**

Appendix 1

Assurance Checklist

Name of Policy ………………………………………………………………………………………………………….

Approving Body or Bodies
(in order) …………………………………………………………………………………………………………………..

Date of Approval ……………………………………………………………………………………………………….

Director/Policy Lead …………………………………………………….……………………………………………

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|  | Requirement | Comment |
| Scope | The scope is clearly defined. There is clear evidence that it does not duplicate existing policy. Recognition is given where it overlaps with or supplements existing policy. | <<Include information, justification and assurance on scope>> |
| Consultation | There has been sufficient consultation with those affected by the policy, including those with responsibility for implementation. | <<include information on who was consulted with and response to any significant issues raised>> |
| Staff Partnership | The policy development requires collaboration with, and agreement of, Staff Partnership.  | <<include information on engagement with Staff Partnership or reason why none was considered necessary>>  |
| Communications Plan | There is a comprehensive communication and implementation plan in place. |  <<summary>> |
| Finance | Cost implications are fully understood and agreed by budget holders, or additional resourceSecured. | <<include details of likely cost and source of any funding>> |
| Equalities | The policy has been subject to EQIA assessment and shared with the Corporate Inequalities Team. | <<attach completed EQIA>> |
| Human Resources | Implications for staff are fully understood and agreed. | <<confirm that this has been considered>> |
| Sustainability | Impact on the environment (e.g. carbon emissions; travel) is understood and agreed.  | <<consider the risks and opportunities around sustainability and confirm that any action to minimize impact have been considered>> |
| Risk | Any risks to the organisation are fully understood and agreed as a result of this Policy.  | <<attach completed Policy Risk Assessment Tool>> |
| Service Delivery | Implications for service delivery including achievement of performance targets are fully understood and agreed. | <<include details where relevant>> |
| Review | A review has been carried out to evaluate the effectiveness of the current policy. | <<summary of evidence>> |

The completed Assurance Checklist should be submitted to Iain Paterson, Corporate Services Manager (iain.paterson2@ggc.scot.nhs.uk) following approval of the Policy.