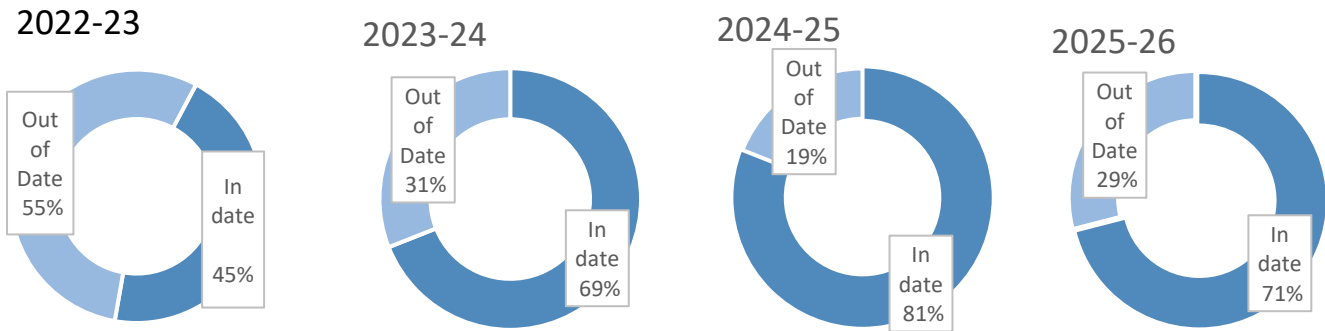
Since the Board last considered an update at the January 2025 Board meeting, 8 new policies/procedures have been developed and 19 existing policies/procedures were reviewed and approved.

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 10 of the 13 of the All Wales policies due for review are marked as extant.

Comparison (All Wales and PHW Policies) : Position 2026

The charts demonstrate the position of policies over recent years.



Although the overall trend shows a clear improvement in the proportion of in date policies, this years reflects a slight dip compared to last year. There were 30 Public Health Wales policies out of date in 2024/25, which has now risen to 35 policies out of date in 2025/26.

