

HEALTH & SAFETY ASSURANCE COMMITTEE PWYLLGOR ANSAWDD IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	06 July 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Extension to Review Dates of Corporate Written Control Documentation
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Ros Jervis, Director of Public Health Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Christine James, Policy Co-ordination Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

Hywel Dda University Health Board (HDdUHB) currently has a number of corporate written control documents (policies and procedures) uploaded and accessible on the HDdUHB internet policy page <https://hduhb.nhs.wales/about-us/governance-arrangements/policies-and-written-control-documents/> which have imminent or expired review dates. Detailed information is contained in Appendix 1 (attached).

Cefndir / Background

It is imperative that HDdUHB has up-to-date and accurate written control documentation in order to comply with relevant legislation and to minimise any associated risks.

Asesiad / Assessment

A review has been undertaken to identify all written control documentation which has either imminent expiry dates or has exceeded the review date and requires an extension in order to allow time for a full review to be undertaken. The attached schedule details the written control documentation for which lead authors are requesting an extension to the review dates. The extension date requested for each written control documentation has been determined by the lead officer in each case, and assurance has been provided by the lead author that the document remains fit for purpose during the extension period.

In accordance with the revised HDdUHB policy: [190 - Written Control Documentation Policy](#), it is the responsibility of the owning committee to ensure that a written control document is reviewed and approved in a timely manner.

The policy process ensures that the owning committee and the lead officer are contacted nine months prior to the expiry date, thus allowing sufficient time for the review to be undertaken in a timely manner.

Argymhelliad / Recommendation

The Health and Safety Assurance Committee is requested to approve the extensions of the expiry dates to the written control documentation on the schedule attached, on the understanding that the review will be completed within the stipulated date.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	5.14 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	Not applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Legislation and national policy
Rhestr Termiau: Glossary of Terms:	Explanation of terms is included within the body of the policy.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Assurance Committee:	As detailed in the assessment

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Staff accessing written control documentation which is out of date, no longer relevant or contradicts current guidance may have a negative effect on the quality, safety and experience of care. It may also lead to unwarranted variation in care delivery

Gweithlu: Workforce:	Not applicable
Risg: Risk:	The presence of written control documentation on the intranet, outside of the Policies, Procedures and other Written Control Documentation intranet webpage, may result in staff accessing documents which are out of date, no longer relevant, or contradicting current guidance
Cyfreithiol: Legal:	It is essential that the HDdUHB has up to date policies and procedures in place
Enw Da: Reputational:	Not applicable
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	A full equality impact assessment has been undertaken for each separate policy/procedure

Appendix 1 - Written Control Documentation – Requests for Extensions to Review Dates

Corporate written control documentation:

Ref	Title/Link	Executive Lead	Review date	Justification for extension
186	Business Continuity Policy https://hduhb.nhs.wales/about-us/governance-arrangements/policies-and-written-control-documents/policies/business-continuity-planning-policy	Ros Jervis	11.01.2020	Extension requested until 31.12.2021 to enable the full detailed review to be finalised. The process has been delayed due to COVID-19 workload.
170	Lone Worker Policy https://hduhb.nhs.wales/about-us/governance-arrangements/policies-and-written-control-documents/policies/lone-worker-policy/	Andrew Carruthers	09.02.2021	Extension requested until 31.12.2021 as a full review is being undertaken in line with the rolling out of a new lone worker safety device.