

Corporate Policies, Procedures and other written Control Document - Master Register

PHW / All Wales	Policy title	Policy ref.	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Approval date	Review date due	Status	Rag Status	Updates from quarterly reviews	Expected Date for issuing of revised policy
PHW	Intellectual property	Black90	Knowledge, Research and Information Committee	Board Secretary and Head of Board Business Unit	15.09.2004	01 April 2015	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>November 2022 update: The revised Policy and accompanying frameworks were for review by Legal and Risk in October, and the comments from this are currently being reviewed and worked through. Discussions are planned internally to confirm the most appropriate ownership within the organisation. The policy will be finalised following this discussion. Request change of date to March 2023 pending this discussion.</p> <p>September update: This will be issued for consultation in October, and submitted to KRIC in December for approval.</p> <p>June 2022 Update: This policy will shortly be circulated for consultation and will be presented to KRIC in Sept for final approval.</p> <p>March 2022 update: This policy had a comprehensive re-write pre pandemic, further work has been on hold during the pandemic. The November 2022 update: refer September update.</p>	March 2023 (KRIC)
PHW	Joint Working Framework	PHW/SCD13	Board	Board Secretary and Head of Board Business Unit	25 January 2018	25 January 2021	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>September Update: This policy review had been on hold during the pandemic, work to review the policy has paused due to other priority work within the team, which was agreed with the Chief Executive. It is intended to resume in January 2023, and submitted through the approval process in March 2023.</p> <p>June 2022: This policy review had been on hold during the pandemic. The revised draft is currently being developed with the intention of submitting through the approval process in November 2022. (1 Nov BET 24 Nov Board))</p>	30 March 2023 (Board)
PHW	Protocol for nominating Public Health Wales staff for Honours	PHW/SCD01	Business Executive Team Meeting	Board Secretary and Head of Board Business Unit	19 June 2019	19 June 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: In progress. This protocol has been reviewed and updated, and it currently out for consultation. Subject to any feedback, will be submitted for approval in January.</p> <p>September 2022 : Work to review the policy has paused due to other priority work within the team. It is anticipated that this will be submitted for approval in December</p> <p>June 2022 update: The protocol has been updated, with minor changes. This will be out for consultation in July, and presented to BET for approval 16 August 2022.</p> <p>March 2022 update: This policy is currently being reviewed, and no major changes are proposed. The revised draft with minor changes suggested for clarification is being reviewed with the intention of submitting through the approval process in June 2022. 14.05.19 Protocol agreed out of committee by Senior Leadership Team on behalf of Executive Team.</p>	12 January 23 (Leadership Team)
PHW	Public Health Wales Standing Orders	PHW/SCD09	Board	Board Secretary and Head of Board Business Unit	26 May 2021	26 May 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Awaiting an updated model standing orders from Welsh Government.</p> <p>September Update : Awaiting an updated model standing orders from Welsh Government.</p> <p>June 2022: Awaiting an updated model standing orders from Welsh Government.</p>	TBC - Awaiting Welsh Government
PHW	Decisions making framework	PHW/SCD07	Board	Board Secretary and Head of Board Business Unit	31 August 2018	31 August 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: This will be reviewed following the review on decision making being undertaken by BET and LT.</p>	To be confirmed
PHW	Declarations of interests, gifts, hospitality, honoraria sponsorship procedure	PHW05/TP01	Board	Board Secretary and Head of Board Business Unit	25 March 2021	25 March 2024	Policy in Date	Approved		In date
PHW	Standards of Behaviour Policy	PHW05	Board	Board Secretary and Head of Board Business Unit	25 March 2021	25 March 2024	Policy in Date	Approved	(formerly Declarations of interests, gifts, hospitality and sponsorship policy)	In date
PHW	Corporate Policies, procedures and other written control documents management policy	PHW47	Board	Board Secretary and Head of Board Business Unit	28 July 2022	28 July 2025	Policy in Date	Approved		In date
PHW	Corporate Policies, procedures and other written control documents management procedure	PHW47/TP01	Board	Board Secretary and Head of Board Business Unit	20 July 2022	20 July 2025	Policy in Date	Approved		In date
All Wales	Procedure for NHS staff to raise concerns (All Wales)	AW09	People and Organisational Development Committee	Board Secretary and Head of Board Business Unit	16 February 2022	01 February 2025	Policy in Date	Approved		In date

PHW / All Wales	Policy title	Policy ref.	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Approval date	Review date due	Status	Rag Status	Updates from quarterly reviews	Expected Date for issuing of revised policy
PHW	Medical Devices and Equipment Management Procedure	PHW69/TP01	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services	27 November 2018	27 November 2021	Policy review Date passed - action underway/r required	Overdue for Review - Moderate Risk Presented	November 2022 update: Please see update on the Medical Devices Policy	2023
PHW	Medical Devices and Equipment Management Policy	PHW69	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director	27 November 2018	27 November 2021	Policy review Date passed - action underway/r required	Overdue for Review - Low Risk Presented	<p>November 2022 update: The Policy and Procedure were reviewed by the Medical Devices Management Group in August 2022 and minor changes are being made to the existing policy. New regulations for medical devices are being introduced, but these do not come into effect until 2024, at which point the policy will be reviewed in light of the changes.</p> <p>Sep 2022 update: An updated policy and procedure has been drafted and discussed at the MDMG in August. This is subject to revision and final sign-off</p> <p>June 2022 update: The Medical Devices Management Group has been established and agreed a workstream with representatives from the group will review the policy and procedure. The Medical Devices Regulation is currently being updated and the UK Government has recently announced (26 June 2022) the MHRA's plans to strengthen the regulation of medical devices. The revised policy and procedure will take account of the strengthened regulations and the Medicines and Medical Devices Act (2021). The review will commence in Sept, and submitted to QSIC 14 December for approval.</p> <p>April 2022: A Medical Devices Management Group was established recently and the review of the policy and procedure will be included on the workplan. Aim for completion in September 2022.</p> <p>October 2021 - PHS is in the process of identifying the capacity to take this forward and will work with Stuart Silcox to establish a working group Ratified for approval at QSIC 15.01.19. Previously Black 94</p>	2023
PHW	Medicines management policy and code of practice	PHW26	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director	31 January 2013	31 January 2016	Policy review Date passed - action underway/r required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Review of this procedure is in progress and a draft anticipated on the next few weeks</p> <p>Sep 2022 update: An updated policy has been drafted through the SLA arrangement with Cardiff and Vale UHB. This is subject to further discussion prior to sign-off.</p> <p>June 2022 update: The scope of practice in PHW is not extensive and mainly limited to the coordination and administration of flu and COVID vaccination for staff. I am undertaking an ongoing review of pharmaceutical adviser capacity to be embedded in the Office of the Medical Director</p> <p>April 2022: Mapping of scope of practice in PHW has been undertaken. No specialist capacity available to complete policy review. October 2021: The Medical Director has followed this up with the Cardiff and Vale team recently, with whom we have an SLA for pharmaceutical support and advice. We have a suggested way forward, which is to adopt the Cardiff and Vale policy. However, the scope of our business is very different, so this will need to be adapted for PHW and we will need to identify some resource to do this. This will take a bit more time as it is not just about changing references to different organisations. Jan 2020: A Specialist Pharmacist has now been transferred to the Health Protection Division from the Health and Well-being Directorate (October 2019). To help resource going forward, a formal Service Level Agreement (SLA) was agreed between Public Health Wales and Cardiff and Vale University Health Board (CVUHB) to pick up operational medicines management policy/ procedures that CVUHB undertake on Public Health Wales' behalf. Consultation has been undertaken with the Principal Pharmacist at CAVUHB and the Asst. Director of QNAHPS to determine whether the a separate policy/procedure is required. 04.06.19 - Discussions are ongoing with regard to the securing of a Professional Lead for Pharmacy in Public Health Services. Once this resource is in place, work on the policy and code of practice will be undertaken.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Radiation Safety Policy	PHW26	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services	19 October 2022	19 October 2025	Policy in Date	Approved		
PHW	Radiation Safety Procedure for Staff	PHW74/TP01	Business Executive Team Meeting	National Director Health Protection and Screening Services	19 October 2022	19 October 2025	Policy in Date	Approved		
PHW	Radiation Safety Procedure for Patients	PHW74/TP02	Business Executive Team Meeting	National Director Health Protection and Screening Services	19 October 2022	19 October 2025	Policy in Date	Approved		
PHW	Handling and Transport of Clinical Specimens Procedure	PHW/STP03	Health and Safety Group	National Director Health Protection and Screening Services	28 January 2020	28 January 2023	Policy in Date	Approved		In date