Breakdown of 2025-26 data by Directorate

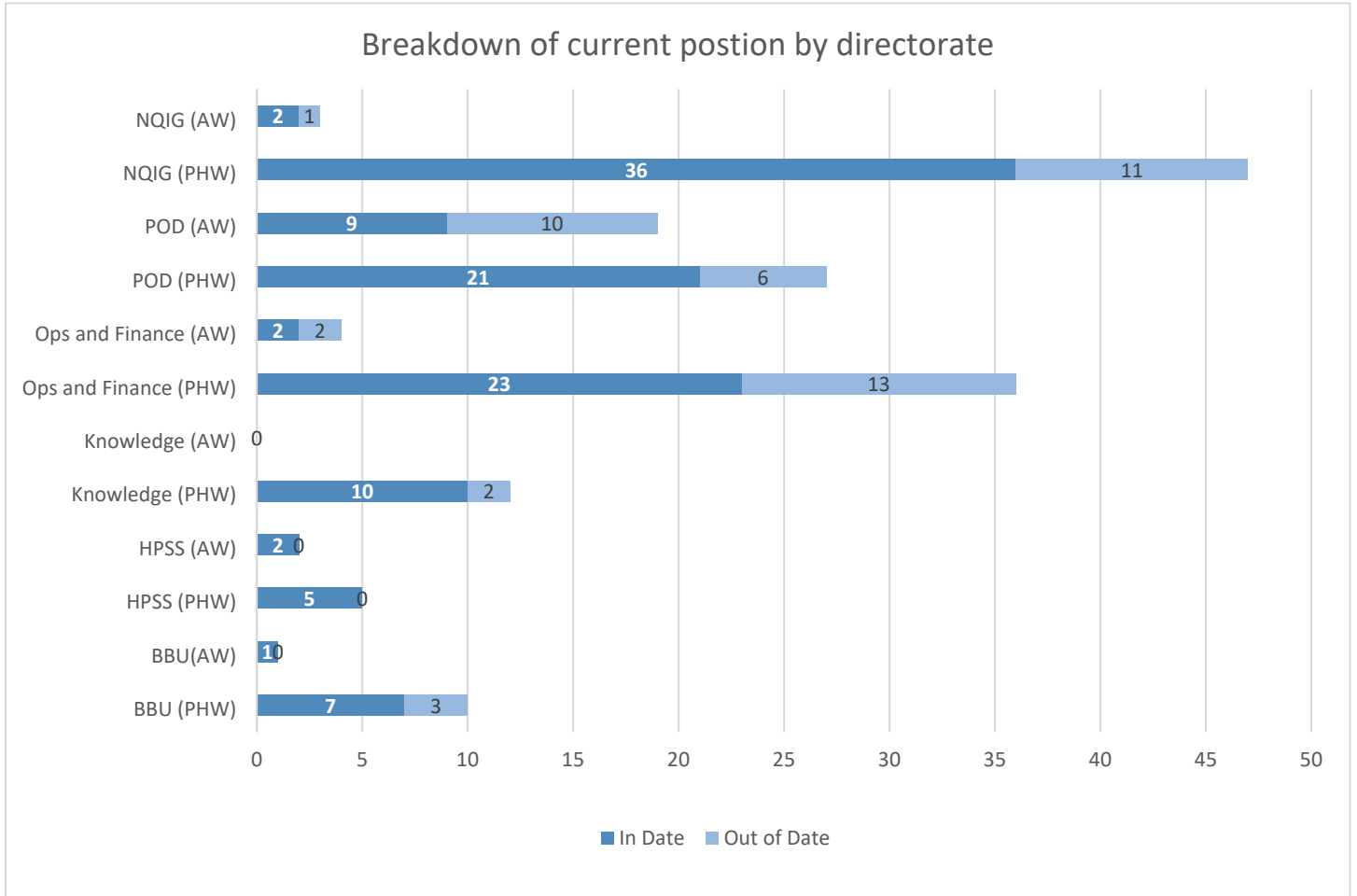
For all of the policies due for review, the Executive Leads provide updates on a quarterly basis on the progress to review the documents.

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.

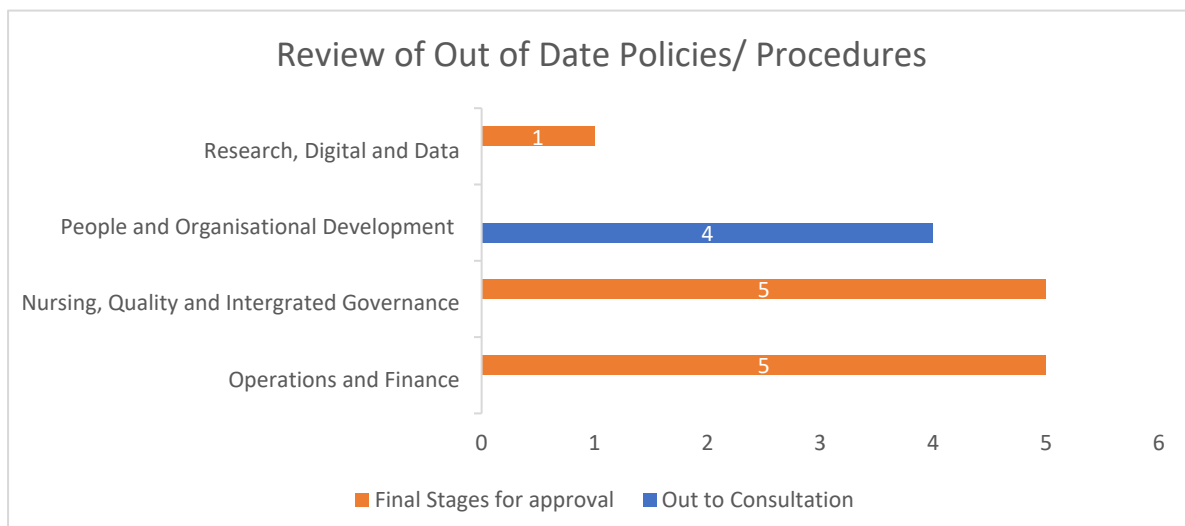
Policy review status	Policy not yet approved but low risk presented	Policy not yet approved and moderate risk presented.	Policy not yet approved and high risk presented.	Risk assessment awaited	Number of Policies
Date passed	45	2	0	1	48

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 be 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. These are currently under review.

