GIG CYMRU NHS WALES | Iechyd Cyhoeddus Cymru Public Health Wales	**Name of Meeting** People and Organisational Development Committee **Date of Meeting** 15 October 2026 **Agenda item:** 6

Bi-annual Corporate Policies and Procedures Update	
Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit
Author:	Reanne Reffell, Board Governance and Policy Manager

Approval/Scrutiny route:	Liz Blayney, Deputy Board Secretary and Deputy Head of Board Business Unit

Purpose

The report provides the People and Organisational Development Committee with an update on the status of the policies, procedures and other written control documents for which it is the approving body.

Appendix 1 is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 28 September 2026.

Recommendation:

APPROVE	CONSIDER	RECOMMEND	ADOPT	ASSURANCE
☐	☐	☐	☐	☒

The People and Organisational Development Committee is asked to:

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

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

Summary impact analysis	
Equality and Health Impact Assessment	An Equality and Health Impact Assessment isnot 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	N/A
People implications	N/A

1. Purpose / situation

The report provides the People and Organisational Development Committee with an update on the status of the policies, procedures and other written control documents (policies) for which it is the approving body. The Committee last considered an update at its meeting on 16 April 2026.

Appendix 1 is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 28 September 2026.

2. Background

The Board approved a new organisation-wide 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, and the relevant sections reported to Board committees Bi-Annually. The Leadership Team considers a compliance report on a quarterly basis for ongoing monitoring and management of the main policy register.

This report provides the Committee with assurance that required policies, procedures and other written control documents within its remit are being developed and maintained and that progress is being made to review and update policies that have passed their review date.

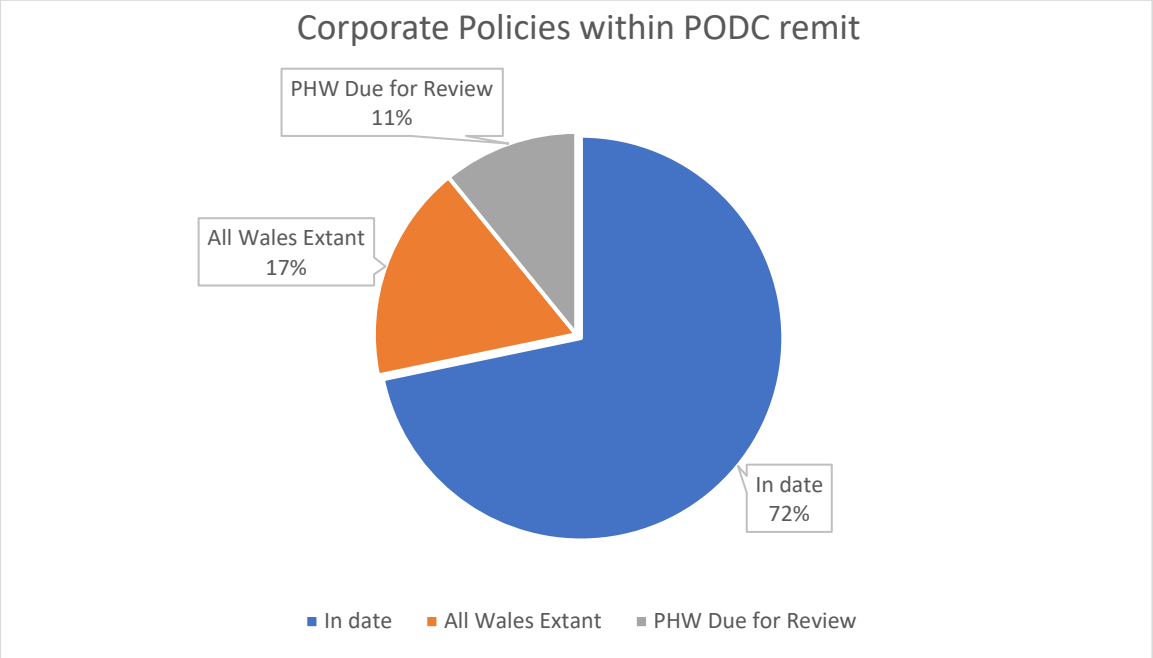
3. Description/Assessment

Status of policies and other written control documents

There are 46 policies on the policy register, which were approved by the People and Organisational Development Committee (PODC) or have been delegated to the Committee by the Board.

As of 28 September 2026, 33 (72%) policies are in date, and 13 (28%) policies are overdue for review. Of the 13 policies due for review, 5 are Public Health Wales (PHW) policies and 8 are 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 the 8 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.



Of the overdue policies, 4 have been submitted for approval at the October Committee meeting. Subject to approval, this will increase overall compliance to 80%, demonstrating the progress in reducing the number of overdue policies within the Committee's remit.

Policies submitted for approval at the October Committee meeting:

- All Wales Organisational Change Policy
- All Wales Employment Breach Scheme
- Family Leave Policy
- Family Leave Procedure
- My Contribution Policy (currently in date)

The Committee is asked to note that all of the overdue policies are rated as '**low risk**' to the organisation. All of the existing policies will remain current pending development of the documents.

Appendix 1 sets out the current status of all the policies, including the actions being undertaken to review the policies due for review.

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.

4. Recommendation

The People and Organisational Development Committee is asked to:

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