



AGENDA ITEM

2.1.5

CTM BOARD

POLICY FOR THE DEVELOPMENT, REVIEW AND APPROVAL OF ORGANISATIONAL WIDE POLICIES

Date of meeting	28/01/2021
FOI Status	Open/Public
If closed please indicate reason	Not Applicable - Public Report
Prepared by	Cally Hamblyn, Assistant Director of Governance & Risk
Presented by	Georgina Galletly, Director of Corporate Governance
Approving Executive Sponsor	Director of Corporate Governance
Report purpose	FOR APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals	Date	Outcome
Workforce & OD Colleagues	September / October 2020	SUPPORTED
Clinical Policy Colleagues	October /November 2020	SUPPORTED
Health Board Wide Consultation	October 2020	COMMENTS INCORPORATED
Management Board	December 2020	ENDORSED

ACRONYMS

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1. SITUATION/BACKGROUND

- 1.1 This policy outlines the process for development, consultation, approval, dissemination, and review of key organisational documents such as policies, strategies, procedures, guidelines and protocols.
- 1.2 This policy relates to organisation wide non-clinical documents however its principles equally apply to any local and/or clinical policy documents that are developed which are specific to a defined department to ensure that they are appropriately authenticated and regularly updated to form a reliable and valid source of good practice for staff.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 2.1 Engagement on this Policy has taken place with:

Name Title	Date Consulted/Completed
Equality Impact Assessment	20.10.2020
Informal Consultation with interested parties	September, October and November 2020 with Workforce, Organisational Development and Clinical Policy colleagues
Formal Consultation	16 th October 2020 – 30 th October 2020
Management Board	16 th December 2020
Local Partnership Forum	6 th January 2021

- 2.2 The policy has been reviewed and is consistent with the approach across NHS Wales / legislation.
- 2.3 The requirement to consider the organisational values and behaviours in policy development has been reflected within the policy and as Appendix 7 to the policy.



3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 3.1 In response to the consultation the following amendments have been made:
- An amendment to the section on Welsh Language Standards to expand it to reference Welsh Language standards 69-77.
 - Inclusion of Standard Operating Procedures.
 - A specific appendix added to guide policy authors to consider how they can incorporate the values and behaviours.
 - Minor typographical and grammatical changes.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	Yes (Please see detail below)
	A robust and clear governance framework for the management of policies is essential to minimise risk to patients, employees and the organisation itself; therefore, the Health Board has developed a system to support the development or review, approval, dissemination and management of policies.
Related Health and Care standard(s)	Governance, Leadership and Accountability
Equality impact assessment completed	Yes
	20.10.2020
Legal implications / impact	There are no specific legal implications related to the activity outlined in this report.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Strategic Well-being Objectives	Provide high quality, evidence based, and accessible care

5. RECOMMENDATION

- 5.1 The Health Board are asked to **APPROVE** the "Policy for the Development, Review and Approval of Organisational Wide Policies".