Current Progress

Of the 35 Public Health Wales policies out of review date, 15 existing policies are currently out for consultation or going through the approval process.



Four in date Public Health Wales policies have been reviewed, completed the consultation stage and are in the final approval stage (three Nursing, Quality and Integrated Governance policies, one Operations and Finance policy). Two new policies are being developed in the Research, Digital and Data directorate.



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

			2024-25			2025-26		
			Total	In date	Out of date	Total	In date	Out of Date
Appendix A	Board Business Unit (BBU)	PHW	10	9	1	10	7	3
		All Wales	1	1	0	1	1	0
Appendix B	Health Protection and Screening (HPSS)	PHW	6	6	0	5	5	0
		All Wales	2	2	0	2	2	0
Appendix C	Knowledge	PHW	8	7	1	12	10	2
		All Wales	0	0	0	0	0	0
Appendix D	Operations and Finance	PHW	36	29	7	36	23	13
		All Wales	5	3	2	4	2	2
Appendix E	People and OD (POD)	PHW	27	26	1	27	21	6
		All Wales	15	4	11 extant	19	9	10 extant
Appendix F	Nursing, Quality and Information Governance (NQIG)	PHW	46	40	6	47	36	11
		All Wales	4	3	1	3	2	1
			160	130	30	166	118	48

The following provides a breakdown of the 35 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 July.	July 2026 Board
PHW47	Corporate Policies, Procedures and Written Control Document Policy	A review of the policy and procedure is underway, however it needs to take into account a piece of work on decision making within the Organisation. The existing policy and procedure still stands.	July 2026 Board
PHW47/TP01	Corporate Policies, Procedures and Written Control Document Procedure		July 2026 Leadership Team

Knowledge & Research Directorate:

Policy		Update	Expected Approval date;
AW16/CD03	Small numbers publishing guidance	This policy has completed the consultation stage and will be issued to the Leadership Team for approval.	April 2026 Leadership Team
PHW/STP04	Office 365 Acceptable Use Procedure	The AI Design Authority has now been established and endorsed guidance on the use of generative AI technologies, including Copilot which is part of the M365 suite. Copilot has been logged on the PHW AI Register (overseen by AIDA) and the Office 365 Policy is in the process of being updated to reflect these changes.	

Operations and Finance:

Policy		Update	Expected Approval date;
PHW07	Fire Safety Policy	Revised Policy and procedure have completed the consultation stage and are now in the approval process.	June 2026 Quality, Safety and Improvement Committee (QSIC)
PHW07/TP01	Fire Safety Procedure		April 2026 Health and Safety Group
PHW10/TP07	Asbestos Management Procedure	The procedure has been revised and is due to be issued for staff consultation.	May 2026 Health and Safety Group
PHW10/TP06	Smoke Free Environment Procedure	Procedure is due to be reviewed and issued for consultation in April.	July 2026 Health & Safety Group
PHW10/TP02	First aid and Provision of First Aid Equipment Procedure	Revised procedure is complete and due to be issued for consultation.	May 2026 Health and Safety Group
PHW63	Waste management policy	Revised Policy and procedure have completed the consultation stage and are now in the approval process.	June 2026 QSIC
PHW63-TP01	Waste management procedure		
PHW64	Water management policy	Revised Policy and procedure have completed the consultation stage and are now in the approval process.	June 2026 QSIC
PHW64/TP01	Water management procedure		April 2026 Health and Safety Group
PHW57	Bomb Threat and Suspicious Packages Procedure	This procedure is currently being reviewed and due to be issued for consultation in April.	July 2026 Health & Safety Group
PHW58	Security procedure	This procedure is currently being reviewed and due to be issued for consultation in April.	July 2026 Health & Safety Group
Black125	Environmental Policy	This policy has been reviewed and consulted on. It is due to be issued for approval by the Board at its March meeting.	March 2026 Board