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PHW	Research Misconduct Policy	PHW73	Knowledge, Research and Information Committee	Knowledge Director	06 February 2020	06 February 2023	Policy in Date	Approved	<p>November 2022 update: This policy is currently in date. A recent review has identified that no changes are required, and the policy and procedure will shortly be re-issued for staff consultation and re-approval sought in early 2023.</p> <p>This content was previously part of PHW08 Counter Fraud but a review in March 2019 indicated that a separate policy was required.</p>	In date
PHW	Research Misconduct Procedure	PHW73/TP01	Knowledge, Research and Information Committee	Knowledge Director	06 February 2020	06 February 2023	Policy in Date	Approved	<p>November 2022 update: This policy is currently in date. A recent review has identified that no changes are required, and the policy and procedure will shortly be re-issued for staff consultation and re-approval sought in early 2023.</p> <p>Approved. PHW73 /TP01 procedure published on webpages</p>	In date

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All Wales	Social Media Guidelines	AW14/CD01	Board	Deputy Chief Executive / Executive Director of Operations and Finance	01 March 2016	01 March 2019	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>November 2022 update: Will be issued at January LT meeting for approval</p> <p>September 2022 update- see update on Social Media Policy and guidelines published internally.</p>	12 January 23 (Leadership Team)
All Wales	Social Media Policy (All Wales)	AW14	Board	Deputy Chief Executive / Executive Director of Operations and Finance	24 March 2016	01 January 2018	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>November 2022 update: No update on Social Media Policy. PHW Guidance currently being reviewed and due to be discussed by Leadership Team on 12 January 2023.</p> <p>September 2022 update-Welsh Partnership Forum are taking forward the review and updating of the All Wales Social Media Policy. A task and finish group will be convened to take this forward with volunteers from organisations across Wales requested. No deadline for completion of this work has been agreed. Guidance for the use of social media outside of work has been published on the People and OD SharePoint intranet pages and in addition to this, we publish our social media 'house rules' on our social media platforms (Twitter, Facebook, Instagram). This sets out code of conduct we expect on our public sites. a similar statement is published on our Staff Facebook.</p> <p>June 2022 update: As per March Update</p> <p>March 2022 update: Still awaiting All Wales Social Media Policy being developed by HEIW. 09.07.19- risk around social media policy higher than stated- in part due evolving nature of social media and the gaps in training across NHS Wales staff. In part this is due to the Welsh Language Standards which are now a requirement and which are not reflected adequately in the existing policy. Advised to escalate via Executive Lead / Directorate</p> <p>9.4.18 - risk assessment has been undertaken and a low risk has been determined as provisions within existing policy are still fit for purpose.</p>	TBC - Awaiting final draft of the All Wales Policy
PHW	Mobile Phone Policy	Black123	People and Organisational Development Committee	Deputy Chief Executive / Executive Director of Operations and Finance	01 January 2009	01 March 2012	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: A draft policy has been developed and is currently under review within the Estates and Health and Safety Division. This will be circulated to business leads for input prior to being sent for consultation.</p> <p>September Update: Update as per June 2022.</p> <p>June 2022 update: Procedure- to be developed during 2022/23. This has been put on hold due to Covid and capacity within Estates and Health and Safety Division.</p> <p>March 2022 update: Procedure- to be developed during 2021/22. This has been put on hold due to Covid and capacity within Estates and Health and Safety Division. October update - refer April update. April 21 Update - Procedure- to be developed during 2021/22. This has been put on hold due to Covid and capacity within Estates and Health and Safety Division.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Environmental Policy	Black125	Board	Deputy Chief Executive / Executive Director of Operations and Finance	17 July 2009	01 July 2012	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Draft policy has been developed and following review within the Estates and Health and Safety Division will be circulated to the Climate Change Programme Board for comment</p> <p>September 2022 update- To be picked up through new Climate Change Programme Board.</p> <p>June 2022 update:Update as per March 2022.</p> <p>March 2022 update: A new group has been established (Decarbonisation, Environmental Sustainability and Climate Change Collaborative) that will take forward this work to review and develop the organisations Environment Policy. January 2020- Recirculated to Environmental Sustainability Group for final comments. This will be finalised in quarter 4 prior to consideration by the Senior Leadership team at the next available meeting. May 2019- Environmental policy statement drafted. Public Health Wales is working towards ISO 14001 accreditation and an Environmental Policy Statement is required for the standard. Draft to be considered by Environmental Sustainability Group prior to approval by Senior Leadership Team. 05.12.18 - Policy to be developed and drafted in December 2018. following completion of policy drafting, the formal consultation process will commence.19.09.18 This is now scheduled for end September 2018 to take account of the long term strategy and the sustainable principles within it. 20.07.18- Environment Position Statement scheduled to be completed by end of quarter 2. This will be considered by People and OD Committee in October. This is stated in our response to the latest annual sustainability audit. 22.3.18 - Risk assessment undertaken by Mark Parsons, Head of Estates and Health and Safety and a low risk was determined. Advised that the policy is no longer required and will be replaced by an Environmental Position Statement. It is anticipated that the Position Statement will be in place by the end of June 2018.</p>	31-Mar-23

