

Policy Development Framework

Quick Guide



What is a Policy?

- **A policy is a guiding principle used to set direction in an organisation.** It can be a course of action to guide and influence decisions.
- **It should be used as a guide to decision making under a given set of circumstances** within the framework of objectives, goals and management philosophies as determined by senior management.
- **Policies are usually general statements about aims, intentions or an approach to a particular issue,** which summarises an organisation's position on an issue, and is presented as a statement of intent or a plan of action.

What is the Policy Development Framework?

The Framework aims to ensure that:

- **There is a consistent and clear approach to policy development,** consultation, approval, dissemination/communication, access to documents and review.
- **NHSGGC complies with relevant legislation, governance, audit and controls** assurance requirements.
- **Policy processes are appropriate** for new organisational arrangements and single system working.
- **The impact of policies is fully assessed and understood.**
- Policies in use are current, relevant, up to date, have clear ownership, and formal approval, including agreement with Staff Partnership where necessary.
- **NHSGGC meets its commitment to embed an equalities approach** into all our functions.

The Framework applies to all NHSGGC staff in all locations. It sets out the route to be followed when developing or updating policies, both clinical and non-clinical, and introducing these within the organisation.

How does it work?

The Policy Lead must:

- ✔ Meet the requirements for consultation, review of evidence, impact assessment and document format as set out in the Policy Development Framework.
- ✔ Ensure that the policy is approved by the appropriate approval body in line with the NHSGGC Scheme of Delegation.
- ✔ Develop a communication and implementation plan for the policy, working through the general management structure for implementation.
- ✔ Disseminate the document as appropriate with support from Corporate Communications if required.
- ✔ Ensure that the policy is reviewed at the stated date.

The Policy Owner (Director) must:

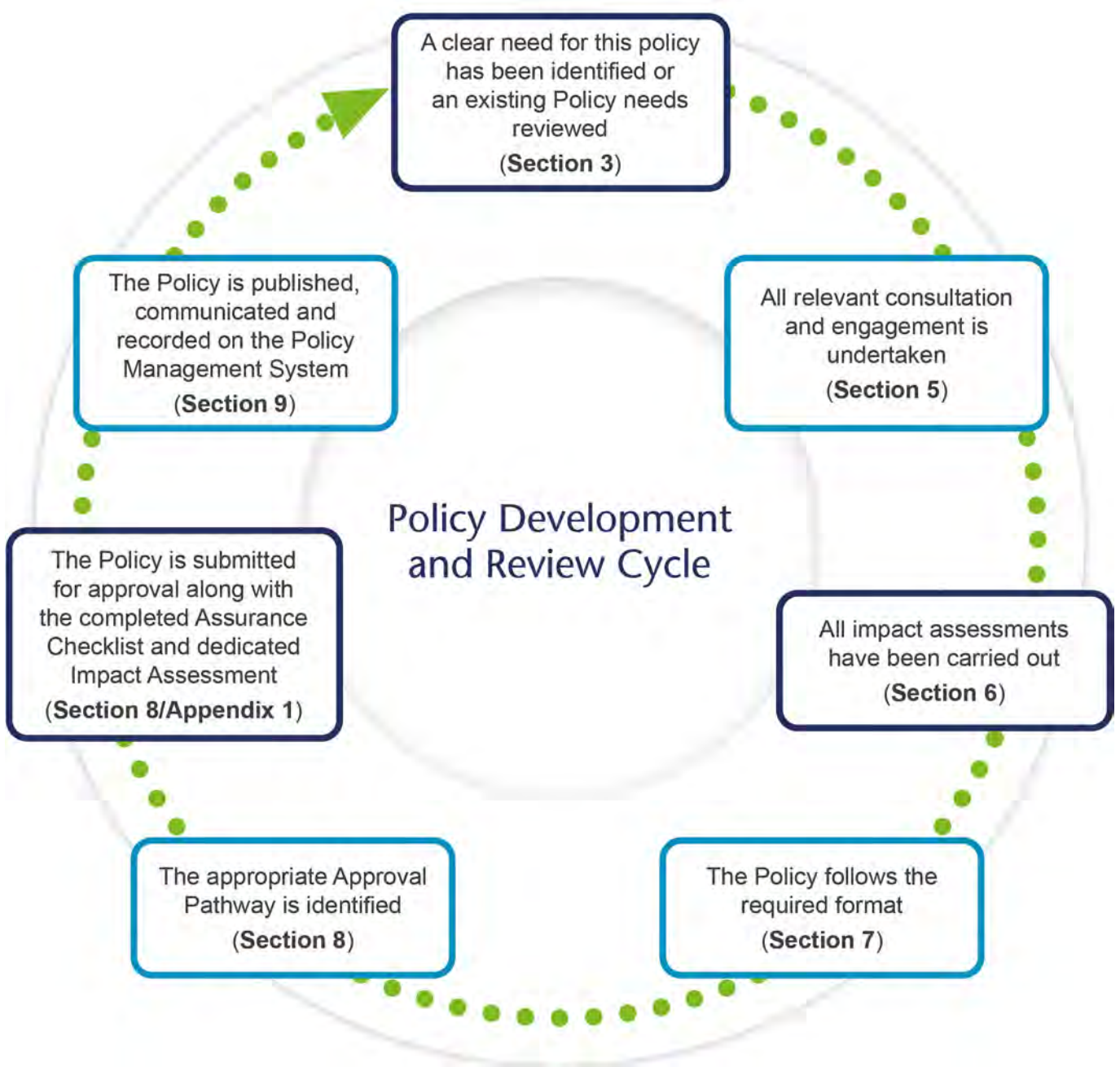
- ✔ Ensure that the requirements of the Policy Development Framework are followed.
- ✔ Ensure ownership of the appropriate policies under their area of responsibility.
- ✔ Provide advice to their nominated Policy Lead throughout the policy development process.
- ✔ Ensure the Staff Partnership function is involved in the development and approval of policy where necessary, including the routing of policy through the Area Partnership Forum.

Approval Bodies (Management Groups, Standing Committees or the Board) must:

- ✔ Ensure that the policy development process has included appropriate consultation and review of evidence prior to approval.
- ✔ Ensure an appropriate implementation and communication process is in place.
- ✔ Ensure that all necessary impact and risk assessments have been carried out.
- ✔ Ensure that policies are not approved outside the authority of the group.

A Policy **cannot** be presented to an Approval Body by a Policy Owner without a fully completed Assurance Checklist and associated assessments set out in the Framework.

Policy Development and Review Cycle



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Responsible Director: Director of Corporate Services and Governance

Approved by: Corporate Management Team

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