AW14/CD01	Social Media Guidelines	Revised guidelines have been drafted internally and will be brought to Business and Planning Leads / Leadership Team for consideration shortly. A risk assessment is awaited.	June 2026 Leadership Team
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People and OD:

Policy	Update	Expected Approval date;
PHW50/CD01	Relocation Expenses Scheme	The last All Wales policy workshop was held on 10 March. The updated policy will now proceed to the Welsh Partnership Forum for approval
PHW/STP02	Managing Expiry of Fixed Term Contracts Procedure	The procedure was discussed at Local Partnership Forum (LPF) on 24 February and requires a further review. LPF have been asked to provide additional comments by 31 March.
PHW45/TP01	Family Leave Procedure/Policy - Pay and Leave for New Parents	The policy/ procedure was discussed at LPF on 24 February and requires a further review. LPF have been asked to provide additional comments by 31 March.
PHW49	Substance Misuse (Drugs and Alcohol) Policy	The policy will go for 28 consultation and then scheduled for LPF on 21 April
PHW54	Mental Wellbeing Policy	The policy was discussed at LPF on 24 February and requires a further review. LPF have been asked to provide additional comments by 31 March.
PHW11	Personal Relationships at Work Policy	The policy was discussed at LPF on 24 February and requires a further review. LPF have been asked to provide additional comments by 31 March.
		July 2026 People and Organisational Development Committee

NQIG :

Policy		Update	Expected Approval date;
PHW56	Alerts, Safety Notices and Other Guidance Policy	Delays to the policy due to exploration work to identify whether AMaT (Audit Platform) can be used to support alerts and safety notices moving forward. Final updated policy should be ready for approval in June 2026.	June 2026 QSIC
PHW30/TP01	Alerts, Safety Notices and Other Guidance Procedure		June 2026 Leadership Team
AW17/TP01	PHW Screening Division Gaining (and recording) Consent to Screening Procedure	This procedure was discussed in the Safeguarding Group in January and has been shared with the group for comment across February. Due to pressures on the Safeguarding teams as a result of a number of IMTs, this has been delayed. Work will commence again as soon as the team has some capacity (recruitment to additional safeguarding roles underway), then this work will continue. There is a hope that the procedure will be ready for approval in June 2026. A review of the content of the procedure has been undertaken by the Named Lead for Safeguarding to confirm that the content is safe for continued use, for the period the procedure remains out of date.	June 2026 Leadership Team
PHW/SCD16	Requests from the Coroner Protocol	Due to go out for consultation imminently, with the view to be ready for approval in June 2026.	June 2026 Leadership Team
PHW86/TP01	Release of Information Procedure (due to be renamed Freedom of Information)	The policy has completed the consultation stage and will be submitted to the Leadership Team for approval.	March / April 2026 LT
PHW86/TP07	National Intelligent Integrated Audit Solution procedure	A review has been underway and the procedure is due to be submitted for consultation shortly.	May 2026 Leadership Team
PHW86-TP05	Surveillance Camera (CCTV) Procedure	This policy has completed the consultation stage and will be submitted to the Leadership Team for approval.	March 2026 Leadership Team



PHW46	Uniform/Dress code policy	We are awaiting the All Wales dress code policy to be published. Welsh Government colleagues presented the Draft Workwear and Professional Appearance Policy for NHS Wales to Trade Partnership Business committee in December 2025. The WODS and members of the committee requested the need to make further comments. Comments were received 13th February 2026 with a plan to review and revise the policy across Feb and March and hopefully gain sign off in the first quarter of 2026/27. Target date for approval by QSIC is September 2026.	Sept 2026 QSIC
PHW03/TP04	Managing allegations of abuse by staff procedure	The procedure has completed the consultation stage and is scheduled for final approval at the June QSIC meeting.	June 2026 QSIC
PHW16	Claims Management Policy	The policy and procedure have completed the consultation stage and are due to be submitted to June QSIC for final approval.	June 2026 QSIC
PHW16/TP01	Claims Management Procedure		June 2026 QSIC