

<b>Reference Number:</b> UHB 001 <b>Version Number:</b> 5	<b>Date of Next Review:</b> 30 <sup>th</sup> Nov 2020 <b>Previous Trust/LHB Reference Number:</b>
<b>MANAGEMENT OF POLICIES, PROCEDURES AND OTHER WRITTEN CONTROL DOCUMENTS POLICY</b>	
<p><b>Policy Statement</b></p> <p>To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will develop and describe our “ways of working” in policies, procedures and other written control documents.</p> <p>Policies describe the Health Board’s guiding principles that underpin our decisions, behaviours and actions for everything we do. A Policy statement is a public commitment of our intent.</p> <p>Procedures and other written control documents translate these principles into more detailed instructions or guidance including individual responsibilities.</p>	
<p><b>Policy Commitment</b></p> <p>Our documents will be written in plain language so that all staff, stakeholders and where appropriate our patients and the people we serve, are clear about what is expected. It will be possible to find them easily on our internet and/or intranet sites. Where appropriate they will also be supported by other media or format, for example podcasts.</p> <p>Each document will have an “owner” who has responsibility for making sure that it is regularly reviewed and kept up to date.</p> <p>A combined Equality and Health Impact Assessment will be completed for <b>all</b> policies (and where appropriate procedures and other written control documents).</p> <p>Our staff and stakeholders will be actively consulted during the development of all policies (and where appropriate procedures and other written control documents).</p> <p>There will be clear and appropriate methods for the approval of policies and other written control documents and a comprehensive register will be maintained for all such documents.</p>	
<p><b>Supporting Procedures and Written Control Documents</b></p> <p>This policy and the <a href="#">Written Control Document Development and Approval Procedure</a> describe the following with regard to written control documents:</p>	

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- The process for developing/updating documents
- The requirements regarding equality and health impact assessment
- Style and formatting
- Consultation and approval arrangements
- Recording, storage and archiving
- Communication and publication
- Any learning, education or development needs

**Other supporting documents are:**

Records Management Policy  
Records Retention and Destruction Protocol  
Safety Notices and Important Documents Policy and Procedure  
Producing Written Information for Patients Guidance

**Scope**

This policy applies to all of our staff in all locations including those with Honorary Contracts.

**Equality and Health Impact Assessment**

The policy relies on the generic EHIA for Administrative Type Policies

**Policy Approved by**

UHB Board 1 July 2014

**Group with authority to approve procedures written to explain how this policy will be implemented**

Health System Management Board

**Accountable Executive**

Director of Corporate Governance

**Disclaimer**

**If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate**

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<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	N/A	17/09/09	New policy
2	12/09	N/K	Minor amendments
3	06/11	07/11	Amendments throughout document to reflect changes in approval processes and recognise mechanism required to develop Directorate documentation.
4	01/07/14	08/07/14	Amendments to reflect new policy format
5	30/11/17	05/12/17	Change in titles Reference to new Equality and Health Impact Assessment launched in September 2016 Changes in supporting Procedure to reflect Committee changes