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PHW	Bomb Threat and Suspicious Packages Procedure	PHW57	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	25 May 2017	25 May 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: See update for Security Policy. This procedure to be reviewed as part of suite of procedures within the security theme.</p> <p>September 2022 update- Review of policy delayed due to other priorities. To be taken forward in 2022/23 and also in conjunction with Emergency Planning and Business Continuity function.</p> <p>June 2022 update: To be incorporated into Security policy which is included on the Health and Safety workplan for completion by end of August 2022.</p> <p>March 2022 update: This will be incorporated into the Security Procedure. Due to Covid-19, development of this procedure has been delayed and will be taken forward in 2022/23. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23. April 2021 - see update for Security Procedure - this will be reviewed in 2021/22. Procedure superseded Black 17 (dealing with suspect pages). Procedure will be reviewed in line with legislative and operational changes.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Security procedure	PHW58	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	25 May 2017	25 May 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Work to commence in December to draft Security Policy. Estimated to be completed by 31 March 2023.</p> <p>September 2022 update- Review of policy delayed due to other priorities. To be taken forward in 2022/23 and also in conjunction with Emergency Planning and Business Continuity function. A meeting has also been arranged with the Police to support the development of lockdown procedures.</p> <p>June 2022 update: Included on the Health and Safety Work plan to be completed by end August 2022.</p> <p>March 2022 update: See update in October 2021.</p> <p>October 2021: Due to the Covid-19 response, the review of the Security Policy remains outstanding however we are in the process of working with Information Governance colleagues to develop the CCTV procedure which we will link into the Security Policy, along with the bomb threat procedure as part of the review. We are aiming to undertake this work during 2021/22. June update: On 27 May 2021, the Board approved revision to QSIC ToR to remit Health and safety matters to QSIC from PODC. As such this policy now falls within the remit of QSIC. April 2021 update - this is out of date and needs updating to incorporate and link to other policies such as Bomb Threat Procedure, CCTV Procedure. This will be developed during 2021/22</p> <p>Procedure superseded Black 22 (Security Policy). Procedure will be reviewed in line with legislative and operational changes.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Waste management policy	PHW63	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	30 September 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Update as per March 2022. Low risk presented and existing policy remains relevant.</p> <p>March 2022 update: Procedure to be reviewed and updated in 2022/23. Low risk presented. Included in Health and Safety workplan 2022/23. April 2021 update - this policy will be reviewed and updated during 2021/22</p>	2023 Timescales tbc, anticipate within 2023
PHW	Waste management procedure	PHW63-TP01	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	30 September 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Update as per March 2022. Work to commence in January 2023 to update to policy. Low risk presented and existing policy remains relevant.</p> <p>September 2022 update- Update as per June 2022. Low risk presented and existing policy remains relevant.</p> <p>June 2022 update: Update as per March 2022</p> <p>March 2022 update: Procedure to be reviewed and updated in 2022/23. Low risk presented. Included in Health and Safety workplan 2022/23. April 2021 update - this policy will be reviewed and updated during 2021/22</p>	2023 Timescales tbc, anticipate within 2023
PHW	Lone worker procedure	PHW10/TP03	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	09 April 2018	31 March 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Current version to be reviewed during December 2022 and completed by end of March 2023. Low risk presented and existing policy remains relevant.</p> <p>September 2022 update- Update as per June 2022. Low risk presented and existing policy remains relevant.</p> <p>June 2022 update: Update as per March 2022.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23. 9.4.18 - Revised procedure was approved by the Health and Safety Group - 9 April 2018. Replaces the Lone Working procedure (Black 128)</p>	31-Mar-23

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PHW	Control of Contractors Procedure	PHW10/TP01	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	09 April 2018	31 March 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Consultation completed with no comments. To be sent to Health and Safety Group for approval in January 2023.</p> <p>September 2022 update- Policy has been reviewed and on agenda for Health and Safety Group in October 2022.</p> <p>June 2022 update:: Review currently underway. Anticipating to be completed during quarter 2.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23.</p>	January 2023 (Health and Safety Group)
PHW	First aid and Provision of First Aid Equipment Procedure	PHW10/TP02	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	09 April 2018	31 March 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Consultation completed with no comments. To be sent to Health and Safety Group for approval in January 2023.</p> <p>September 2022 update- Review has been undertaken and on agenda for Health and Safety Group in October 2022.</p> <p>June 2022 update: Review currently underway. Anticipating to be completed during quarter 2.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23.</p>	January 2023 (Health and Safety Group)
PHW	Moving and Handling Procedure	PHW10/TP04	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	09 April 2018	31 March 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Current version to be reviewed during December 2022 and completed by end of March 2023. Low risk presented and existing policy remains relevant.</p> <p>September 2022 update- Update as per June 2022 update.</p> <p>June 2022 update: Included on Health and Safety work plan and to be completed by 31 December 2022.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Moving and Handling Procedure replaced the Manual Handling Policy (Black 59).</p>	31-Mar-23
PHW	Disposal of obsolete and surplus equipment, vehicles, furniture and consumables Procedure	PHW63/TP02	Audit and Corporate Governance Committee	Deputy Chief Executive / Executive Director of Operations and Finance	30 May 2018	28 May 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update:</p> <p>September 2022 update- Update as per June 2022.Low risk presented and existing policy remains relevant.</p> <p>June 2022 update: Update as per March 2022.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented.</p>	16 March 2023 (ACGC)
PHW	Management of violence and aggression procedure	PHW10/TP05	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	20 January 2019	20 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update:</p> <p>September 2022 update- Update as per June 2022.Low risk presented and existing policy remains relevant.</p> <p>June 2022 update: Update as per March 2022.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23. Supersedes Black 60</p>	31-Mar-23
PHW	Personal Protective Equipment Procedure	PHW10/TP09	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	20 January 2019	20 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Draft has been reviewed by Estates and Health and Safety Division. To be circulated for comment by Health and Safety Group prior to be sent for consultation and then to Health and Safety Group for approval in January 2023</p> <p>September 2022 update: Review continues to be undertaken. Completion now likely to be in quarter 3.</p> <p>June 2022 update:Review currently underway. Anticipate completion in quarter 2, 2022/23.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23.</p>	31-Dec-22
PHW	Smoke Free Environment procedure	PHW10/TP06	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	20 January 2019	20 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Consultation completed. Comments to be incorporated and will be approved by Health and Safety Group in January 2023.</p> <p>September 2022 update: Review complete and going to Health and Safety Group in October 2022.</p> <p>June 2022 update: Review currently underway. Anticipate completion in quarter 2, 2022/23.</p> <p>March 2022 update: To be reviewed and updated in quarter 1, 2022/23. Included in Health and Safety workplan 2022/23.</p>	January 2023 (Health and Safety Group)

