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Iechyd Cyhoeddus
Cymru
Public Health
Wales

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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 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.

If required by the Welsh Language Standards, policies will be provided in the medium of Welsh¹.

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 recommended for approval by the Joint Negotiating Committee (JNC) prior to formal approval.

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

Corporate Governance 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
- 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

¹ It is expected that Public Health Wales will receive a compliance notice from the Welsh Language Commissioner in 2017. This may include the need to comply with specific policy-making standards. Consequently, a review of this policy may be required at this time.

Scope	
This policy applies to all of our staff in all locations including those with Honorary Contracts.	
Equality and Health Impact Assessment	<p>An Equality Health Impact Assessment (EHIA) and Welsh Language Impact Assessment (WLIA) have been completed and this found there to be a positive impact. 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>
Approved by	Public Health Wales Board
Approval Date	29 September 2016
Review Date	29 September 2019
Date of Publication	20 October 2016
Group with authority to approve procedures written to explain how this policy will be implemented	Executive Team
Accountable Director	Melanie Westlake, Board Secretary and Head of Corporate Governance
Author	Andrew Richardson, Interim Corporate 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

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
1	31/12/10	16/05/10	16/05/10	C01/10 – Procedure for the Management and Development of Public Health Wales Policies (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 – Process for the Development and Approval of Public Health Wales Policies was developed as a result of a review and superseded C01/10.
3	06/06/15	29/06/16	21/10/16	PHW47 - Policies, Procedures and Other Written Control Documents Management Policy developed as result of policy process review in May-August 2016. PHW47 supersedes the previous process document PHW01.