

Reference Number: UHB 001 Version Number: 6	Date of Next Review: 5 July 2024 Previous Trust/LHB Reference Number: N/A
MANAGEMENT OF POLICIES, PROCEDURES AND OTHER WRITTEN CONTROL DOCUMENTS POLICY	
<p>Policy Statement</p> <p>Cardiff and Vale University Health Board (C&V UHB) has a responsibility to ensure compliance with legislative, statutory and regulatory requirements. Policies, procedures and other written control documents develop and describe our ‘ways of working’ and outline how staff should perform their roles to meet these requirements. A robust and clear governance framework for the management of documents is essential to minimise risk to patients, employees, contractors, the public and the organisation itself; therefore, the Health Board has developed a system to support the development or review, approval, dissemination and management of these documents.</p> <p>This policy outlines the process for development, consultation, approval, dissemination, and review of key organisational documents such as policies, strategies, procedures, guidelines and protocols.</p>	
<p>Policy Commitment</p> <p>Our documents will be written in plain language so that all staff, stakeholders and where appropriate our patients and the people we serve, are clear about what is expected. It will be possible to find them easily on our internet and/or intranet sites. Where appropriate our documents will be available in the Welsh Language and they will also be supported by other media or format, for example podcasts.</p> <p>Each document will have an “owner” who has responsibility for making sure that it is regularly reviewed and kept up to date.</p> <p>A combined Equality and Health Impact Assessment will be completed for all policies (and where appropriate procedures and other written control documents).</p> <p>Our staff and stakeholders will be actively consulted during the development of all policies (and where appropriate procedures and other written control documents).</p> <p>There will be clear and appropriate methods for the approval of policies and other written control documents and a comprehensive register will be maintained for all such documents.</p>	
<p>Supporting Procedures and Written Control Documents</p> <p>This policy and UHB 242: Written Control Documents – Development and Approval</p>	

Document: Management of Policies, Procedures and Other Written Control Documents	2 of 3	Approval Date: 5 July 2022
Reference Number: UHB 001		Next Review Date: 5 July 2024
Version Number: 6		Date of Publication: 12 July 2022
Approved By: Audit and Assurance Committee		

Procedure describe the following with regard to written control documents:

- The process for developing/updating documents
- The requirements regarding equality and health impact assessment
- Style and formatting
- Consultation and approval arrangements
- Recording, storage and archiving
- Communication and publication
- Any learning, education or development needs

Other supporting documents are:

UHB 142: Records Management Policy.

UHB 183: Records Retention and Destruction Protocol.

UHB 202: Safety Notices and Important Documents Management Policy.

UHB 228: Producing Written Information for Patients Guidance.

UHB 246: Information Governance Policy.

Scope

This policy applies to all of our staff in all locations including those with Honorary Contracts.

This policy relates to organisation wide key documents. However, its principles also apply to any local key documents to ensure that they are appropriately authenticated and regularly reviewed to ensure a reliable, accessible and valid source of best practice for staff.

Equality and Health Impact Assessment (EHIA)	The policy relies on the generic EHIA for Administrative Type Policies
Policy Approved by	Audit and Assurance Committee
Group with authority to approve procedures written to explain how this policy will be implemented	Health System Management Board
Accountable Executive	Director of Corporate Governance

Document: Management of Policies, Procedures and Other Written Control Documents	3 of 3	Approval Date: 5 July 2022
Reference Number: UHB 001		Next Review Date: 5 July 2024
Version Number: 6		Date of Publication: 12 July 2022
Approved By: Audit and Assurance Committee		

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	N/A	17/09/09	New policy
2	12/09	N/K	Minor amendments
3	06/11	07/11	Amendments throughout document to reflect changes in approval processes and recognise mechanism required to develop Directorate documentation.
4	01/07/14	08/07/14	Amendments to reflect new policy format
5	30/11/17	05/12/17	Change in titles Reference to new Equality and Health Impact Assessment launched in September 2016 Changes in supporting Procedure to reflect Committee changes
6	05/07/22	12/07/22	Changes in supporting Procedure to reflect changes in approval process.