 <p> <b>GIG</b>      CYMRU  <b>NHS</b>      WALES   </p> <p>     Iechyd Cyhoeddus      Cymru      Public Health      Wales   </p>	<p> <b>Name of Meeting</b>        Quality, Safety and Improvement Committee  <b>Date of Meeting</b>        04 /06/2026  <b>Agenda item:</b>        4.7     </p>
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<h2 style="text-align: center;">Bi-annual Corporate Policies and Procedures Update</h2>	
<b>Executive lead:</b>	Paul Veysey, Board Secretary and Head of Board Business Unit
<b>Author:</b>	Liz Blayney, Deputy Board Secretary and Deputy Head of Board Business Unit

<b>Approval/Scrutiny route:</b>	Leadership Team – 19.03.26
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<p><b>Purpose</b></p> <p>The report provides the Quality, Safety and Improvement Committee with an update on the status of the policies, procedures and other written control documents for which it is the approving body.</p> <p><b>Appendix 1</b> is an extract taken from the Corporate Policy, Procedures and Other Written Control Documents register and shows the status of documents as of 21/05/2026.</p>
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<b>Recommendation:</b>				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
<p>The Quality, Safety and Improvement Committee is asked to:</p> <ul style="list-style-type: none"> <li>Take <b>assurance</b> on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee.</li> </ul>				
<p><b>Link to Public Health Wales <a href="#">Strategic Plan</a></b></p> <p>Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.</p>				



This report contributes to the following:	
<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
<b>Strategic Priority/Well-being Objective</b>	Choose an item.
<b>Strategic Priority/Well-being Objective</b>	Choose an item.

Summary impact analysis	
<b>Equality and Health Impact Assessment</b>	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.
<b>Risk and Assurance</b>	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.
<b>Health and Social Care (Quality and Engagement) (Wales) Act</b>	Corporate Policies and Procedures support the implementation of the act ensuring its embedded into our processes.
<b>Financial implications</b>	N/A
<b>People implications</b>	N/A

## 1. Purpose / situation

The report provides the Quality, Safety and Improvement Committee (QSIC) 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 25 November 2025.

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 21 May 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

### 3.1 Status of policies and other written control documents

There are 32 policies on the policy register that are either approved by the Committee or delegated to it by the Board.

As at 21 May 2026, 24 policies (75%) are in date and 8 (25%) are overdue for review.

Of the overdue policies, 5 have been submitted for approval at the June Committee meeting. Subject to approval, this will increase overall compliance to 90%, as illustrated in Figure 1 below.

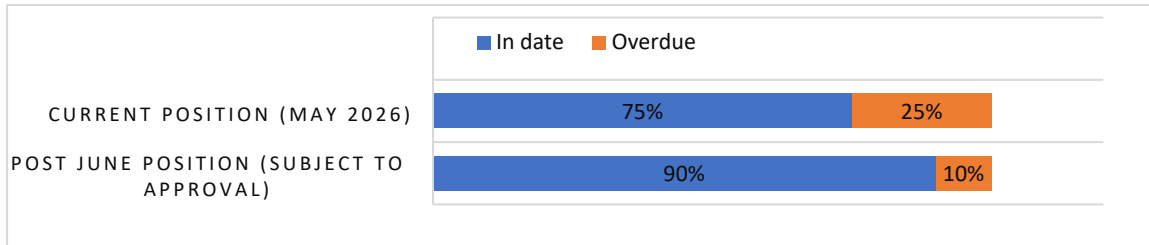
This represents significant progress in reducing the number of overdue policies within the Committee's remit.

#### **Policies submitted for approval at the June Committee meeting:**

- Fire Safety Policy
- Water Safety Policy
- Infection Prevention and Control Policy

- Claims Management Policy
- Claims Management Procedure
- Managing Allegations of Abuse Procedure

**Figure 1**



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.

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.

In summary the following table provides a list of the policies that have not been submitted approval at the June Committee meeting and are past their due date, along with the date that these are scheduled to be approved following review. **Appendix 1** sets out the current status of all the policies, including the actions being undertaken to review the policies due for review.

Title	Lead	Risk Assessment (Low/Medium/High)	Expected date of Committee approval
Waste Management Policy	Executive Director of Strategy, Finance and Performance	Low risk presented	10 September 2026
Alerts and Safety Notices	Executive Director Nursing, Quality and Information Governance	Low risk presented	25 November 2026
Uniform / Dress Code Policy		Low risk presented	22 February 2027



#### 4. Recommendation

The Quality, Safety and Improvement 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.