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PHW	Asbestos Management procedure	PHW10/TP07	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	20 January 2019	20 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Draft currently being reviewed by Estates and Health and Safety Division. To be circulated for comment by Health and Safety Group prior to be sent for consultation and then to Health and Safety Group for approval in January 2023</p> <p>September 2022 update- Update as per June 2022</p> <p>June 2022 update:Update as per March 2022.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23.</p>	January 2023 (Health and Safety Group)
PHW	Control of Substances Hazardous to Health Procedure	PHW10/TP08	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	20 January 2019	20 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Draft currently being reviewed by Estates and Health and Safety Division. To be circulated for comment by Health and Safety Group prior to be sent for consultation and then to Health and Safety Group for approval in January 2023</p> <p>September 2022 update- Update as per June 2022</p> <p>June 2022 update:Update as per March 2022.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Included in Health and Safety workplan 2022/23.</p>	January 2023 (Health and Safety Group)
PHW	MANAGEMENT OF VIOLENCE AND AGGRESSION INFORMATION/GUIDANCE	PHW10/CD01	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	20 January 2019	20 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November Update: Current version to be reviewed during December 2022 and completed by end of March 2023. Low risk presented and existing policy remains relevant.</p>	31-Mar-23
PHW	Counter Fraud and Corruption Policy	PHW08	Audit and Corporate Governance Committee	Deputy Chief Executive / Executive Director of Operations and Finance	14 March 2019	14 March 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Policy out for consultation, for approval in March 2023 Audit Corporate Governance Committee. Low risk presented and existing policy/procedure remains relevant until that time.</p> <p>September 2022 update- Update as per June 2022.Low risk presented and existing policy remains relevant.</p> <p>- PHW 73</p>	16 March 2023 (ACGC)
PHW	Counter Fraud and Corruption Procedure	PHW08/TP01	Audit and Corporate Governance Committee	Deputy Chief Executive / Executive Director of Operations and Finance	14 March 2019	14 March 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Procedure out for consultation, for approval in March 2023 Audit Corporate Governance Committee. Low risk presented and existing policy/procedure remains relevant until that time.</p> <p>September 2022 update- Update as per June 2022.Low risk presented and existing policy remains relevant.</p> <p>March 2022 update: Procedure to be reviewed in 2022/23 and updated as required. Current procedure still relevant and low risk presented. Research Misconduct section removed and separate policy and procedure created- PHW 73</p>	16 March 2023 (ACGC)
PHW	Provision and Use of Work and Lifting Equipment Procedure	PHW10/TP11	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	10 September 2019	10 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: To be taken forward in Q1 2023/24. Low risk and current procedure remains relevant.</p> <p>September 2022: Reviewed in quarter 4 of 2022/23. Low risk.</p> <p>June 2022 update: to be reviewed in 2022/23</p>	2023/24
PHW	Display Screen Equipment procedure	PHW10/TP13	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	10 September 2019	10 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: To be reviewed in quarter 4 2022/23 and in light of WHIWB trial and incorporated into a Remote working policy to be developed by People and OD.</p> <p>September 2022: Reviewed in quarter 4 of 2022/23. Low risk. To be reviewed in light of new ways of working resulting from WHIWB trial.</p> <p>June 2022 update: To be reviewed in 2022/23 in line with Work How it works best trial and new ways of working.</p>	31-Mar-23
PHW	Slips, Trips and Falls Procedure	PHW10/TP12	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	10 September 2019	10 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: To be taken forward in Q4. Low risk presented and existing policy remains relevant.</p> <p>September 2022 update- Update as per June 2022. Low risk presented and existing policy remains relevant.</p> <p>June 2022 update:to be reviewed in 2022/23</p>	2023 Timescales tbc, anticipate within 2023
PHW	Low Voltage Electrical Safety and Electrical Equipment Procedure	PHW10/TP14	Health and Safety Group	Deputy Chief Executive / Executive Director of Operations and Finance	22 January 2020	22 January 2023	Policy in Date	Approved	<p>November 2022 update: This will be added to Health and Safety workplan and will be completed by 30 April 2023.</p>	30-Apr-23

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PHW	Recovery of Salary Overpayments and Underpayments policy	PHW18	Audit and Corporate Governance Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 January 2021	19 January 2024	Policy in Date	Approved		In date
PHW	Recovery of Salary Overpayments and Underpayments procedure	PHW18/TP01	Audit and Corporate Governance Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 January 2021	19 January 2024	Policy in Date	Approved		In date
PHW	Standing Financial Instructions	PHW/SCD10	Board	Deputy Chief Executive / Executive Director of Operations and Finance	01 March 2021	01 March 2024	Policy in Date	Approved	March 2022 update: Reviewed on an All Wales basis in 2018/19 and subsequently published in March 2021.	In date

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All Wales	Managing Attendance at Work Policy	AW01	People and Organisational Development Committee	Director of People and Organisational Development	04 December 2019	04 December 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>October 2021 Update - The policy has been constantly reviewed during the pandemic by the All Wales Managing Attendance at Work policy working group. Replaced the All Wales sickness absence policy and policy ref allocated from this policy.</p>	To be confirmed
PHW	Redeployment Policy	PHW09	People and Organisational Development Committee	Director of People and Organisational Development	01 April 2016	01 March 2019	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Further conversations with TU colleagues are required at LPF on 9th Feb 2023</p> <p>September 2022: Policy workshop held 03/08/22. As below, due for POD approval January 2023</p> <p>June 2022 update: Will be merged with the Redundancy Policy (PHW52). Due to go to LPF 29 Sept, BET 5 December and final approval for POD 12 Jan 2023.</p> <p>March 2022 update: Policy Review and Development Workshop scheduled for May 22. 22.10.20 Carry over to 2021. Low Risk. Policy workshop to be arranged for Nov 2021. 06.01.20 Being reviewed at policy workshop on 20 January 2020</p>	12 Jan 23 (PODC)
PHW	Maternity, Adoption, Paternity/Maternity Support and IVF policy	PHW45	People and Organisational Development Committee	Director of People and Organisational Development	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: POLICY going to LPF via email recommendation for approval this week (09/12/22) scheduled for LT 12 Jan 2023 and a special PODC for policy approval. Now called 'Family Leave Policy'</p> <p>September 2022: The revised policy and procedure will be ready for consultation by mid-October</p> <p>June 2022 update: Policy and procedure have been revised, following workshop with staff representatives. They will be supported by extensive information and tools available via a "Family Leave" pack that will sit on the staff intranet. Work to prepare this is ongoing, but as soon as a final draft is ready it will be made available in Word form so that the policy, procedures and pack can be consulted on as a whole.</p> <p>March 2022 update: Work is ongoing to re write the policy and procedure and develop a toolkit</p> <p>October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation</p>	12 Jan 23 (PODC)
PHW	Maternity, Adoption, Paternity/Maternity Support and IVF Procedure for Pay and Leave Procedure	PHW45/TP01	People and Organisational Development Committee	Director of People and Organisational Development	30 April 2020	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Please see update for Maternity Policy</p> <p>September 2022: The revised policy and procedure will be ready for consultation by mid-October</p> <p>June 2022 update: Policy and procedure have been revised, following workshop with staff representatives. They will be supported by extensive information and tools available via a "Family Leave" pack that will sit on the staff intranet. Work to prepare this is ongoing, but as soon as a final draft is ready it will be made available in Word form so that the policy, procedures and pack can be consulted on as a whole.</p> <p>March 2022 update: Work is ongoing to re write the policy and procedure and develop a toolkit. October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation. April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19: A pregnant employee who is off work within four weeks of their estimated due date due to a COVID-19 related illness will not have their maternity leave triggered early as this period of absence would not be classed as pregnancy-related.</p>	12 Jan 23 (PODC)
PHW	Recruitment and selection policy	PHW50	People and Organisational Development Committee	Director of People and Organisational Development	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Policy is being updated in line with the Socio Economic Duty and Welsh Language requirements. Timescale TBC.</p> <p>September 2022: Policy is being updated in line with the Socio Economic Duty and Welsh Language requirements. Timescale to be confirmed</p> <p>June 2022 update: Policy Workshop Scheduled for 1 September 2022.</p> <p>May 2022 update: The policy requires further updates to bring it in line with the Socio Economic Duty and D&I training for managers. Dependent on what is required another review workshop could be needed. March 2022 update: Policy ready to go out for consultation. October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Redundancy policy	PHW52	People and Organisational Development Committee	Director of People and Organisational Development	07 February 2017	01 February 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Further conversations with TU colleagues are required at LPF on 9th Feb 2023</p> <p>September 2022: Policy workshop held 03/08/22. As below, due for POD approval January 2023</p> <p>June 2022 update: Will be merged with the Redeployment Policy (PHW09). Due to go to LPF 29 Sept, BET 5 December and final approval for POD 12 Jan 2023.</p> <p>March 2022 update: Policy Review and Development Workshop scheduled for May 22. October 2021 Update - Policy workshop to be arranged for November 2021. April 2021 update - this policy will be merged with the Redeployment and FTC procedure 22.10.20 Carry over to 2021. Low Risk. 20.02.20 Was reviewed at policy workshop on 20 January 2020, will now go through the consultation process</p>	12 Jan 23 (PODC)

