***APPENDIX 2***

Appendix 2 **-** PolicyTemplate

<<Title>>

**TEMPLATE**

|  |  |
| --- | --- |
| Lead Manager: | <<post title>> |
| Responsible Director: | <<post title>> |
| Approved by: | << committee or group>> |
| Date approved: | <<date>> |
| Date for Review: | <<date>> |
| Replaces previous version:[if applicable] | <<date of original>> |

# Contents page

Optional: dependent on the length and complexity of the document.

# Introduction

Introduces the topic and includes reference and applicability of relevant legislation, definitions and context. This section should also include detail of the purpose and objectives.

# Scope

The target audience for the policy or procedure. For example “this policy applies to all employees of NHSGGC in all locations”

# Roles and responsibilities

Expectations of staff as a whole and any specific roles and responsibilities associated with particular posts.

# Body of Policy

# Review

Arrangements for review, including review date or any triggers for review (e.g. expected legislation).

# References

Supporting Information (may be included in main policy document, or in separate supporting documentation).

## Communication and Implementation Plan

To include any training required and clear plan for communications with anyone expected to be aware of or implement the policy.

## Monitoring

Arrangements for monitoring the implementation of the policy and whether the aims have been achieved.

## Impact Assessment

Details of the implication of the policy including EQIA, Policy Risk Assessment Tool and other impacts as set out in the Assurance Checklist 1 in the Policy Development Framework.