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WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

<b>Meeting Date</b>	<b>2 October, 2018</b>	<b>Agenda Item</b>	<b>5.2</b>
<b>Report Title</b>	<b>Essential Policies</b>		
<b>Report Author</b>	Dafydd Bebb		
<b>Report Sponsor</b>	Dafydd Bebb		
<b>Presented by</b>	Dafydd Bebb		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	<p>The purpose of the Report is for the Board to consider the policies that are deemed to be essential for HEIW at its inception.</p> <p>The Board is also required to note the list of policies that will be developed by 1 April 2019.</p>		
<b>Key Issues</b>	<ul style="list-style-type: none"> <li>Members are asked to note policies which apply across Wales (All Wales Policies).</li> <li>Members are asked to note policies that the Chair has approved on behalf of the Board (HEIW Policies).</li> <li>Members are asked to note policies that are required to be developed by 1 April 2019.</li> </ul>		
<b>Specific Action Required</b> <i>(please ✓ one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	✓		
<b>Recommendations</b>	<p>Members are asked to note for <b>Information</b>:</p> <ul style="list-style-type: none"> <li>the All Wales Policies, listed in Appendix 1;</li> <li>the HEIW Policies, reviewed and approved by the Chair on behalf of the Board, listed in Appendix 2;</li> <li>the list of policies to be developed for use by 1 April, 2019, listed in Appendix 3.</li> </ul>		

## **TITLE OF REPORT**

### **1. INTRODUCTION**

The purpose of the Report is for the Members to note and approve where appropriate the:

- All Wales Policies which are relevant to HEIW, and;
- the policies which are based on Welsh Government or NHS precedents and which have been amended specifically for HEIW (HEIW Policies);
- the list of policies that are to be drafted and approved by 1 April 2019.

### **2. BACKGROUND**

The Essential Policies considered within this report are those policies deemed to be required by HEIW at go-live to safely meet regulatory and governance requirements. These policies are split into All Wales Policies and HEIW Policies which are considered in more detail below.

#### **2.1 All Wales Policies**

All Wales Policies are the final outcome of previous consultation between Welsh Government and various stakeholders. The All Wales Policies are listed in Appendix 1. These policies are available upon request.

#### **2.2 HEIW Policies**

HEIW Policies are based on Welsh Government and NHS precedent policies. These have been adopted to reflect an initial understanding of HEIW's requirements at inception. As HEIW is a new public body and Wales' first Special Health Authority the Chair has approved the HEIW Policies on behalf of the Board. These policies will be subject to a rolling review over a two year period and where deemed necessary shall be reviewed within 6 months.

The HEIW Policies are listed at Appendix 2. These policies are available upon request.

The policies will be made available to staff through HEIW's intranet.

#### **2.3 Other Policies**

Policies which have been identified as relevant to HEIW but not essential at its inception have also been identified and listed. These are to be developed by 1 April 2019. These are listed at Appendix 3.

### **3. GOVERNANCE AND RISK ISSUES**

The Essential Policies have been drafted with the aim of enabling HEIW to meet regulatory and governance requirements and to mitigate risk.

The Essential Policies considered within this report are deemed to have a neutral impact on equality.

### **4. FINANCIAL IMPLICATIONS**

The All Wales Policies and HEIW Policies have been identified as essential policies of HEIW. These are deemed to form a core part of the provision of services of HEIW and its core budget.

### **5. RECOMMENDATION**

Members are asked to note for Information:

- the All Wales Policies, listed in Appendix 1;
- the HEIW Policies, reviewed and approved by the Chair on behalf of the Board, listed in Appendix 2;
- the list of policies to be developed for use by 1 April, 2019, listed in Appendix 3.