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PHW	Supporting Learning and Development policy	PHW70	People and Organisational Development Committee	Director of People and Organisational Development	24 October 2018	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: We will look to hold a policy workshop in February 2023 following interim findings from the Work How It Works Best Evaluation</p> <p>June 2022 update: Review carried over to 2022/23 – Reviewed in line with Future Ways of Working</p> <p>March 2022 update: Policy Workshop Schedule for 22/23 will be agreed by the beginning of May</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Flexible Working Policy	PHW72	People and Organisational Development Committee	Director of People and Organisational Development	03 July 2019	03 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: We will look to hold a policy workshop in February 2023 following interim findings from the Work How It Works Best Evaluation</p> <p>September 2022: Policy Workshop has been delayed. We will look to hold a policy workshop in February 2023 following interim findings from the Work How It Works Best Evaluation</p> <p>June 2022 update: due for Policy Workshop August 2022, BET 5 Dec, and final approval from PODC on 12 January 2023.</p> <p>October 2021 Update - Policy is under constant review, and will be informed by the Future Ways of working project. 22.10.20 Continuous review over the next 12 months. Temporary variation to the Flexible working Policy was reported to the Board on 30 April 2020. No formal application is required but managers should record working arrangements/adjustments and ensure colleagues are aware that it is temporary unless agreed otherwise.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Annual Leave Purchase Scheme	PHW/S CD02	Business Executive Team Meeting	Director of People and Organisational Development	24 April 2019	24 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Policy going to LPF on via email recommendation for approval this week (09/12/22) Scheduled for BET on 16 January, then a special PODC for policy approval</p> <p>September 2022: Policy Workshop held on 23/08/22. Draft policy will be ready for the consultation process by the end of September</p> <p>June 2022 update: Will be merged with the Annual Leave / Bank Holiday Procedure (Ref PHW 06) Scheduled for Policy workshop on 02 August 2022, scheduled for 5 December BET, POD 12 Jan for approval.</p> <p>March 2022 update: The scheme will be reviewed in May/June 2022 a part of a project around Annual Leave overall</p>	12 Jan 23 (PODC)
PHW	Death in Service Guidelines	PHW/S CD03	Business Executive Team Meeting	Director of People and Organisational Development	22 August 2020	22 August 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: To be reviewed in 2023</p> <p>September 2022: Will be reviewed in 2023 as was reviewed and updated in 2021</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	NHS Injury Allowance Guidelines	PHW/S CD04	Leadership Team	Director of People and Organisational Development	25 April 2018	25 April 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Policy workshop January 2023</p> <p>September 2022: Policy Workshop to be held in November 2022</p> <p>June 2022 update: Scheduled for Workshop 1 Nov 22, LPF4 Jan 22, and scheduled for Leadership Team approval 16 March 2023 following consultation period.</p> <p>March 2022 update: Policy Workshop Schedule for 22/23 will be agreed by the end of April. October 2021 Update - Policy workshop to be arranged for November 2021. 22.10.20 Carry over to 2021. Low Risk</p>	16 March 23 (LT)
PHW	Statutory and Mandatory training policy	PHW04	People and Organisational Development Committee	Director of People and Organisational Development	21 July 2020	21 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Draft policy will be ready for consultation process by end December</p> <p>September 2022: Policy Workshop held on 08/08/22. Draft policy will be ready for the consultation process by the end of September</p> <p>June 2022 update: due for Policy Workshop August 2022, BET 5 Dec, and final approval from PODC on 12 January 2023.</p> <p>April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19: Colleagues are able, during this period, to complete Fire Safety Awareness training online in the absence of classroom training sessions</p>	12 Jan 23 (PODC)

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PHW	Annual Leave and Bank Holiday Policy	PHW06	People and Organisational Development Committee	Director of People and Organisational Development	10 October 2011	10 October 2014	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Policy going to LPF via email recommendation for approval this week (09/12/22) scheduled for BET on 16th Jan 2023 and a special PODC for policy approval</p> <p>September 2022: Policy Workshop held on 23/08/22. Draft policy will be ready for the consultation process by the end of September</p> <p>June 2022 update: Will be merged with the Annual Leave Scheme (PHWSCD02) Scheduled for Policy workshop on 02 August 2022, scheduled for 5 December BET, POD 12 Jan for approval.</p> <p>March 2022 update: Policy will be reviewed in May/June 2022 a part of a project around Annual Leave overall. October 2021 Update - Policy went to a workshop in September, draft policy being prepared for consultation. Temporary variations to this procedure agreed at Board on 30 April due to COVID-19. Colleagues have been permitted to carry over unused annual leave from the operational year 2019/2020 to this year. Staff self-isolating or shielding following the UK or Welsh Government's advice and are not able to take planned leave can have it reinstated. We are awaiting a position from NHS Employers on the carryover of unused statutory leave into two subsequent years as set out in the Working 22.10.20 Continuous review over the next 12 months 06.01.20 Policy and EHIA ready for publication once translated</p>	12 Jan 23 (PODC)
PHW	My Contribution policy	PHW66	People and Organisational Development Committee	Director of People and Organisational Development	14 September 2020	14 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Review date is pushed back to Q4 due to the need to align the MYC policy work with other key people & OD development work/programmes, including the behavioural framework, learning and development plans and the development of training modules.</p> <p>June 2022 update: Due to the need to align the MYC policy work with other key People & OD development work/programmes, including the behavioural framework, learning and development plans and the development of training modules, we think it would be in our interest to defer the review date to the end of the financial year to ensure that the various pieces of interdependent work involved complement each other.</p> <p>March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020. 22.10.20 Updated policy approved and published. Superseded the Appraisal and Continuous Development policy. Consultation ended on 25/08/2020. Awaiting instruction from Lisa Whiteman on finalised version and taking forward for approval.</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Transitioning at Work Guidance	PHW/SCD14	Business Executive Team Meeting	Director of People and Organisational Development	19 March 2018	01 March 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Now scheduled for Q2 of 2023/24</p> <p>September 2022: Scheduled for review in Q3</p> <p>June 2022 update: Review planned for Q3 2022 working with the Enfy's Network</p> <p>March 2022 update: Policy Workshop Schedule for 22/23 will be agreed by the beginning of May. October 2021 Update - Scheduled for review in Q4 2021/22</p>	2023 (Timescales tbc, anticipate within 2023)
PHW	Breastfeeding Guidelines	PHW/SCD11	Leadership Team	Director of People and Organisational Development	19 March 2018	19 March 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Policy Workshop Jan 2023</p> <p>September 2022: Policy Workshop to be held in November 2022</p> <p>June 2022 update: Scheduled for Workshop 1 Nov 22, LPF4 Jan 22, and scheduled for Leadership Team approval 16 March 2023 following consultation period.</p> <p>March 2022 update: Policy Workshop Schedule for 22/23 will be agreed by the beginning of May. October 2021 Update - Scheduled for review in Q4 2021/22</p> <p>Naming convention changed from PHW68 to PHW-SCD11</p>	16 March 23 (LT)
PHW	Remote Working Procedure	AW16/T P02	People and Organisational Development Committee	Director of People and Organisational Development	22 January 2018	22 January 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Ownership now with the POD Directorate</p> <p>September 2022 update: Update will be requested in the IGWG meeting in mid-September which was further delayed from July. June 2022 update: Update will be requested in the IGWG meeting in July which was delayed from May</p> <p>March 2022 update: Update will be requested in the May IGWG meeting</p> <p>This document has been reviewed and no changes are proposed. Will be going to IGWG in March 2020 for sign off. PHW 13 Information Governance Policy superseded by AW 16 All Wales Information Governance Policy</p>	To be confirmed

