

Appendix D

Checklist for Approval and Ratification Boards Procedural Documents

Policy Name: Security Policy

Action Requested: Approval by Health & Safety Committee and Ratification by OMB

	Title of document being reviewed:	Yes/No/Unsure	Comments
1	Format & Layout		
	Is the policy in Font (Verdana 10 point)?	Yes	
	Are the Appendices separate and in a Pdf format?	Yes	
	The Trust approved logo is in the header [on first page of policy] of each appendix	Yes	
	'Appendix' at top right of each appendix first page, sequenced using letters, not numbers	Yes	
	A standard page footer [on each page of policy and] separately on each Appendix	Yes	
2	Mandatory Appendix		
	Does the Policy have the following: <ul style="list-style-type: none"> Equality Impact Assessment An Approved Privacy Impact Assessment Implementation Plan 	Yes	
3	Title and Rationale		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
	Are reasons for development of the document stated?	Yes	
	Development Process		
	Is the method described in brief?	Yes	
	Are people involved in the development identified?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
4	Content		
	Is the objective of the document and intended outcomes clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the statements clear and unambiguous?	Yes	
5	Evidence Base		
	Is the type of evidence to support the policy identified explicitly?	Yes	
	Are key references cited?	Yes	

	Title of document being reviewed:	Yes/No/Unsure	Comments
	Are supporting documents referenced?	Yes	
6	Approval		
	Does the document identify which committee/group will approve it?	Yes	Contained Within Implementation Plan.
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes	Staff side through Health & Safety Committee
7	Dissemination and Implementation		
	Does the plan include the necessary training/support to ensure compliance?	Yes	LSMS Accredited Training
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes	
	Does the implementation plan specify where the document is to be published for staff/public access?	Yes	
8	Document Control		
	Does the document identify where the original will be held?	Yes	Facilities Policies Folder
	Have archiving arrangements for superseded documents been addressed?	Yes	
	Is the version number correct and in compliance with Trust Policy?	Yes	
9	Process to Monitor Compliance and Effectiveness		
	Are there measurable standards to support the monitoring of compliance with and effectiveness of, the document?	Yes	
	Is there a plan to review or audit compliance with the document?	Yes	
10	Review Date		
	Is the frequency of review identified? If so is it acceptable?	Yes	
Post Holder responsible for the Policy/Document Approval			
The Post Holder as identified within the document submitted should sign here to confirm their approval of the document and their authority for its submission to the board/committee stated above. This document must then be submitted to the board/committee with the original documents and all appendices.			
Name	Paul Freeman	Date:	04/01/17
Signature			
Board/Committee Approval			
If the board/committee is happy to approve this document, the Chair of the board/committee should sign and date it here. Please send this original document to the Information Governance Department.			
Name	Alison Kingscott	Date	27/03/17
Signature			
Board/Committee Ratification			
If the committee is happy to ratify the approval of this document, the Chair of the board/committee should sign and date it here. Please send this original document to the			

Title of document being reviewed:		Yes/No/Unsure	Comments
Information Governance Department.			
Name	Andy Hyett	Date	27/06/17
Signature			