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** 7

Policy / Procedure Approval Report

Section 1 - Policy / Procedure Information

Policy / Procedure Title	**Family Leave Policy & Procedure**
Policy Lead	**Jayne Price**
Lead Executive	**Neil Lewis**
PHW / All Wales?	**PHW**
Date of last Review	**2023**
Is the current policy / procedure within review date?	**No- Due March 2026**
Approving Body /Group	**People and Organisational Development Committee**
Version Number	**4**

Section 2: Recommendation
The Committee is asked to: • **Consider** the revised Family Leave Policy, Procedure and the Equalities Impact Assessment • **Note** Leadership Team and Local Partnership Forum endorsement to the Committee • **Approve** the Family Leave Policy and Procedure

Section 3 – Details of the Review:	
Background:	
Reason for review	• review deadline due / passed
Description/Assessment	The policy and procedure were reviewed collaboratively during workshops held in September 2025, ensuring input from relevant stakeholders. This engagement process supports transparency, inclusivity, and compliance with governance requirements, while providing assurance that the revised policies reflect operational needs, legal obligations, and staff feedback.
Consultation	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	December 2025
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	n/a
Had this policy / procedure been considered by any other groups?	Yes – Local Partnership Forum and Leadership Team
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	Endorsed for approval by the Local Partnership Forum and Leadership Team. The Leadership Team recommended the roll out of a managers guide/flowchart in due course.

Section 4: Impact Assessments	
Equality and Health Impact Assessment	An Equality and Health Impact Assessment is included.
Welsh Language Impact	The Policy / Procedure will be translated to welsh and available on the intranet bilingually.
Risk and Assurance	These policies are relevant to the Strategic Risk Register, Corporate Risk Register (CRR), and Directorate Risk Register because they directly address risks linked to workforce wellbeing, compliance, and operational continuity

Health and Social Care (Quality and Engagement) (Wales) Act	Collectively, these policies support the Health and Social Care (Quality and Engagement) (Wales) Act 2020 by fostering a positive, supportive and transparent workplace culture. They help ensure staff are well supported, able to work effectively, and confident to raise concerns and learn from mistakes, thereby strengthening Public Health Wales' ability to deliver high-quality services and fulfil its statutory Duties of Quality and Candour
Financial implications	There are no significant financial implications associated with the adoption of this policy. The policy primarily formalises existing arrangements and will be implemented within existing resources, staffing structures and budgets
People implications	The adoption of the revised policy and procedure is expected to have a positive impact on the workforce by promoting a supportive, fair and inclusive working environment and providing clarity on the support and expectations available to staff and managers. The policies aligns with organisational objectives relating to staff wellbeing, engagement and experience and may contribute positively to areas measured through the NHS Wales Staff Survey.
Socio Economic Duty	The Family Leave Policy is not expected to have any negative implications in relation to the Socio-economic Duty. This policy/procedure promotes fair, consistent and inclusive employment practices, helping to reduce barriers that may disproportionately affect individuals experiencing socio-economic disadvantage

Section5 - Implementation

Please complete the table below for this section, include any relevant actions required for implementation of this policy / procedure:

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)

The policy and procedure will be published on the intranet. A news article will also be published	October 2026	Jayne Price

Section 6 – Dissemination

The primary source for dissemination of the Family Leave Policy and Procedure within the organisation will be via the intranet site.

Recommendations

The Committee is asked to:

- **Consider** the revised Family Leave Policy, Procedure and the Equalities Impact Assessment
- **Note** Leadership Team and Local Partnership Forum endorsement to the Committee
- **Approve** the Family Leave Policy and Procedure