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All Wales	Capability Policy (All Wales)	AW05	People and Organisational Development Committee	Director of People and Organisational Development	23 July 2018	23 July 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>September 2022: Currently under review</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p>	2023 - Awaiting final draft of the All Wales Policy
All Wales	Special Leave Policy (All Wales)	AW06	People and Organisational Development Committee	Director of People and Organisational Development	30 April 2020	30 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Due for review April 2024</p> <p>September 2022: Due to be reviewed January '24</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received. April 2020 - Temporary variation of this policy agreed at Board on 30 April due to COVID-19: Understanding that arrangements for and attendance at funerals is likely to be impacted during the outbreak, we have: Noted that absence over and above the 5 policy days for the death of an immediate family member/partner will be recorded as sickness absence and not included in review prompts. One day's paid special leave will be allowed to attend the funeral of an extended family member (whether or not colleagues are able to attend) and an additional day can be taken at a later date if remembrance services are deferred. In the event of the death of a close friend/close colleague to COVID-19, one day's paid leave will be granted to attend a deferred service or to pay respects quietly. 13.12.19 Additional paragraph added prior to the all wales updated policy to include special leave due to issues of domestic violence. To be reported to People and PD Committee in Feb. 20.02.20 Policy out for review, updated policy will be adopted and published once approved by the Welsh Partnership Forum</p>	2024 - Awaiting final draft of the All Wales Policy
All Wales	Recruitment and retention payment protocol (All Wales)	AW10	People and Organisational Development Committee	Director of People and Organisational Development	04 July 2017	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Due for review April 2024</p> <p>September 2022: Due for review in April '24</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received. 21 April 2021 – PODC approved temporary extension pending full review of the policy. April 2021 update - The policy is still valid, due to the pandemic the Welsh Partnership Forum has not yet carried out a review</p>	2024 - Awaiting final draft of the All Wales Policy
All Wales	Organisational Change Policy (All Wales)	AW12	People and Organisational Development Committee	Director of People and Organisational Development	04 February 2019	04 February 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>September 2022: Currently under review</p> <p>June 2022 update: WPF Draft Circulated for comments in 26 May 2021, updated policy not yet approved by the Welsh Partnership Forum.</p> <p>March 2022 update: Updated policy due to be approved at the next Welsh Partnership Forum. October 2021 Update - Policy circulated for review in May 2021, awaiting updated policy for adoption Chairs action approved 04/02/19, ratified at PODC in Apr 19.</p>	2023 - Awaiting final draft of the All Wales Policy
All Wales	Reserve Forces Training and Mobilisation Policy (All Wales)	AW21	People and Organisational Development Committee	Director of People and Organisational Development	21 July 2020	21 July 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Due for review in April 2023</p> <p>September 2022: Due for review in April 23</p> <p>Circulated for comments in 26 May 2021, updated policy not yet approved by the Welsh Partnership Forum</p> <p>March 2020 - Interim arrangements in place for approval of policies whilst the PODC Committee is suspended. BET approved a revised version in March 2020</p>	2023 - Awaiting final draft of the All Wales Policy
All Wales	Menopause Policy (All Wales)	AW15	People and Organisational Development Committee	Director of People and Organisational Development	04 February 2019	04 February 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under review by the Welsh Partnership Forum</p> <p>September 2022: Due for review in September 22</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p>	2023 - Awaiting final draft of the All Wales Policy

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All Wales	Disciplinary policy and procedure (All Wales)	AW03	People and Organisational Development Committee	Director of People and Organisational Development	04 July 2017	01 March 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Will be taken forward during 2023 building on the learning from the Respect and Resolution policy implementation and review.</p> <p>September 2022: Will be taken forward during 2023 building on the learning from the Respect and Resolution policy implementation and review.</p> <p>June 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>March 2022 update: All Wales Policy review scheduled being approved by the Welsh Partnership Forum on 06 April 22. Further update once the schedule is received</p> <p>October 2021 Update - All Wales Policy review delayed due to COVID. Policy still valid</p>	2023 - Awaiting final draft of the All Wales Policy
PHW	Voluntary Early Release Scheme	PHW/S CD08	Board	Director of People and Organisational Development	28 March 2019	28 March 2023	Policy in Date	Approved		In date
PHW	Religious Observation Guidelines	PHW/S CD06	Leadership Team	Director of People and Organisational Development	17 November 2022	17 November 2025	Policy in Date	Approved		
PHW	Substance Misuse (Drugs and Alcohol) Policy	PHW49	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved		In date
PHW	Adverse weather conditions/transport disruption policy	PHW51	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved		In date
PHW	Retirement procedure	PHW/S TP07	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved	Formerly PHW 53	In date
PHW	Mental Wellbeing Policy	PHW54	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved	Formerly Prevention of Stress and management of Mental Wellbeing Policy	In date
PHW	Personal Relationships at Work Policy	PHW11	People and Organisational Development Committee	Director of People and Organisational Development	06 September 2022	06 September 2025	Policy in Date	Approved		In date
PHW	Relocation Expenses Scheme	PHW50/CD01	Leadership Team	Director of People and Organisational Development	18 August 2022	18 August 2025	Policy in Date	Approved	Replaced Black 44	In date

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PHW	TOIL Procedure	PHW/S TP01	Leadership Team	Director of People and Organisational Development	18 August 2022	18 August 2025	Policy in Date	Approved		In date
All Wales	Secondment policy (All Wales)	AW04	People and Organisational Development Committee	Director of People and Organisational Development	23 August 2021	01 March 2023	Policy in Date	Approved	August 2021. Policy updated and approved by PODC Chair's Action on 23 August 2021.	In date
AW	Employer Pension Contributions – Alternative Payment Policy	AW24	Board	Director of People and Organisational Development	28 July 2022	28 July 2025	Policy in Date	Approved		In date
All Wales	Employment Break Scheme (All Wales)	AW11	People and Organisational Development Committee	Director of People and Organisational Development	16 March 2020	16 March 2023	Policy in Date	Approved		In date
All Wales	Pay Progression Policy (All Wales)	AW13	People and Organisational Development Committee	Director of People and Organisational Development	16 March 2020	16 March 2023	Policy in Date	Approved		In date
All Wales	Lease car / pool vehicle Policy and Procedure (All Wales)	AW22	Board	Director of People and Organisational Development	01 September 2020	01 September 2023	Policy in Date	Approved	Replaced PHW36	In date
PHW	Managing Expiry of Fixed Term Contracts Procedure	PHW/S TP02	Leadership Team	Director of People and Organisational Development	21 July 2022	21 July 2025	Policy in Date	Approved		In date

