

PWYLLGOR DATBLYGU STRATEGOL A CHYFLENWI GWEITHREDOL STRATEGIC DEVELOPMENT AND OPERATIONAL DELIVERY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Extension to Review Dates of Risk Management Written Control Documentation <ul style="list-style-type: none"> • Risk Management Strategy • Risk Management Framework
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Jo Wilson, Board Secretary
SWYDDOG ADRODD: REPORTING OFFICER:	Charlotte Beare, Assistant Director of Assurance and Risk

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

The Strategic Development and Operational Delivery Committee is asked to extend the review dates of the Risk Management Strategy and the Risk Management Framework.

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

Risk Management Strategy

The Risk Management Strategy has been previously delayed to accommodate the introduction of the strategic objectives, the new BAF, and the new Committee structure, and now these are sorted, the organisation's risk appetite and tolerance will need to be revised following approval of the IMTP in July as this will help clarify the Health Board's capacity to manage risk going forward. This is a key component of a RM Strategy. In addition to this, a new risk management module is currently being developed by risk leads across Wales through the Once for Wales (OfW) Risk Management Task and Finish Group. This new system will result in a number of changes that will hopefully reflect an all-Wales approach in the tools and language used in risk management across NHS Wales, which will also help to inform the risk management strategy. This group has been in place for a year and work has started to progress at pace now to design the system which is planned to be implemented in a phased approach across Wales during 2022/23.

The Committee is asked to agree to a further extension until 31st December 2022 to the Risk Management Strategy to accommodate the further work required on the risk appetite and tolerance levels and the impact of the new risk management module.

Risk Management Framework

There have been a number of reasons for the delay in reviewing this written control document such as changes to governance arrangements during the COVID-19 pandemic, changes to the Committee structure and changes to the Board Assurance Framework and Corporate Risk Register, which needed to be bed in. The Risk Management Framework is currently under review and the final version will be presented to the Committee in July 2022. However it is anticipated that this may need further updating when the OfW system is implemented.

For the Committee's assurance, a high-level review has been undertaken to ensure that both documents remain fit for purpose during the extension period.

Argymhelliad / Recommendation

The Strategic Development and Operational Delivery Committee is requested to approve the extensions of the expiry dates to the above written control documents, on the understanding that the reviews will be completed within the stipulated dates.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.15 Approve relevant corporate policies and plans 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.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Datblygu Strategol a Chyflenwi Gweithredol: Parties / Committees consulted prior to Strategic Development and Operational Delivery Committee:	As detailed in the assessment

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	<u>Not applicable</u>
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:	<u>Not applicable</u>
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.