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| GIG CYMRU NHS WALES \| Iechyd Cyhoeddus Cymru Public Health Wales | **Name of Meeting**<br>People and Organisational Development Committee<br>**Date of Meeting**<br>15 October 2026<br>**Agenda item:**<br>7 |

## Policy / Procedure Approval Report

### Section 1 - Policy / Procedure Information

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| **Policy / Procedure Title** | **My Contribution Policy** |
| **Policy Lead** | **Kelly McFadyen** |
| **Lead Executive** | **Neil Lewis** |
| **PHW / All Wales?** | **PHW** |
| **Date of last Review** | **2023** |
| **Is the current policy / procedure within review date?** | **Yes- due for review by 08/11/26** |
| **Approving Body /Group** | **People and Organisational Development Committee** |
| **Version Number** | |

| **Section 2: Recommendation** |
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| That the People and Organisational Development Committee:<br>• **Consider** the revised My Contribution Policy and the Equalities Impact Assessment<br>• **Note** that the Leadership Team endorsed the policy to the Committee<br>• **Approve** the My Contribution Policy |

| Section 3 – Details of the Review: | |
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| **Background:** | |
| **Reason for review** | Review deadline due / passed |
| **Description/Assessment** | The stated purpose of the policy is to ensure that Public Health Wales has a clear, consistent and fair approach to performance management and personal development, and that individual objectives are aligned to organisational priorities. It is intended to help staff understand what is expected of them, receive feedback and support, and identify learning and development needs.<br><br>As part of the scheduled review process, a policy workshop was held in line with the agreed People and OD policy review arrangements to assess the ongoing need for the policy and identify any required updates. |
| **Consultation** | |
| Has this Policy / Procedure been through the appropriate 28 day consultation process? | Yes |
| Date range of consultation: | 17 July - 21 August 2026 |
| Please provide details of any feedback received and outline what changes if any were made to the document as a result: | N/A |
| (Add detail) | 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 | Wording around frequency of check-ins amended to ensure this is proportionate and agreed between people manager and direct report. |

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| | Wording updated to reflect how the People and Organisational Development Directorate is responsible for supporting, enabling and monitoring the effective implementation of My Contribution across Public Health Wales in partnership with trade unions.<br><br>Strengthened section on Improving Performance including support available from People and OD.<br><br>Improved introduction linking My Contribution to Organisational Priorities, and to accountability. |

| **Section 4: Impact Assessments** | |
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| **Equality and Health Impact Assessment** | An Equality Health Impact Assessment accompanies the policy. |
| **Welsh Language Impact** | The Policy will be translated to Welsh and available on the internet bilingually. |
| **Risk and Assurance** | The revised My Contribution Policy supports the management and mitigation of workforce-related risks identified within the Directorate and Corporate Risk Registers. Effective performance and development conversations contribute to workforce engagement, capability, succession planning, employee wellbeing, and retention. The policy provides a clear and consistent framework for setting objectives, reviewing performance, identifying development needs, and addressing barriers to delivery, thereby supporting organisational performance and reducing risks associated with workforce capacity, capability, culture, and employee engagement. No specific new risks are introduced as a result of this policy revision; rather, the policy strengthens existing controls that support workforce assurance and organisational effectiveness. |

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| **Health and Social Care (Quality and Engagement) (Wales) Act** | The revised My Contribution Policy supports the implementation of the Health and Social Care (Quality and Engagement) (Wales) Act by promoting a culture of continuous improvement, openness, engagement, and learning. Through regular contribution conversations, objective setting, feedback, reflection, and personal development planning, the policy encourages staff to consider how their role contributes to the quality of services and outcomes delivered by Public Health Wales.<br><br>The policy also fosters a supportive environment where concerns, challenges, and learning opportunities can be discussed openly, supporting the principles of both the Duty of Quality and the Duty of Candour. |
| **Financial implications** | There are no direct additional financial implications arising from the adoption of the revised My Contribution Policy. The policy builds upon existing organisational processes and systems for performance and development management. Any costs associated with learning and development activities identified through My Contribution conversations will continue to be managed through existing workforce development budgets and governance arrangements. Improved performance management and development planning may also contribute to more effective deployment of resources, workforce productivity, and employee retention over time. |
| **People implications** | The revised policy has a positive impact on the workforce by establishing a clear, consistent, and developmental approach to performance and contribution across Public Health Wales. The policy supports employee engagement, wellbeing, career development, and recognition, while providing clarity of expectations for both employees and managers. The revised approach aligns with organisational commitments to creating a positive employee experience and supports the achievement of workforce and staff survey objectives, particularly those relating to communication, development |

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| | opportunities, manager support, engagement, inclusion, and wellbeing. |
| **Socio Economic Duty** | The revised My Contribution Policy is not expected to have any adverse impact in relation to the Socio-economic Duty. The policy applies consistently to all employees and promotes equitable access to performance conversations, development opportunities, feedback, and support. By focusing on individual development, capability building, and fair and transparent processes, the policy contributes to reducing potential inequalities in access to learning, progression, and career development opportunities across the workforce. Any equality, diversity, inclusion, and socio-economic considerations identified through implementation will continue to be monitored through existing governance arrangements. |

## Section5 - Implementation

| **Implementation plan (with timescales)** | | |
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| Next steps | Timescale | Responsible officer(s) |
| Light touch review of My Contribution Toolkit | February 2027 | Kelly McFadyen |
| My Contribution e-Learning update | March 2027 | Kelly McFadyen |
| Communications, compliance monitoring and reporting | Ongoing | Kelly McFadyen |
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## Section 6 – Dissemination

The primary source for dissemination of this document within the organisation is via the intranet site.