Governance and Assurance				
<b>Link to corporate objectives</b> <i>(please ✓)</i>	As a new organisation establishing HEIW as a valued and trusted partner, an excellent employer and a reputable and expert brand	Building a sustainable and flexible health and care workforce for the future.	With Social Care Wales shaping the workforce to deliver care closer to home and to better align service delivery.	Improving quality and safety by supporting NHS organisations find faster and more sustainable workforce solutions for priority service delivery challenges.
	✓			
	Improving opportunities for use of technology and digitalisation in the delivery of education and care.	Reinvigorating leadership development and succession planning across health and social care in partnership with Social Care Wales and Academi Wales	Demonstrating value from investment in the workforce and the organisation.	
<b>Quality, Safety and Patient Experience</b>				
The Essential Policies have been drafted to enable HEIW to comply with its regulatory and governance requirements. Compliance with these requirements is more likely to impact favourably on the safety and experience of patients and staff.				
<b>Financial Implications</b>				
The Essential Policies are deemed to form a core part of the provision of HEIW's service and therefore core costs.				
<b>Legal Implications (including equality and diversity assessment)</b>				
The Essential Policies are deemed to have a neutral impact on equality and diversity.				
<b>Staffing Implications</b>				
There are no direct implications on workforce in this report.				
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>				
There are no implications on the Well Being of Future Generations (Wales) Act 2015.				
<b>Report History</b>	None to Board. A number of policies have been subject to review by the Shadow Board.			
<b>Appendices</b>	Appendix 1, 2 and 3.			

## Appendix 1

### **List of All Wales Policies to be adopted**

- Corporate Brand Guidelines
- Counter fraud policy
- Putting Things Right - handling concerns, complaints and claims
- All Wales NHS Indemnity and Insurance policy
- All Wales Capability policy
- All Wales Dignity at Work Process
- All Wales Disciplinary policy and procedure
- All Wales Dress Code
- All Wales employment break policy
- All Wales Grievance policy and procedure
- All Wales Medical appraisal policy
- All Wales Organisational Change Policy
- All Wales Pay Progression policy
- All Wales Reserve Forces Training and Mobilisation Policy
- All Wales Secondment policy
- All Wales Sickness Absence policy
- All Wales Special Leave policy
- All Wales Voluntary Early Release Scheme
- All Wales Email use policy
- All Wales Internet usage policy
- All Wales Social Media policy and guidelines
- Wales level)

## Appendix 2

### HEIW Policies

- Policies, Procedures and Other Written Control Documents Policy and Procedure
- Declarations of interests, gifts, hospitality and sponsorship policy and Procedure
- Standing Financial Instructions
- Standing Orders
- Smoke Free Environment Policy
- Waste Management Policy and Procedures
- Adverse weather conditions policy
- Records Management Policy
- Freedom of Information Act Policy
- Data Quality Policy
- Information security Policy
- Software Policy
- Anti-Virus Policy
- Data Protection & Confidentiality Policy
- Information asset policy
- Information governance policy
- Health and Safety Policy
- Fire safety policy / procedure
- Incident Reporting Policy and Procedure
- Adverse Weather
- Business Continuity
- T&S Policies – to be developed following outcome of TUPE process

## Appendix 3

### **Policies being developed by 1 April 2019**

- Equality and Human Rights Policy – to be developed in context of the existing legislation
- Risk Management Policy and Risk Assessment Procedure
- Welsh Language Policy – to be developed within the Framework More than Just Words
- New and Expectant Mothers Policy and Procedure – to be developed and linked with maternity leave policy
- Security and Counter Terrorism Policy
- Emergency Planning
- Appraisal Policy and Procedures – to be developed – in interim existing policies remain
- Flexible Working/Work Life Balance Policy – existing policies to be used, new process to be developed subject to outcome of TUPE process
- Maternity, Adoption, Paternity/Maternity Support and IVF policy - to include shared parental leave – existing policies to be adopted in interim
- Recruitment and selection policy – to be developed based on the standard NHS procedures
- Data Barring Sharing (DBS) Policy and Procedure (within employment procedures at NHS – to be developed within NHS guidelines
- Employing ex-offenders and people with a criminal record policy – to be developed within NHS guidelines
- Relocation Policy – to be developed following outcome of TUPE process
- Prevent policy and referral process – to be developed