

# Guidance, Template and Forms for the Development of Policies and Procedures

The Policy for the Development and Management of Policy and Procedural Documents must be read and adhered to when developing any ICB policy and when completing the attached template and forms.

# Format and Style of ICB Policies

* Each ICB Policy will be allocated a unique identifier by the ICB Corporate Office, using the guidance set out below:

LSCICB\_Subject area and number/version number

* Policy documents will be produced in Arial font size 12 for the body of the document and Arial Bold font 12 for headings and have a contents page
* The front sheet for all policies will be completed as set out in the attached document template
* Section headings and sub-sectioned headings should be numbered for ease of reference
* All pages will be numbered at the bottom of the page

# Content of Document

The document template includes guidance on mandatory and suggested headings and sections that may be included in a procedural document. The list is not exhaustive, and the policy author should apply/omit sections as appropriate.

# Prior to Submission

ALL of the following must be completed by the author before all new policies are submitted for onward approval:

* Relevant sections of the policy front sheet
* Contents page
* Sections marked mandatory
* Consultation
* Equality Impact Analysis
* Policy Approval Checklist

All guidance text (highlighted in blue) should be deleted prior to the document being submitted for consultation or approval.



**Policy Template** (reference to be removed prior to approval)

Title of Policy

|  |  |
| --- | --- |
| Ref: | *To be completed by Corporate Team* |
| Version: | *To be completed by Corporate Team* |
| Purpose |  |
| Supersedes: |  |
| Author (inc Job Title): |  |
| Ratified by:  (Name of responsible Committee) | *To be completed by Corporate Team* |
| Cross reference to other Policies/Guidance |  |
| Date Ratified: | *To be completed by Corporate Team* |
| Date Published and where (Intranet or Website): |  |
| Review date: |  |
| Target audience: |  |

*This policy can only be considered valid when viewed via the ICB website or ICB staff intranet. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one published.*

|  |  |  |
| --- | --- | --- |
| **Document control:** | | |
| **Date:** | **Version Number:** | **Section and Description of Change** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Contents

Insert a table of contents or use the table format below

|  |  |  |
| --- | --- | --- |
| **Section No.** | **Section Heading** | **Page No.** |
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# The list is not exhaustive, and the policy author should add or omit sections and headings as appropriate. Margins should be justified.

1. **Introduction and Background**

This section must be completed for all policies and procedures. It should be used to introduce the topic and any background information and include references of any relevant legislation, or national policy guidance.

* 1. Next paragraph must be numbered

# Purpose / Aims and Objectives

This section must be completed for all policies and procedures and should outline the objectives and intended outcomes of the process/system being described.

# Scope of the Policy and Definitions

This section must be completed for all documents and should clearly state the target audience and the activities covered by the document.

The document should explain any relevant definitions of headings or terms used within the document.

# The Procedure/s (other headings can be used)

This section will set out the detail of the policy and will usually have various sub- heading to describe how the objectives will be met.

# Roles and Responsibilities

This section should be completed for all documents and should provide an overview of the individual, departmental and any committee roles and responsibilities, including any reporting arrangements*.*

# Equality and Health Inequalities Impact Risk Assessment (EHIIRA)

Refer to the guidance set out under section 8 of the ‘Policy for Policies’.

The EHIIRA which can be found on the ICB’s staff intranet **must** be completed prior to consultation and submitted with the draft policy.

State within the policy that an EHIIRA has been completed for the policy and give a short summary of the findings of the assessment.

# Implementation and Dissemination

Describe how the policy will be implemented and disseminated.

# Training Requirements

Describe any training that is needed, who should attend training, frequency of updates and who provides the training. A table format may be used to show the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff Groups** | **How Often**  **/ frequency** | **Length of training** | **Delivery Method** | **Delivered by whom** | **Where are the records of attendance held?** |
|  |  |  |  |  |  |

Outline any resource implications

If there are no specific training requirements, then the author should give a list of roles who need to be familiar with the document.

# Monitoring and Review Arrangements

Describe how the policies implementation and effectiveness will be monitored, measured and evaluated. This section should also state how non-compliance will be reported. Key performance indicators may be a sub-heading in this section.

State when the policy will be reviewed.

# Consultation

Refer to the guidance set out under Section 10 of the ‘Policy for Policies’

The following table should be used to list all staff and stakeholders who have been consulted during the policy development.

# List of Stakeholders Consulted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name of Individual or Group** | **Designation** | **Were comments received, considered and incorporated**  **Yes/no** | **If not incorporated record reason why** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **References and Bibliography**

All sources used to provide evidence or support the policy should be clearly referenced. Sources can be acknowledged by producing a list of references at the

end of the policy. Any relevant legislation or guidance from other organisations should also be referenced.

# Associated Documents

List relevant local and national policies or procedures that should be read in conjunction with this document.

# Appendices

List any appendices