

Paper: 17

Date	Tuesday, 10 March 2015					
Title of paper	Policy for the development and management of policies, procedures and guidance					
Presenter	Ben Westmancott, Director of compliance					
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Responsible Director	Ben Westmancott, Director of compliance					
Clinical Lead	CCG Chair					
Confidential	<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input checked="" type="checkbox"/></td> <td>Items are only confidential if it is in the public interest for them to be so</td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Items are only confidential if it is in the public interest for them to be so
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The Governing Body is asked to:

Approve the policy for the development and management of policies, procedures and guidelines.

Summary of purpose and scope of report

This policy has been written to support the production of new policies and the management of all existing policies within the CCG. This will ensure that policies are drafted in a corporate style and to a consistent set of standards.

The approval process details that all new policies are to be approved by the CCG governing body as per the constitution standing orders and is requesting that all revised policies are approved at committee level.

The document also covers procedures and guidelines

Quality & Safety/ Patient Engagement/ Impact on patient services:

The policy does not directly impact on quality and patient services.

Finance, resources and QIPP

No financial implications.

Equality / Human Rights / Privacy impact analysis

An equality analysis has been conducted and in summary the policy will have a positive

impact as it has incorporated an equalities analysis as part of submissions of all policies to be signed off by the CWHHE equalities lead. Staff are already required to undertake equalities training. Authors of policies will be supported by their CCG equalities lead to complete the equalities analysis form.

Risk	Mitigating actions
Inconsistent polices across the CCG leads to confusion, possible duplication and differing standards.	This policy will ensure that there is a consistent approach when writing new policies or reviewing existing policies

Supporting documents

The policy for the development and management of policies, procedures and guidelines including templates and the completed equality analysis.

Governance and reporting

(list committees, groups, other bodies in your CCG or other CCGs that have discussed the paper)

Committee name	Date discussed	Outcome
Governance working group	19.12.2014	Input incorporated into the document
CCG Audit committee	08.01.2015	Recommend to the CCG for approval