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PHW / All Wales	Policy title	Policy ref.	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Approval date	Review date due	Status	Rag Status	Updates from quarterly reviews	Expected Date for issuing of revised policy
PHW	Privacy Impact Assessment Procedure	PHW13/TP01	Information Governance Working Group	Executive Director of Quality, Nursing and Allied Health Professionals	22 January 2018	22 January 2020	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>November 2022 update: Due to be presented to the IGWG on the 9th December for approval before progressing onwards</p> <p>September 2022 update: Update will be requested in the IGWG meeting in mid-September which was further delayed from July. June 2022 update: Update will be requested in the IGWG meeting in July which was delayed from May</p> <p>March 2022 update: Update will be requested in the May IGWG meeting</p> <p>This has been approved by IGWG and is awaiting signoff by BET before submission to Committee</p> <p>PHW 13 Information Governance Policy superseded by AW 16 All Wales Information Governance Policy</p>	31-Mar-23
All Wales	NHS Email use Policy (All Wales)	AW19	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 January 2019	15 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>November 2022 update: National policy under review by the policy sub-group of the Information Governance Management Advisory group</p> <p>September 2022 update: Update will be requested in the IGWG meeting in mid-September which was further delayed from July. June 2022 update: Update will be requested in the IGWG meeting in July which was delayed from May</p> <p>March 2022 update: Update will be requested in the May IGWG meeting. Superseded PHW 34</p>	
PHW	Prevent policy and referral process	TBV	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	27 May 2015	27 May 2018	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: On track for approval in Feb 2023 QSIC</p> <p>Sep 2022 update: An updated policy and procedure has been drafted and discussed at the MDMG in August. This is subject to revision and final sign-off</p> <p>June 2022 update: The Medical Devices Management Group has been established and agreed a workstream with representatives from the group will review the policy and procedure. The Medical Devices Regulation is currently being updated and the UK Government has recently announced (26 June 2022) the MHRA's plans to strengthen the regulation of medical devices. The revised policy and procedure will take account of the strengthened regulations and the Medicines and Medical Devices Act (2021). The review will commence in Sept, and submitted to QSIC 14 December for approval.</p> <p>April 2022: A Medical Devices Management Group was established recently and the review of the policy and procedure will be included on the workplan. Aim for completion in September 2022.</p> <p>October 2021 - PHS is in the process of identifying the capacity to take this forward and will work with Stuart Silcox to establish a working group</p> <p>Ratified for approval at QSIC 15.01.19. Previously Black 94</p>	15 February 2023 (QSIC)
PHW	Small numbers publishing guidance	AW16/C D03	Information Governance Working Group	Executive Director of Quality, Nursing and Allied Health Professionals	31 July 2017	01 October 2018	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Update will be requested in the IGWG meeting in Feb 2023</p> <p>September 2022 update: Update will be requested in the IGWG meeting in mid-September which was further delayed from July. June 2022 update: Update will be requested in the IGWG meeting in July which was delayed from May</p> <p>March 2022 update: Update will be requested in the May IGWG meeting. Jan 2020: The guidance is still being reviewed and anticipated reporting date is June 2020. 3/6/2019 - small working group to be established to review the guidance and make recommendations re publishing. Anticipated reporting date end of August 2019.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Uniform/Dress code policy	PHW46	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	14 January 2016	01 January 2019	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under review with WG and the CNO. Update requested but no response to date</p> <p>September 2022: Currently under review with WG and the CNO.</p> <p>June 2022 update: Currently under review with WG and the CNO</p> <p>March 2022 update: Policy under development and with WG for input. April 2021 update - Policy will be reviewed in 2021/22. Dec 2019 - The National Uniform Policy is being reviewed by the HARP team and the current draft is due out for Consultation. This will be adopted by Public Health Wales once ratified.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Guidance on Record Retention and Destruction	AW16/C D01	Information Governance Working Group	Executive Director of Quality, Nursing and Allied Health Professionals	16 August 2018	18 August 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under review and included as part of the records management project. Estimated to be presented to IGWG in Feb</p>	Feb-23
PHW	Consent to Examination, Screening or Intervention policy	PHW59	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 May 2017	01 May 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under consultation and due for approval in February QSIC</p> <p>September 2022: Angela Cook now assumed responsibility for progression of this policy review. A draft policy has now been created based on the work of the All Wales group and will be presented to QSIC in December 2022. June 2022 update: Currently working with the All Wales consent group to establish a PHW position. This policy will be revised in readiness for the next All Wales consent group in September and progressed to QSIC in December for approval:</p>	15 February 2023 (QSIC)

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PHW	Putting Things Right - Handling Concerns Policy	PHW15	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	27 September 2018	27 September 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Due to be Superceded by a PTR policy, complaints procedure and redress procedure. Due to be approved at February QSIC.</p> <p>September 2022 update: Due to be Superceded by a PTR policy, complaints procedure and redress procedure. Due to be approved at February QSIC.</p> <p>June 2022 update: Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPS and the PTR team</p> <p>March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC</p>	15 February 2023 (QSIC)
PHW	Putting Things Right - Handling Concerns Procedure	PHW15/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	27 September 2018	27 September 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Superceded by PTR policy, complaints procedure and redress procedure. Due to be approved at February QSIC</p> <p>September 2022 update: Superceded by PTR policy, complaints procedure and redress procedure. Due to be approved at February QSIC..</p> <p>June 2022 update: Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPS and the PTR team</p> <p>March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC</p>	15 February 2023 (QSIC)
PHW	Registration for Health Professionals Policy	PHW71	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	10 January 2019	10 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under consultation and due for approval in January PODC</p> <p>Sep 2022 update: Procedure revised and with Exec Director for approval . Will be approved by PODC in Jan 2023.</p> <p>June 2022 update: Procedure revised and with Exec Director for approval . Will be reported to BET on 19 September for recommendation to PODC for approval on 6 October 2022.</p> <p>March 2022 update: Policy revised and seeking approval from PODCOM in July. Supersedes Black 52</p>	12 Jan 23 (PODC)
PHW	Validating Professional Registration Procedure	PHW71/TP01	People and Organisational Development Committee	Executive Director of Quality, Nursing and Allied Health Professionals	10 January 2019	10 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently under consultation and due for approval in January PODC</p> <p>Sep 2022 update: Procedure revised and with Exec Director for approval . Will be approved by PODC in Jan 2023.</p> <p>June 2022 update: Procedure revised and with Exec Director for approval . Will be reported to BET on 19 September for recommendation to PODC for approval on 6 October 2022.</p> <p>March 2022 update: Policy revised and seeking approval from PODCOM in July. Supersedes Black 52</p>	12 Jan 23 (PODC)
PHW	Alerts, Safety Notices and Other Guidance policy	PHW30	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 January 2019	15 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently out of consultation. Due for approval in Feb 23 QSIC</p> <p>September 2022: Due for approval in October QSIC. June 2022 update: New alerts module in Datix Cloud due in July and subsequent review will take place for approval at QSIC in October. Will be reported to BET on 4 October for recommendation to QSIC for approval on 19 October 2022.</p> <p>March 2022 update: this is the in the process of being update and will be reviewed by the Exec lead in June. It is anticipated that it will be presented to QSIC in October for approval, following the necessary consultation.</p> <p>February 2022: update has been developed and will be submitted to QSIC in May 2022 for approval.</p>	16 February 2023 (QSIC)
PHW	Alerts, Safety Notices and Other Guidance procedure	PHW30/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 January 2019	15 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently out of consultation. Due for approval in Feb QSIC</p> <p>September 2022: Due for approval in October QSIC. June 2022 update: New alerts module in Datix Cloud due in July and subsequent review will take place for approval at QSIC in October. Will be reported to BET on 4 October for recommendation to QSIC for approval on 19 October 2022.</p> <p>March 2022 update: this is the in the process of being update and will be reviewed by the Exec lead in June. It is anticipated that it will be presented to QSIC in October for approval, following the necessary consultation.</p> <p>February 2022: update has been developed and will be submitted to QSIC in May 2022 for approval.</p>	16 February 2023 (QSIC)
All Wales	Insurance, NHS Indemnity and related risk management for potential losses and special payments Policy (All Wales)	AW20	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	23 January 2019	23 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently out for consultation and due to ACGC in Jan 2023</p> <p>September 2022 update: Review will begin shortly and will seek approval at ACGC in Jan 2023.</p> <p>June 2022 update: Review will begin shortly and will seek approval at ACGC in Jan 2023.</p> <p>All Wales Policy - Awaiting review on all wales level.</p>	29 January 2023 (ACGC)
PHW	Incident Management Policy (renamed from Incident Reporting Policy)	PHW32	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	28 March 2019	28 March 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Superceded by PTR policy above which is due to be approved at QSIC in February 2023</p> <p>September 2022: Superceded by PTR policy above which is due to be approved at QSIC in February 2023</p> <p>June 2022 update: This policy will be collated in with the Putting Things Right policy and procedures (Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPS and the PTR team)</p> <p>March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC</p>	15 February 2023 (QSIC)

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PHW	Incident Management Procedure (renamed from Incident reporting procedure)	PHW32/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	28 March 2019	28 March 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Superceded by PTR policy above which is due to be approved at QSIC in February 2023</p> <p>September 2022: Superceded by PTR policy above which is due to be approved at QSIC in February 2023.</p> <p>June 2022 update: This policy will be collated in with the Putting Things Right policy and procedures (Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPS and the PTR team)</p> <p>March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC</p>	15 February 2023 (QSIC)
PHW	Infection Prevention and control policy	PHW27	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 April 2019	16 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently progressing with planned approval estimated for QSIC in February</p> <p>September 2022: New postholder in place and planned for approval in QSIC in February 2023. June 2022 update: Policy under review but delayed due to the IP&C vacancy</p> <p>March 2022 update: Due for review by July 2022. New lead for IPC. To be raised in IPC group meeting on 18th Jan 2022. To be reviewed and updated.</p>	15 February 2023 (QSIC)
PHW	Decontamination policy	PHW28	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 April 2019	16 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently progressing with planned approval estimated for QSIC in February</p> <p>September 2022: New postholder in place and planned for approval in QSIC in February 2023. June 2022 update: Policy under review but delayed due to the IP&C vacancy</p> <p>March 2022 update: Due for review by July 2022. New lead for IPC. To be raised in IPC group meeting on 18th Jan 2022. To be reviewed and updated.</p>	15 February 2023 (QSIC)
PHW	Decontamination procedure	PHW28/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 April 2019	16 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Identified much wider work required and a revised timeline is currently being considered</p> <p>September 2022: New postholder in place and planned for approval in QSIC in February 2023. June 2022 update: Policy under review but delayed due to the IP&C vacancy</p> <p>March 2022 update: Due for review by July 2022. New lead for IPC. To be raised in IPC group meeting on 18th Jan 2022. To be reviewed and updated.</p>	15 February 2023 (QSIC)
PHW	Reporting damage or loss to personal property policy	PHW24	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	25 September 2019	25 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Currently out for consultation and due to ACGC in Jan 2023</p> <p>June 2022 update: Policy has been revised and subject to review before consultation and committee approval.</p> <p>January ACGC</p>	29 January 2023 (ACGC)
PHW	Reporting damage or loss to personal property procedure	PHW24/TP01	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	25 September 2019	25 September 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>November 2022 update: Due to be presented to the IGWG on the 9th December for approval before progressing onwards</p> <p>June 2022 update: Policy has been revised and subject to review before consultation and committee approval.</p> <p>January ACGC</p>	29 January 2023 (ACGC)
All Wales	Information Governance Policy (All Wales)	AW16	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2021	13 January 2023	Policy in Date	Approved	<p>November 2022: National policy under review by the policy sub-group of the Information Governance Management Advisory group</p>	In date
All Wales	Information Security Policy (All Wales)	AW17	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2021	13 January 2023	Policy in Date	Approved	<p>November 2022: National policy under review by the policy sub-group of the Information Governance Management Advisory group</p>	In date
All Wales	Internet Usage Policy (All Wales)	AW18	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2021	13 January 2023	Policy in Date	Approved	<p>November 2022: National policy under review by the policy sub-group of the Information Governance Management Advisory group</p>	In date

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PHW	Safeguarding policy	PHW03	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date
PHW	Adults at Risk procedure	PHW03/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date
PHW	Children at Risk procedure	PHW03/TP02	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date
PHW	Violence against Women, Domestic Abuse and sexual violence procedure	PHW03/TP03	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date
PHW	Risk Management Procedure	PHW56/TP01	Audit and Corporate Governance Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 October 2020	15 October 2023	Policy in Date	Approved	First approved 01 June 2017	In date
PHW	Risk Management Policy	PHW56	Board	Executive Director of Quality, Nursing and Allied Health Professionals	26 November 2020	26 November 2023	Policy in Date	Approved	First approved 25 May 2017	In date
PHW	Exposure Injury (including needle stick injury) and Safe Management of Sharps Policy	PHW77	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	14 April 2021	14 April 2024	Policy in Date	Approved		In date
PHW	Exposure Injury (including needle stick injury) and Safe Management of Sharps Procedure	PHW77/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	14 April 2021	14 April 2024	Policy in Date	Approved		In date
PHW	Outbreak Management Policy	PHW40	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	10 November 2021	10 November 2024	Policy in Date	Approved		In date
PHW	Outbreak Management Procedure	PHW40/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	10 November 2021	10 November 2024	Policy in Date	Approved		In date

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PHW	Office 365 Acceptable Use Procedure	PHW/S TP04	Leadership Team	Executive Director of Quality, Nursing and Allied Health Professionals	16 December 2021	16 December 2024	Policy in Date	Approved		In date
PHW	Interim Guidance on Retention of Documents and Other Records	AW16/C D02	Business Executive Team Meeting	Executive Director of Quality, Nursing and Allied Health Professionals	20 December 2021	20 December 2024	Policy in Date	Approved		In date
PHW	Claims Management Policy	PHW16	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2022	20 July 2025	Policy in Date	Approved		In date
PHW	Claims Management Procedure	PHW16/ TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2022	20 July 2025	Policy in Date	Approved		In date
PHW	Quality and Clinical Audit Procedure	PHW/S TP06	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2022	20 July 2025	Policy in Date	Approved		In date